Department of Defense

DCPAS

Defense Civilian Personnel Advisory Service

Fact Sheet

Civilian and Military EMPLOYMENT VERIFICATION

Non-current Employees

For more information about DCPAS and the products and services provided, visit us online at:

http://www.cpms.osd.mil/

RETIREES

Defense Finance and Accounting Service (DFAS) myPay (Civilian and Military)

Your Retiree Account Statement (RAS) contains information on your pay and deductions that many potential creditors require, and your latest RAS is always available on myPay. You may also request a hard copy RAS be mailed to you by calling the Retired and Annuitant Pay Customer Care Center at 1-800-321-1080.

http://www.dfas.mil/retiredmilitary/manage/payverification.html

Office of Personnel Management (OPM)

- Contact OPM's Retirement Office at 1-888-767-6738 or retire@opm.gov. The phone lines are open from 7:30 am to 7:45 pm (EST). It is a busy phone number so we encourage you to call early in the morning or after 5:00 pm when the phone lines are less busy.
- The 1099-R annuity statement within *Services Online* has been enhanced to include the OPM seal so it can be used in most cases for a "Verification of Income." Simply login to Services Online and print the statement. You can also print the last two years of your 1099-R annuity statements. You will need your Civil Service Annuity (CSA) number and password to login. If you need a password you may request one from the login page. When you login, set up your email address and security questions.

  https://www.servicesonline.opm.gov/

SEPARATED EMPLOYEES

The National Personnel Records Center's Federal Records Center Program maintains the Official Personnel Folders (OPF) of former Federal civilian employees whose employment ended after 1951. Former Federal Civilian Employees (the person of record), Authorized Third Party Requesters and others can access these OPFs. Former Federal Civilian employees may request access to their OPF, after 120 days from Separation Date, either in person or electronically.

http://www.archives.gov/st-louis/civilian-personnel/index.html