

**SF-813 – “Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions”**

The National Personnel Records Center (NPRC) has informed us that Federal agencies should allow at least six months from the date of the service member's retirement before submitting an SF-813 to NPRC for retirees of the *Air Force, Army, or Coast Guard*. NPRC will return to agencies without action those SF-813's submitted notwithstanding the requirement to allow for a six-month window. Also, NPRC has advised us that the *Navy and Marine Corps* no longer send to NPRC the military personnel records of persons who retire from active duty, although the military personnel records that the *Navy and Marine Corps* previously sent to NPRC remain there. As such, the date of the service member's retirement determines whether the SF-813 for *Navy and Marine Corps* retirees should be sent to NPRC, the *Navy*, or the *Marine Corps* (see dates/addresses below). For *Navy and Marine Corps* retirees, agencies may submit SF-813's immediately upon the service member's retirement.

Accordingly, effective immediately, agencies should follow NPRC's guidance as noted above. Additionally, NPRC has updated the mailing addresses for the SF-813. As such, we will be updating our guidance and the SF-813. In the interim, the following addresses should be used when submitting the SF-813 instead of the addresses shown on the form:

A. To verify campaign/expeditionary service for former military personnel who have been retired from the Air Force, Army, or Coast Guard at least six months; from the Marine Corps before October 1, 2001, or from the Navy before January 1, 1995, address the request to:

National Personnel Records Center  
9700 Page Avenue  
St. Louis, MO 63132-5100

B. To verify campaign/expeditionary service for former military personnel who retired from the Marine Corps after September 30, 2001, address the request to:

Headquarters U.S. Marine Corps  
Personnel Management Support Branch (MMSB-10)  
2008 Elliot Road  
Quantico, VA 22134-5030

C. To verify campaign/expeditionary service for former military personnel who retired from the Navy after December 31, 1994, address the request to:

Navy Personnel Command (PERS-313C1)  
5720 Integrity Drive  
Millington, TN 38055-3130