

Military Status Questionnaire

If you are in the military Reserve or National Guard, you may be entitled to additional benefits such as 15 days military leave; 22 days emergency military leave; and Reservist Differential Pay. To ensure your personnel records are reflected accordingly, please complete, sign, and date Form 12325, Military Status Questionnaire. Form 12325 can be faxed to 816-268-8188; scanned and emailed to the email addresses listed below; or manually/digitally signed and emailed to one of the email addresses listed below. For more information, please contact the military program office via internal Outlook email at *Military Deployment Program or Internet email to Military.Deployment.Program@irs.gov.

Check the box next to the code corresponding to your current military status

CODE		STATUS	DESCRIPTION
<input type="checkbox"/>	0	None	
<input type="checkbox"/>	1	Ready Reserve or Active Individual Reserve	Considered Active Reserve, subject to recall, periodic training or drills
<input type="checkbox"/>	2	Standby Reserve	Have met enlistment obligation; could be returned to active duty for 2 weeks in the summer
<input type="checkbox"/>	3	National Guard	Considered Active reserve
<input type="checkbox"/>	4*	Retired Military - Regular	All Retired Military Regular are placed on a Reservist List for 10 years
<input type="checkbox"/>	5*	Retired Military - Non Regular or Retired Reservist	All Retired Military Non Regular are placed on a Reservist List for 10 years
<input type="checkbox"/>	6*	Retired Military(Reg) RSR/NG	Employee is retired from Regular duty in the Reserve or National Guard
<input type="checkbox"/>	7*	Retired Mil(Nonreg) & RSR/NG	Employee is retired from Non Regular military duty in the Reserve or National Guard
<input type="checkbox"/>	8*	Ret Mil & DC NG	Employee is retired from the DC National Guard
<input type="checkbox"/>	9*	DC National Guard	Employee is a member of the DC National Guard

*If Code 4 or 6 (Retired Military Regular), or Code 5 or 7 (Retired Military Non Regular), or code 8 (Retired DC National Guard) enter the date of military retirement (MM/DD/YYYY)

Name (enter complete name)	SSN (enter complete SSN)
Signature	Date signed

Privacy Act Notice

Our authority to request this information is 5 USC 6323 and 5 USC 301. This information is used to determine your eligibility for military leave benefits. The information is provided to the National Finance Center to calculate benefits for which you are eligible. The information may be disclosed to the Office of Personnel Management, Merit Systems Protection Board, Equal Employment Opportunity Commission, and General Accounting Office for use in administering Federal personnel systems. We may also provide this information to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia and U.S. Commonwealth and possessions to administer their laws; and to other countries pursuant to treaty. You are not required to provide this information; however, if you do not provide all of the information requested, we may not be able to determine your eligibility for military leave benefits. Providing false or fraudulent information may subject you to penalties.