

Service Computation Date

(PLEASE READ CAREFULLY)

How do I update my SCD?

Applicable to: Civilians

A service computation date (SCD) for leave and reduction in force (RIF) is a date that is either actual or constructed, by crediting service based on how long a person has been in federal service. For a federal employee with no prior creditable civilian or military service, the service computation date is the effective date of the employee's first federal civilian appointment. For an employee with prior creditable service, the service computation date is constructed by totaling the days, months and years of the employee's creditable civilian and military service and subtracting that total from the effective date of the employee's most recent appointments. Examples of SCD calculations are provided below. For many employees, events in their employment history may require their SCD be adjusted (recomputed). Changes to an SCD can occur when an employee claims service not previously claimed or provides documentation for service not previously documented or claimed, or when an employee has extensive periods of leave without pay.

NOTE: Standard Form 813, *Verification of Military Retiree's Service in non-wartime Campaigns or Expeditions*, (SF 813) are submitted through your Civilian Personnel Section (CPS). If you have not submitted an SF 813 to request verification of military service and wish to receive credit for campaign or expedition time, please prepare and submit an [SF 813](#) to your CPS. Your CPS will send the completed form to the appropriate verification authority listed on the back of the SF 813. Effective 6 July 2017 AFPC/DPISSP assumed responsibility of the SF813 verification process for Air Force personnel who retired after 1 October 2004. Forms for Air Force personnel who retired after 1 October 2004 should be mailed to: AFPC/DPISSP, Military Promotions, Evaluations, and Recognition Branch, 550 C St. West, Suite 12, JBSA-Randolph, TX 78150. The information on the back of the SF 813 is being updated accordingly. Until such time as the form is updated, please ensure forms are sent to this address. Once military service has been verified, you will receive the form back from your CPS and you'll submit your completed SF 813 to the Air Force Personnel Center for adjust of your SCD using the link at the bottom of this page.

SF 813 is **not** needed if all service time is already added on your DD 214. As well as:

1) Use SF 813 only for persons who are retired from active military service. Do **not** use this form if the person has completed 20 or more years of Reserve or National Guard service but will not receive a pension until age 60.

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2) If retirement is from the U.S. Coast Guard, allow six months from the date of retirement before submitting this form.

Example of SCD Computations

If an employee is appointed on 12 October 1998 and has 4 years, 3 months, and 3 days of prior service that is creditable, the service computation date will be constructed as follows:

Service credit of 4 years, 3 months, and 3 days is subtracted from the appointment date, 12 October 1998; the result is 9 July 1994. Thus, the SCD will then be 9 July 1994.

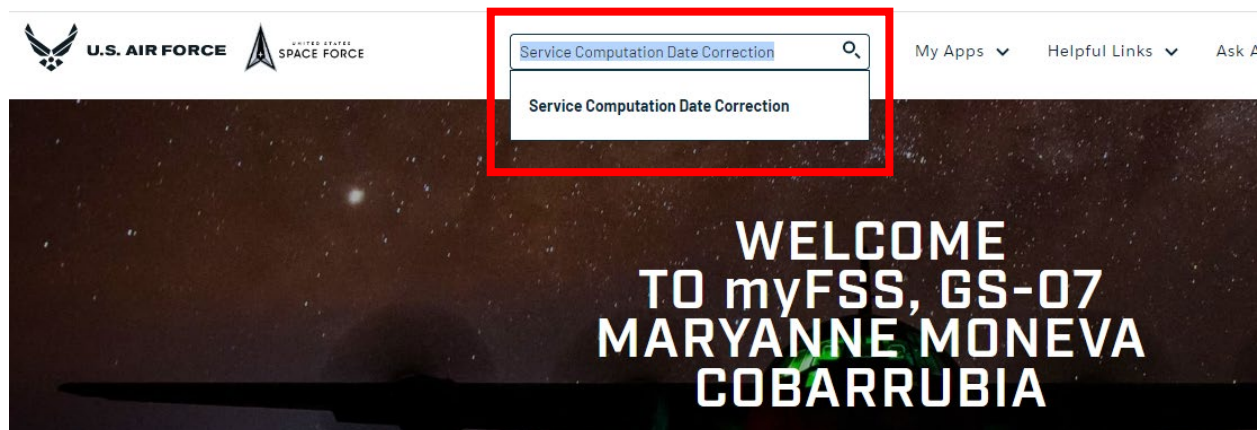
NOTE: If you need assistance with the calculations, please make an appointment with MaryAnne Cobarrubia at CPO. Email: maryanne.cobarrubia.1@us.af.mil Office #: (501) 987-1700.

Requesting Corrections to you SCD

If you believe your SCD is incorrect, based on creditable service not previously claimed, you may submit a request to have your SCD reviewed or updated. You will need to provide copies of all pertinent Standard Form 50, *Notification of Personnel Actions*, or appropriate substitute (i.e. official personnel documents) showing the service you are claiming, in order to submit a SCD Inquiry.

To submit a request:

Go log into myFSS: <https://myfss.us.af.mil> and type, Service Computation Date Correction in the search box. As shown below:



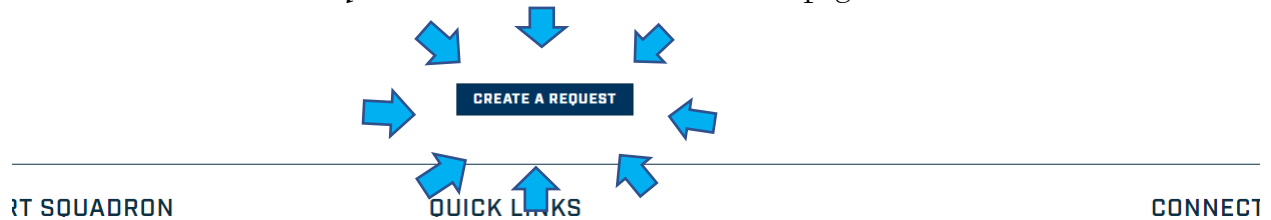
Creating a Request

Created by: MaryAnne Cobarrubia, HR Specialist (9 August 2023)

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Click on the **Create a Request** box at the bottom of the SCD page. As shown below:



Fill out **Comments** section and **attach** all supporting documents. Then click **SUBMIT** once you complete your request.

WFM CivStaff Civilian Service Computation Date Update Request

Comments

EXAMPLE

Good morning/afternoon,

I noticed there was a discrepancy with my SCD, so I had my HR double check. I've attached the required supporting documents. Please assist.

Thank you,

Your Name

Upload Supporting Documents



-- No files have been uploaded. --

If submitting PII information it must not be in the Comments field, this is a violation of PII policy and will result in the immediate deletion of this case.

Submit

NOTE: You will receive an email with your case #. Make sure you're logging back in myFSS to check your ticket request from the Service Agent daily.

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Checking for Response

Go to myFSS and scroll down until you see myFSS Cases. As shown below:

myFSS CASES myFSS QUESTIONS

OPEN (2) CLOSED (20)

▼

CREATED	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #
2/22/2023	Pay Inquiry - [REDACTED]	Open		2/22/2023 9:35 am	01084072
2/1/2023	Pay Inquiry - [REDACTED]	Updated		2/16/2023 10:40 am	01058173

Then look for the case # (if you don't remember the case # check your email) for this ticket. If a Service Agent replied, the status will change from OPEN to either PENDING, WAITING, OR CLOSED.

If for some reason you forgot to mention something, find the case # and click on DETAILS. The Details box will appear, click on Communication → New Comment. As shown below:

CASE #01084072 X

DETAILS

COMMUNICATION

RELATED DOCUMENTS

New Comment

Email (Service Agent) - 2/22/2023 9:35 am

MARYANNE COBARRUBIA,

Your Air Force Personnel Center servicing staffing team has received your pay inquiry. We are researching your concerns and we will provide a status update as soon as possible.

Comment (You) - 2/22/2023 9:35 am

Case # 01058173 not answered. [REDACTED] is still showing the old pay rate. We believe the reassignment action in DCPDS was processed at the same time as the Pay Adjustment and caused issues with the new pay flowing correctly.

Viewing 1-2 of 2

NOTE: Details and Communication is also the same place you'll check if the Service Agent responded to your request. If the Service Agent is requesting for additional documents, just click on "Related Documents" and attach files there.