

# Military Buy Back Instructions

All forms for MBB are located on our CPO website  
<https://www.littlerock.af.mil/Helping-Agencies/Civilian-Personnel/> under  
 Employee Benefits → Military Buy Back Forms

## STEP ONE

Obtain a copy of your DD214 (member 2 or 4)

**Note:** To obtain a copy of your DD214 or a Request Pertaining to Military Records, fill out Standard Form 180 (SF-180), (PDF 394 KB- 11/17/20210) submit requests to:

NATIONAL PERSONNEL RECORDS CENTER  
 MILITARY PERSONNEL RECORDS  
 1 ARCHIVES DRIVE  
 ST. LOUIS, MISSOURI 63138

Complete RI 20-97

**Note:** To obtain the RI 20-97 go to [https://www.opm.gov/forms/pdf\\_fill/RI20-97.pdf](https://www.opm.gov/forms/pdf_fill/RI20-97.pdf) or CPO website <https://www.littlerock.af.mil/Helping-Agencies/Civilian-Personnel/> under Employee Benefits → Military Buy Back Forms

Please only fill out the sections highlighted as shown on the example form below.  
 Please print and fax to appropriate branch with supporting documents.

Estimated Earnings During Military Service						
<b>Instructions:</b> You must complete blocks 1 through 10 and send this form to the applicable Defense Finance and Accounting Service to request your military earnings. Get the address from the reverse side of this form. Attach your Honorable Discharge, DD 214 or its equivalent and any available records of pay or promotions. The DFAS cannot provide estimated earnings without verification of your active duty service. Use a separate form RI 20-97 if you had military service in a different branch of service.						
<b>Address of Branch you were in (address located on the back of form)</b> Army DFAS - Indianapolis Center Attention: Verifications Section (Estimated Earnings) 8899 East 56th Street Indianapolis, IN 46249-0865 Phone: 1-800-729-3277 Fax: 866-401-5849				<b>1. Name (Last, first, middle)</b> Cobarrubia, MaryAnne, Moneva <b>2. Other names used</b> Minot <b>3. Social Security Number</b> 000-00-0000 <b>4. Date of birth (mm/dd/yyyy)</b> 01/01/1980 <b>5. All military service numbers</b>  <b>6. Branch of service</b> Regular Army		
The unformed services must provide Federal employees' estimated basic pay for military service they performed after December 31, 1956. This is needed to make a deposit to the Civil Service Retirement and Disability Fund for retirement credit. Please provide the estimated basic pay earned by the person named above.						
<b>7. Signature of requester</b>  <b>8. Relationship to person named</b> <input checked="" type="checkbox"/> Person named is requester <input type="checkbox"/> Other (specify): <b>9. Date (mm/dd/yyyy)</b>  <input type="checkbox"/> Survivor				 <b>Telephone number (including area code)</b> (501) 987-3212 <b>Email Address</b> youremail.us.af.mil		
<b>10. Requester's name and address (Where information will be sent)</b> <b>Name</b> MaryAnne M. Cobarrubia <b>Address</b> Your address <b>City</b> _____ <b>State</b> _____ <b>Zip Code (5 digits)</b> _____						
<b>11. Active military service after December 31, 1956 (Dates indicated below must be based on DD 214 or equivalent certification.)</b>		<b>12. Estimated Earnings (Base Pay)</b> Do not provide estimated earnings for any period of service prior to January 1, 1957.				
From (mm/dd/yyyy)	To (mm/dd/yyyy)	From (mm/dd/yyyy)	To (mm/dd/yyyy)	Rate of Basic Pay	Earnings	Type of Discharge
06/14/2001	12/17/2011					

# Military Buy Back Instructions

## Fax Coversheet

**Note:** Located in <https://www.dfas.mil/CivilianEmployees/customerservice/>. Select appropriate branch of service and open additional link to fill out the Fax Coversheet. Fax Coversheet: <https://corpweb1.dfas.mil/civpaywf/coversheet>

From *Civilian Payroll - Coversheet Builder*, click OK. Fill out sections with \*.

Sender's fax #: \_\_\_\_\_ # Pages w/o Coversheet: \_\_\_\_\_

Team/Database/Payblock: Estimated Earnings- your branch of service

Click **Work Type** → select appropriate branch (scroll down until you see image below) → OK:

<b>ESTERNAF</b>	<b>Estimated Earnings - Air Force</b>
<b>ESTERNAR</b>	<b>Estimated Earnings - Army</b>
<b>ESTERNMC</b>	<b>Estimated Earnings - Marine Corps</b>
<b>ESTERNNV</b>	<b>Estimated Earnings - Navy</b>

Subject: Verification Section (Estimated Earnings)

Remarks: Attached DD214 and RI 20-97 for (employee name)

Click **Build** → **Print Fax Coversheet**

Then Fax the Coversheet, RI 20-97, & DD214 to appropriate fax #:

Air Force, Army, Marine Corps, Navy fax #: 866-401-5849

Coast Guard fax #: 785-339-3780

Public Health Service fax #: 240-276-8817

Keep (file) faxed copies. If faxed properly, you should receive an email from them saying they received your fax. Estimated Earnings Statements will arrive in the mail about 30 days after fax is sent.

## Mailing Option

Send RI 20-97 and DD214 to appropriate address located on the back of RI 20-97.

# Military Buy Back Instructions

## STEP TWO

Obtain Estimated Earning statement and DD214, then fill out SF 3108 or SF 2803. (In most cases SF 3108 will be the form needed).

- If you are a Federal Employees Retirement System (FERS) employee, fill out the Application to Make Service Credit Payment, SF 3108.
- If you are a Civil Service Retirement System (CSRS) employee, fill out the Application to Make Deposit or Redeposit, SF 2803.

Reference:

<https://www.dfas.mil/civilianemployees/militaryservice/militaryservicedeposits/>

A. Fill out highlighted sections of SF 3108 (pages 1, 2, and 5). HR will need to sign Part B on page 2 and return the form back to you.



### Application to Make Service Credit Payment

Federal Employees Retirement System

Form Approved  
OMB No. 3208-0134

To avoid a delay in processing your claim:

1. Read the attached information carefully.
2. Type or print in ink.
3. Complete Part A in full. If you are currently a Federal employee, have your employing agency complete Part B.

Part A. To be Completed by the Applicant								
1. Name (Last, first, middle)		2. List other names you have used		3. Birthdate (mm/dd/yyyy)				
4. Address (Number and street)		5. Department or agency in which presently or last employed, including bureau, branch, or division		6. Social Security Number				
(City, state and ZIP Code)		7. Location of employment (city and state)		8. Title of position				
9. Have you previously filed any application under the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS)?		9a. Type of application		9b. Claim number(s) (if available)				
<input type="checkbox"/> Yes, complete items 9a and 9b <input type="checkbox"/> No		<input type="checkbox"/> Service credit payment <input type="checkbox"/> Return of excess deductions <input checked="" type="checkbox"/> Military Service (Go to item 11)		<input type="checkbox"/> Refund Retirement				
10. I am applying to make a service credit payment for: <input type="checkbox"/> Civilian Service (Complete item 10) <input checked="" type="checkbox"/> Military Service (Go to item 11)								
List below in chronological order all periods of Federal civilian service. Be sure all your service is listed so that the Office of Personnel Management (OPM) can bill you for the correct amount.								
Department or Agency (including bureau, branch or division where employed)	Location of Employment (city and state)	Title of Position	Periods of Service		Check whether deductions were not withheld, withheld and refunded, or withheld and remain to your credit			Put a check mark (✓) in the boxes below, next to the periods of service you want to pay for. (If you do not want to pay for a specific period of service, leave the box blank.)
			Beginning Date (mm/dd/yyyy)	Ending Date (mm/dd/yyyy)	Not Withheld	Withheld and Refunded	Withheld and Not Refunded	
11. Are deductions for the Federal Employees Retirement System now being withheld from your salary?			12. Give the date of separation from your last position under the Federal Employees Retirement System				Date of separation (mm/dd/yyyy)	
<input type="checkbox"/> Yes (Go to item 13) <input type="checkbox"/> No (Go to item 12)								
13. Signature of applicant		14. Telephone number (including area code) where you can be reached during the day		15. E-mail address		16. Date (mm/dd/yyyy)		

U.S. Office of Personnel Management  
CSRS/FERS Handbook for Personnel and Payroll Offices

Standard Form 3108  
Revised June 2013  
Previous editions are not usable.

# Military Buy Back Instructions

## Part B. To be Completed by the Employing Agency

**Instructions to the Agency** - Do not use this application to verify service for leave, retention or other non-retirement purposes. Procedures for verifying service and establishing creditability of service are contained in the CSRS (Civil Service Retirement System)/FERS (Federal Employees Retirement System) Handbook for Personnel and Payroll Offices. If more space is needed for the information requested below, please attach a separate sheet. Show the name and Social Security Number of the applicant on the separate sheet (SF 3107-1 may also be used for this purpose).

1. Did this employee elect to transfer to FERS?  No  Yes → Effective date of election (mm/dd/yyyy) →

2. From verified service documented in official personnel records, list all Federal civilian service performed (including current service) and the retirement system under which it was performed (FERS, CSRS, CSRS-Offset, FICA).

Agency	Retirement System	Periods of Service	
		Beginning Date (mm/dd/yyyy)	Ending Date (mm/dd/yyyy)

### 3. Civilian Service Not Under FERS or CSRS

From verified service documented in official personnel records, list any Federal civilian or District of Columbia Government service not covered by FERS or CSRS deductions which you believe is potentially creditable. If a period of service was subject to another retirement system for Federal employees, note this in the **Leave Without Pay** column. If total basic salary earned for any such period of service is known, a summary entry may be entered on the right-hand side below. For periods of non-deduction service spanning 1999 and 2000, separate entries for those years need to be entered if providing earnings in these columns. Otherwise, show each change affecting basic salary during the period of service. List any period of non-deduction service claimed on the front of this form which cannot be verified from official records and note it in the **Leave Without Pay** column as **Unverified**. Service which was not subject to FERS or CSRS deductions is creditable only as specifically allowed by law. **NOTE:** This information will also be requested on the SF 3107-1 in connection with the employee's retirement. File a copy of this schedule on the right side of the Official Personnel Folder to facilitate completion of the SF 3107-1.

Nature of Action (Appt., pro., res., etc.)	Effective Date (mm/dd/yyyy)	Basic Salary Rate	Salary Basis (per annum, per hour, WAE, etc.)*	Leave Without Pay	If Basic Salary actually earned is available, make summary entry below		
					From (mm/dd/yyyy)	To (mm/dd/yyyy)	Total Earned

## Application To Pay Military Deposit For Military Service Performed After December 31, 1956

**You must be currently employed and covered under FERS to make the military deposit. You must complete the deposit in full before the separation on which your retirement benefit will be based.**

Employee's Name \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Social Security Number \_\_\_\_\_

### 1. Information About Employee's Military Service

To Be Completed By Employee			Agency Use Only (To Be Completed By Agency HR Office)				
Branch of Military	Period of Service		Retirement System Rules That Apply to the Service (Check appropriate box)		Does Alternative Deposit Under USERRA Apply? (Check appropriate box)		Interest Accrual Date (IAD) (mm/dd/yyyy)
	Beginning Date (mm/dd/yyyy)	Ending Date (mm/dd/yyyy)	CSRS	FERS	Yes	No	

Certification: The information entered above is based on official records of this agency and is correct.  
Agency Official Signature \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

### 2. Employee's Acknowledgment of Understanding of Military Service Credit and Deposit Rules

I am currently employed in a position where deductions for the Federal Employees Retirement System (FERS) are being deducted from my salary, and I wish to pay the deposit necessary to obtain credit for my military service after 1956. I understand that I must pay the entire deposit to my employing agency before separation for retirement. I further understand that the military deposit cannot be deemed paid at retirement if I am eligible for and elect an alternative annuity. If I do elect the alternative annuity upon retirement, any completed military deposits made to the Fund will be refunded to me along with any other retirement contributions or payments I made to the Fund. Once I complete the deposit in full, I understand that it can only be refunded to me if I become eligible for a refund of my retirement contributions or retire without waiving my military retired pay (if any).

I understand that for any given full period of military service that I have performed, if I do not complete the deposit for that full period of military service, any payments I made that were applied to that full period of military service will be refunded to me when I retire or when I become eligible for a refund of my retirement contributions. I also understand each of the following service credit rules and how they apply to any given full period of military service that I have performed for which I have not completed the military deposit:

- For each period of military service performed after 1956 that is subject to FERS rules, the post-1956 military service will not be used to compute or establish title to a FERS annuity if I do not complete the deposit before I separate for retirement.
- For each period of military service performed after 1956 that is subject to Civil Service Retirement System (CSRS) rules in a CSRS component of my FERS annuity:
  - If the first time I worked in a position where CSRS deductions were withheld from my salary was on or after October 1, 1992, the post-1956 military service will not be used to compute or establish title to a FERS annuity if I do not complete the deposit before I separate for retirement.
  - If the first time I worked in a position where CSRS deductions were withheld from my salary was before October 1, 1992, the post-1956 military service will not be used to compute my annuity at age 62 (or when I retire, if I retire after age 62), if I am eligible for Social Security benefits at that time.

Finally, I understand that payment of this deposit will not make my military service creditable if it is otherwise not creditable under FERS or CSRS. I realize that the Office of Personnel Management (OPM) is solely responsible for adjudicating and administering civil service retirement benefits. I understand that OPM will determine if my military service can be credited in my FERS retirement when I apply for my retirement benefits.

Employee's Signature \_\_\_\_\_ Telephone number where you can be reached (during the day) \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

Standard Form 3108A  
June 2013

# Military Buy Back Instructions

B. Once appropriate sections are filled, please save, and attach to myFSS ticket.

C. Go to <https://myfss.us.af.mil/> and search for “Creditable Military Service and Post-56 Military Service Deposits.” Read the article carefully then click on “Create a Request,” when ready.

D. Once you click “Create a Request,” click on the small box to agree, and use the arrow to find “Civilian Retirement.” Then click NEXT (like the image below).

**DO NOT PROCEED UNLESS YOU HAVE READ THE KNOWLEDGE ARTICLE(S) AND HAVE THE REQUIRED DOCUMENT(S) FOR YOUR REQUEST.**

I have read the Knowledge Article(s) and have the document(s) if required.

Please select the type of Personal Benefits request you would like to make.

\* Request Type

Civilian Retirement

Emails for this request will get sent to the following email addresses:

maryanne.cobarrubia.1@us.af.mil maryanne.cobarrubia.1@us.af.mil

To modify this list, please click on your Profile picture above, click "Profile," and update your email addresses.

Next

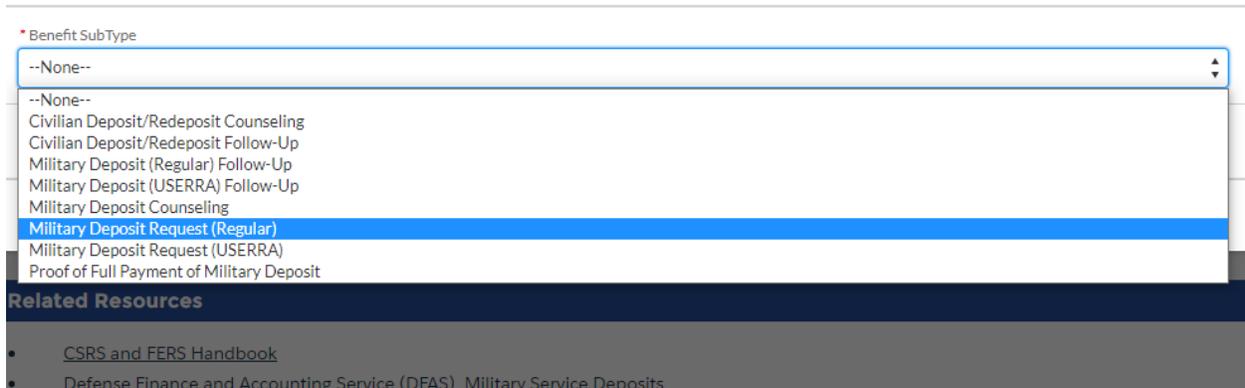
E. Benefit Type: select Civilian/Military Deposit, then NEXT.

\* Benefit Type

--None--  
--None--  
Civilian/Military Deposit  
Disability  
Non-Disability  
Phased Retirement  
Reemployed Annuitant

# Military Buy Back Instructions

F. Benefit SubType: select **Military Deposit Request (Regular)**, then NEXT.



The screenshot shows a dropdown menu titled "Benefit SubType". The menu is open, displaying a list of options. The option "Military Deposit Request (Regular)" is highlighted in blue. Other options include "--None--", "Civilian Deposit/Redeposit Counseling", "Civilian Deposit/Redeposit Follow-Up", "Military Deposit (Regular) Follow-Up", "Military Deposit (USERRA) Follow-Up", "Military Deposit Counseling", "Military Deposit Request (USERRA)", and "Proof of Full Payment of Military Deposit". Below the dropdown menu, there is a section titled "Related Resources" with two links: "CSRS and FERS Handbook" and "Defense Finance and Accounting Service (DFAS). Military Service Deposits".

G. Example of what to write in comments:

*Good morning/afternoon,*

*I am interested in buying back my military time. Attached is my Estimated Earnings During Military Service, DD 214, and SF 3108. Please let me know if more is needed.*

*Thank you,*

*(your name)*

NOTE: You can also ask them questions in this area.

H. Upload Files: **DD214, Estimated Earnings, and SF 3108**. Then click NEXT.

# Military Buy Back Instructions

## STEP THREE

Once your package is submitted to myFSS, expect to wait about 2 months for DFAS to mail you your military service deposit calculation.

Note: You could check your messages in myFSS sporadically to see if they responded with any updates or if you need to send them more documents.

A. Your letter from DFAS will look like the image below:



**DEFENSE FINANCE AND ACCOUNTING SERVICE**  
Indianapolis  
8899 E. 56TH ST  
INDIANAPOLIS INDIANA 46249-6200



Your Name and Address

**This is the amount you need to pay DFAS**

04/27/2017

SUBJECT: MILITARY DEPOSIT INFORMATION (CATCH 62)

Employee Identification Number: **123456789**

**IAD: 7/11/2019**

**Deposit Amount: \$7,223.00**

**Service Period(s): 07/12/2005 - 06/30/2014 8 Years, 11 Months, 19 Days**

We have received and processed your request for military service deposit calculation. The total amount due, to include any interest accrued to date, is listed above. If you have multiple deposits with multiple IAD (interest accrual dates), please note that the Defense Civilian Payroll System (DCPS) can process only one IAD at a time for payroll deductions or partial payments. After the current deposit is paid in full please submit complete documentation for further deposits. If you would like to pay one lump sum, regardless of IAD, the total amount of your deposit is \$7,223.00 to include the service periods listed above and 8 Years, 11 Months, 19 Days for total periods.

You may pay your military service deposit either online at [pay.gov](http://pay.gov), by payroll deduction or by check. If you desire to initiate payroll deductions, please notify us in writing. The letter should include your signature, as authorization for payroll deductions, name, social security number, and the amount you desire for the bi-weekly deductions. The required minimum deduction is \$25 per pay period. Please fax or forward correspondence to:

DFAS Indianapolis, Civilian Payroll  
8899 East 56th Street  
Indianapolis, Indiana 46249-1900  
Fax number (866) 401-5849

Check payments should be made payable to DFAS-CL DSSN 8522. Please include your employee identification number and purpose of payment (Military Deposit) on your check or attach a copy of the payment coupon with the barcoding application attached at the bottom of this letter. Checks should be mailed to:

DFAS Cleveland  
ATTN: J3DCBB/559  
1240 E 9th St.  
Cleveland, OH 44199

Online payments can be made at [www.pay.gov](http://www.pay.gov) under the form name Military Service Deposit. You will need the following information to make this payment: Name, address, employee identification number, and dollar amount to be paid.

# Military Buy Back Instructions

B. You could check your myPay to see if the amount owed is on your LES. As shown in the image below.

ext Version **Smart Leave and Earnings Statement** Help Main Exit

Printer Friendly Version HTML Version View More 04/29/2017 Go

<u>DEPARTMENT OF DEFENSE</u>						1. Pay Period End 04/29/17
<b>CIVILIAN LEAVE AND EARNINGS STATEMENT</b>						2. Pay Date 05/05/17
VISIT THE DFAS WEB SITE AT: WWW.DFAS.MIL						
3. Name	4. Pay Plan/Grade/Step	5. Hourly/Daily/Rate	6. Basic/OT Rate	7. Basic Pay + Locality Adj = Adjusted Basic Pay		
8. Soc Sec No	9. Locality %	10. FLSA Category	11. SCD Leave	12. Max Leave Carry Over	13. Leave Year End	
14. Financial Institution - Net Pay		15. Financial Institution - Allotment #1		16. Financial Institution - Allotment #2		
17. Tax Marital Exemptions Add'l Status	18. Tax Marital Exemptions Add'l Status	18. Tax Marital Exemptions Add'l Taxing Authority		19. Cumulative Retirement FERS:	20. Military Deposit PAID: 0.00 OWED: 7,223.00	
21. Current Year to Date GROSS PAY TAXABLE WAGES NONTAXABLE WAGES TAX DEFERRED WAGES DEDUCTIONS AEIC NET PAY				22. ROTH DATA		
<b>CURRENT EARNINGS</b>						
TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE HOURS/DAYS AMOUNT
REGULAR PAY			POST ALLOW			
<b>DEDUCTIONS</b>						
TYPE	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT YEAR TO DATE
FEGLI	C0			MEDICARE		
OASDI				RETIRE. FERS	KF	
TAX, FEDERAL				TSP SAVINGS		
ROTH DED						



# Military Buy Back Instructions

## STEP FOUR

To pay your military service deposit you can do so online at [www.pay.gov](http://www.pay.gov), by payroll deduction or by check. Or complete the **Military Service Payment Election Form**. A blank form can be retrieved from our website @ <https://www.littlerock.af.mil/Helping-Agencies/Civilian-Personnel/> under Employee Benefits → Military Buy Back Forms.

If you decide to fill out the **Military Service Payment Election Form**, complete and email the form to [lisa.weaver.3@us.af.mil](mailto:lisa.weaver.3@us.af.mil) (your payroll office).

*Note:* Additional instruction on how to process payments is available through the **DFAS Military Service Deposit (MSD) Payment eTutorial** on YouTube: <https://www.youtube.com/watch?v=oX4jMkOoZ9M>

If you decide to use [www.pay.gov](http://www.pay.gov), please follow instructions below.

A. Search “Military Deposit” in [www.pay.gov](http://www.pay.gov) and under **DFAS Military Service Deposit Payment**, click **Continue**.

# Military Buy Back Instructions

Pay.gov Sign In | Cre

military deposit

Browse Payments See All Agencies Help About Us

## Search Results for "military deposit"

Forms (12) Agencies (3)

Sort by: Relevance

Filter by Agency

- Defense (DOD) Defense Finance & Accounting Service (DFAS) (3)
- Defense (DOD): Defense Health Agency National Capital Region Medical (1)
- Defense (DOD): US Army (1)
- DRMSPROPERTYSURPLUS (2)
- General Services Administration

### DFAS Military Service Deposit Payment

**Description:** The Military Service Deposit Payment Form is intended for use by federal civilian employees to make payments on their Military Service Deposit (MSD) amount due. This form cannot be utilized until after receipt of notification from the employee's servicing payroll office indicating the amount due. Specific information from the notification letter (database and employee ID) is required to complete the form.

**Form Number:** MSD8522

**Agency:** [Defense \(DOD\) Defense Finance & Accounting Service \(DFAS\)](#)

**Continue**

**We're here to help!**

- We're Available**  
Monday - Friday  
8 am - 7 pm Eastern  
**Open**
- Send Us A Message**  
We are experiencing extrem high email and call volume. will respond to your inquiry soon as we are able. Thank your patience and understa
- Call Us Toll Free**  
Inside U.S.A. only  
800-624-1373
- International Number**  
Outside the U.S.A.  
+1-216-579-2112

Click Continue to the Form.

## DFAS Military Service Deposit Payment



### About this form

The Military Service Deposit Payment Form is intended for use by federal civilian employees to make payments on their Military Service Deposit (MSD) amount due. This form cannot be utilized until after receipt of notification from the employee's servicing payroll office indicating the amount due. Specific information from the notification letter (database and employee ID) is required to complete the form.

Notice: The identification number listed on your notification letter is required to complete this form. If you need to obtain the identification number or a copy of the notification letter, please contact DFAS at 800-729-3277.

### Accepted Payment Methods:

- Bank account (ACH)
- Amazon account
- PayPal account
- Debit or credit card



[Preview Form](#) [Cancel](#)

[Continue to the Form](#)

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. [Please review our privacy policy](#) for more information.

# Military Buy Back Instructions

B. Complete form and submit.

DFAS\_Civilian\_Deposit\_v2



### Civilian Pay Military Service Deposit Payment Form

\* Required Field

Employee First Name \*  Employee Middle Initial  Employee Last Name \*

Identification Number: \*   
Found in the notification letter

Mailing Address \*

Country \*  United States

City/FPO/APO \*  State \*  Zip Code \*

Email Address

Payment Amount \*

Will you be using this form frequently? Please visit the Pay.gov home page at [www.pay.gov](http://www.pay.gov) to register and set up an account.

For Military Service Deposits Payments ONLY.

C. You should be able to view the amount paid on your LES.

DEPARTMENT OF DEFENSE						1. Pay Period End 10/14/17
CIVILIAN LEAVE AND EARNINGS STATEMENT						2. Pay Date 10/20/17
VISIT THE DFAS WEB SITE AT: WWW.DFAS.MIL						
3. Name	4. Pay Plan/Grade/Step	5. Hourly/Daily/Rate	6. Basic/OT Rate	7. Basic Pay - Localiz- Adj = Adjusted Basic Pay		
8. Soc Sec No	9. Locality %	10. FLSA Category	11. SCD Leave	12. Max Leave Carry Over	13. Leave Year End	
14. Financial Institution - Net Pay			15. Financial Institution - Allotment #1		16. Financial Institution - Allotment #2	
17. Tax Marital Exemptions: Add'l Status	18. Tax Marital Exemptions: Add'l Status		19. Cumulative Retirement FERS		20. Military Deposit PAID: 7,233.00 OWED: 0.00	
21. GROSS PAY TAXABLE WAGES NONTAXABLE WAGES TAX DEFERRED WAGES DEDUCTIONS AEIC NET PAY			22. ROTH DATA			
<b>CURRENT EARNINGS</b>						
TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE
REGULAR PAY			POST ALLOW			
<b>DEDUCTIONS</b>						
TYPE	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT
FEGLI				MEDICARE		
QASDI				RETIRE. FERS		
TAX. FEDERAL				TSP SAVINGS		
ROTHDED						

# Military Buy Back Instructions

## STEP FIVE

A. Once you've paid off your Military Buy Back, you will receive a letter from DFAS (*sample letter below*).

### **Paid in Full Letter**



**DEFENSE FINANCE AND ACCOUNTING SERVICE**  
Indianapolis  
8899 E. 56TH ST  
INDIANAPOLIS INDIANA 46249-6200

10/12/2017

MEMORANDUM FOR **Your Name**

**SUBJECT:** Notice of Military Service Deposit Payment Completion  
**Employee Identification Number:** 123456789  
**Service Period(s):** 07/12/2005 - 06/30/2014 8 Years, 11 Months, 19 Days

Your payment for military service deposit has been received and processed by our office. Our records indicate that your deposit was paid in full on 10/4/2017. Please submit a copy of this letter to your Human Resources Office for filing into your Official Personnel File (OPF).

If additional assistance is needed, please contact our Customer Service desk at 800-729-3277 or FAX 866-401-5849 or mail your correspondence to:

DFAS Indianapolis  
Civilian Payroll  
8899 East 56th Street  
Indianapolis, Indiana 46249-1900

Sincerely,

*Todd Cress*

Todd Cress  
Branch Chief  
ADS, TSP and Retirements

E. Submit the Paid in Full Letter from DFAS through myFSS. Search: "Creditable Military Service and Post-56 Military Service Deposits." Read the article carefully then click on "Create a Request," when ready.

# Military Buy Back Instructions

F. Once you click “Create a Request,” click on the small box to agree, and use the arrow to find “Civilian Retirement.” Then click NEXT (like the image below).

**DO NOT PROCEED UNLESS YOU HAVE READ THE KNOWLEDGE ARTICLE(S) AND HAVE THE REQUIRED DOCUMENT(S) FOR YOUR REQUEST.**

I have read the Knowledge Article(s) and have the document(s) if required.

Please select the type of Personal Benefits request you would like to make.

\* Request Type

Civilian Retirement

Emails for this request will get sent to the following email addresses:

maryanne.cobarrubia.1@us.af.mil maryanne.cobarrubia.1@us.af.mil

To modify this list, please click on your Profile picture above, click "Profile," and update your email addresses.

Next

G. Benefit Type: select Civilian/Military Deposit, then NEXT.

\* Benefit Type

--None--

--None--

Civilian/Military Deposit

Disability

Non-Disability

Phased Retirement

Reemployed Annuitant

H. Benefits SubType: select Proof of Full Payment of Military Deposit, then NEXT.

\* Benefit SubType

--None--

--None--

Civilian Deposit/Redeposit Counseling

Civilian Deposit/Redeposit Follow-Up

Military Deposit (Regular) Follow-Up

Military Deposit (USERRA) Follow-Up

Military Deposit Counseling

Military Deposit Request (Regular)

Military Deposit Request (USERRA)

Proof of Full Payment of Military Deposit

I. Provide comment/questions for your request, click NEXT, and attach Paid in Full Letter. Then click NEXT.

# Military Buy Back Instructions

J. Check your messages in myFSS sporadically to see if they responded with any updates or if you need to send them more documents.

The screenshot shows the myPers website interface. The main content area displays a discussion thread titled "Deposit Paid in Full Receipt". The thread is marked as "Closed" and has a "Status" of "Closed". The "Created" date is 10/27/2017 08:03 AM and the "Updated" date is 11/07/2017 10:50 AM. The "Additional Details" section shows the Reference Number, Product (Civilian Employee), and Category (Retirement Non-Disability Proof of Full Payment of Civ/Mil Deposit).

G. Once your ticket is closed. Check to see if your Paid in Full Letter was uploaded in your eOPF by logging into <https://eopf.opm.gov/usaf/Login.aspx> SAVE a copy for your records.

The screenshot shows the My eOPF system interface. The "My eOPF:" section includes buttons for "Show All Docs" and "Cancel". Below this is a table with columns for "Latest Eff. Date", "PO ID", "Org Code", and "Activity Code". The table shows a row with "06/16/2024" in the "Latest Eff. Date" column and "0" in the "Activity Code" column. Below the table, it states "93 document(s) returned." and shows a pagination control with "Page: 1". A table of documents is displayed with columns for "Form Number", "Effective Date", "Form Description", and "Type". The document "DG 66" with an effective date of "02/24/2024" and a description of "NOTICE AND COMPLETION OF MILITARY SERVICE DEPOSIT PAYMENTS" is highlighted in red.

Form Number	Effective Date	Form Description	Type
SF 50	06/16/2024	NOTIFICATION OF PERSONNEL ACTION	REG WRI
SF 52	06/16/2024	REQUEST FOR PERSONNEL ACTION	REG WRI
SF 50	06/02/2024	NOTIFICATION OF PERSONNEL ACTION	INDIVIDUAL TIME-OFF AWARD
SF 52	06/02/2024	REQUEST FOR PERSONNEL ACTION	INDIVIDUAL TIME-OFF AWARD
SF 50	06/01/2024	NOTIFICATION OF PERSONNEL ACTION	INDIVIDUAL CASH AWARD RB
SF 52	06/01/2024	REQUEST FOR PERSONNEL ACTION	INDIVIDUAL CASH AWARD RB
DG 66	02/24/2024	NOTICE AND COMPLETION OF MILITARY SERVICE DEPOSIT PAYMENTS	BENEFITS
SF 50	01/14/2024	NOTIFICATION OF PERSONNEL ACTION	GFN ADI

*Congratulations on Buying Back your Military time!*