# Military Buy Back Instructions

## **STEP ONE**

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

<u>Note</u>: 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 <a href="https://www.opm.gov/forms/pdf">https://www.opm.gov/forms/pdf</a> fill/RI20-97.pdf

Please only fill out the sections highlighted as shown on the example form below. Please print and return to HR to complete the form.

#### **Estimated Earnings During Military Service** Instructions: 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. Address of Branch you were in (address located on the back of form) Cobarrubia, MaryAnne, Moneva Army DFAS - Indianapolis Center Attention: Verifications Minot Section (Estimated Earnings) 8899 East 56th Street Indianapolis, IN 46249-0865 Date of birth (mm/dd/vvvv) 000-00-0000 Phone: 1-800-729-3277 01/01/1980 Fax: 866-401-5849 All military service numbers Regular Army The uniformed 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. Signature of requester Relationship to person na Date (mm/dd/vvvv Survivor Person named is requester Other 10. Requester's name and address (Where information will be sent (specify): MaryAnne M. Cobarrubia (501) 987-3212 Your address youremail.us.af.mil Zip Code (5 digits) Active military service after December 31, 1956 (Dates Estimated Earnings (Base Pay) Do not provide estimated earnings for any period of service prior to January 1, 1957. indicated below must be based on DD 214 or equivalent certification.) From (mm/dd/yyyy) Earnings Type of Discharge Rate of Basic Pay To (mm/dd/yyyy) 06/14/2001 12/17/2011

#### Fax Coversheet

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

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

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

Click Work Type $\rightarrow$  select appropriate branch (scroll down until you see image below)  $\rightarrow$  OK:

ESTERNAF	Estimated Earnings - Air Force
ESTERNAR	Estimated Earnings - Army
ESTERNMC	Estimated Earnings - Marine Corps
ESTERNNV	Estimated Earnings - Navy

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. 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.

## **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).

FÉRS		<b>n to Make Se</b> Federal Employees F		•	ment			Form Ap OMB No. 320	
Federal Employees  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 Complet	ed by the A	pplicant					
Name (Last, first, middle)			List other n	ames you have u	sed		3. Bir	thdate (mm/dd/yyyy)	
4. Address (Number and street)				t or agency in wh ureau, branch, or		last employed,	6. So	cial Security Numbe	r
(City, state and ZIP Code)			7. Location of	employment (cit	y and state)		8. Tit	le of position	
Have you previously filed any application under or the Civil Service Retirement System (CSRS)  Yes, complete items 9a and 9b	r the Federal Employees Ret )?	irement System (FERS)		plication e credit payment of excess deduc	tions	Refund Retiremen		aim number(s) <i>[if ava</i>	ailable]
<ol> <li>I am applying to make a service credit paymer</li> <li>List below in chronological order all periods of</li> </ol>	nt for: Civilian Serv	rice (Complete item 10) ure all your service is listed	_	Service (Go to i		PM) 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		of Service	Check wh withheld,	ether deduction withheld and re and remain to y	ns were not funded, or	Put a check mari in the boxes below to the periods of s you want to pay (If you do not want	v, next service v for. t to pay
			Beginning Date (mm/dd/yyyy)	Ending Date (mm/dd/yyyy)	Not Withheld	Withheld and Refunded	Withheld and Not Refunded	for a specific peri service, leave t box blank.)	the
Are deductions for the Federal Employees Re     Yes (Go to item 13)	irement System now being w	ithheld from your salary?		ate of separation der the Federal E System			Date of separa	ation (mm/dd/yyyy)	
13. Signature of applicant				number (includin can be reached o		15. E-mail ad	dress	16. Date (mm/dd/y	999)
U.S. Office of Personnel Management CSRS/FERS Handbook for Personnel and Payroli Offices							Pr	Standard For Revised Ju revious editions are not	ne 2013

#### 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	per	sonnel	rec	cords,	list all	I Federal civilian service performed (including current service) and the
	retirement system under which it was perfort	mer	I (FFR	S (	CSRS	CSR	S-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 nondeduction 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.,	Effective Date (mm/dd/yyyy)	Basic Salary Rate	Salary Basis (per annum, per	Leave Without Pay	If Basic Salary actually earned is a summary entry belo			
etc.)		hour, WAE, etc.)*			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.

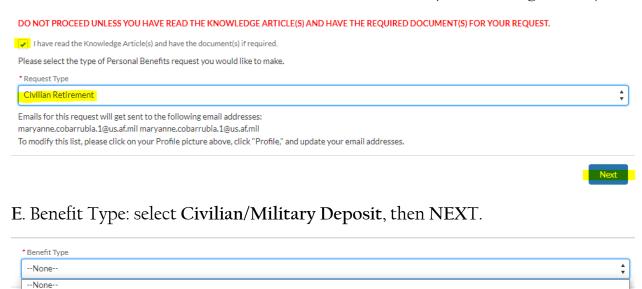
1. Information About Emp	loyee's Militar	ry Service					
To Be Complet	ed By Employee		Agenc	y Use Only	(To Be Cor	npleted By	Agency HR Office)
Branch of Military		f Service)	Rules TI to the	nt System hat Apply Service ropriate box)	Calculati	ative Deposit ion Under A Apply? ropriate box)	Interest Accrual Date (IAD)
	(mm/dd/yyyy)	(mm/dd/yyyy)	CSRS	FERS	Yes	No	(mm/dd/yyyy)
				n: The inform and is correct		above is base	ed on official records of
			Agency Offi	cial Signature			Date (mm/dd/)yyyy)
2 Employee's Asknowleds	smant of Hade	retunding of I	Wilitary S	errice Cr	adit and I	Denocit R	ular

nderstand that for any given full period of military service, any payments I made that were applied to that jible for a refund of my retirement contributions. I all en full period of military service that I have performe

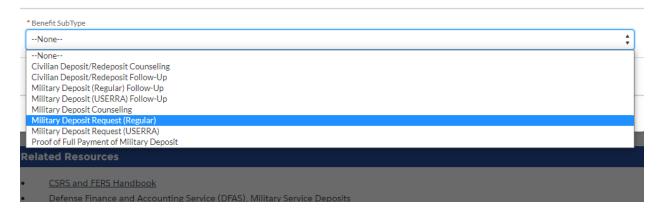
- For each period of military service performed after 1956 that is subject to Civil Service Retirement System (CSRS) rules in a CSRS component of my FERS annuity:

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

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



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



Disability Non-Disability Phased Retirement Reemployed Annuitant

# 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.

## 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, 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:

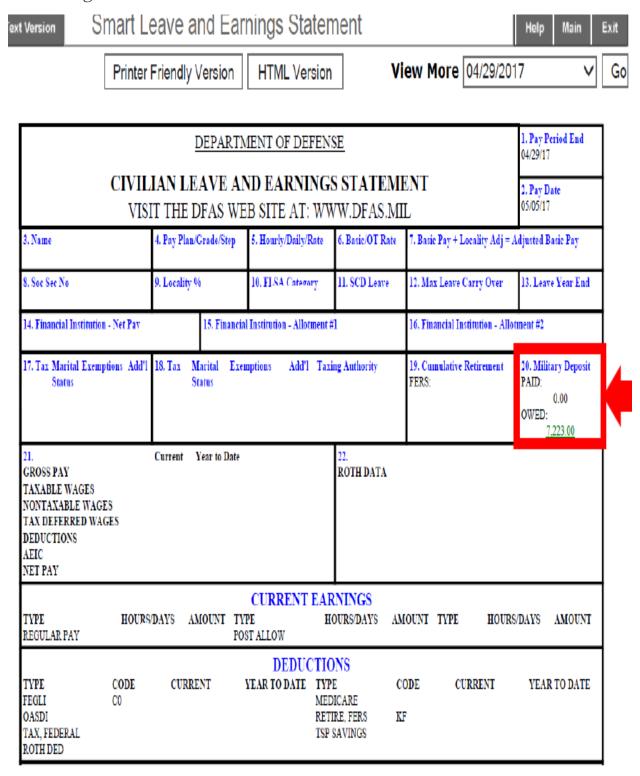
DFAS Indianapolis, Civilian Payroll 8899 East 56th Street Indianapolis, Indiana 46249-1900 Fax number (866) 401-5849

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 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.

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



## STEP FOUR

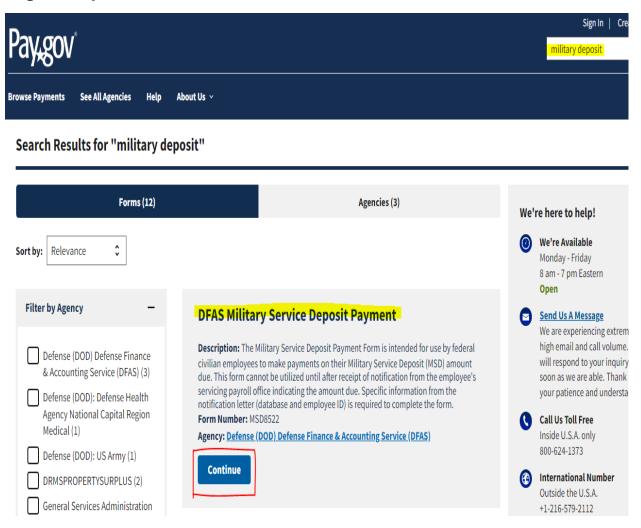
To pay your military service deposit you can do so online at <a href="www.pay.gov">www.pay.gov</a>, by payroll deduction or by check. Or complete the Military Service Payment Election Form (CPO or Ms. Weaver will have a blank form).

If you decide to fill out the Military Service Payment Election Form, complete and email the form to lisa.weaver.3@us.af.mil

*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 <u>www.pay.gov</u>, please follow instructions below.

A. Search "Military Deposit" in <a href="www.pay.gov">www.pay.gov</a> and under DFAS Military Service Deposit Payment, click Continue.



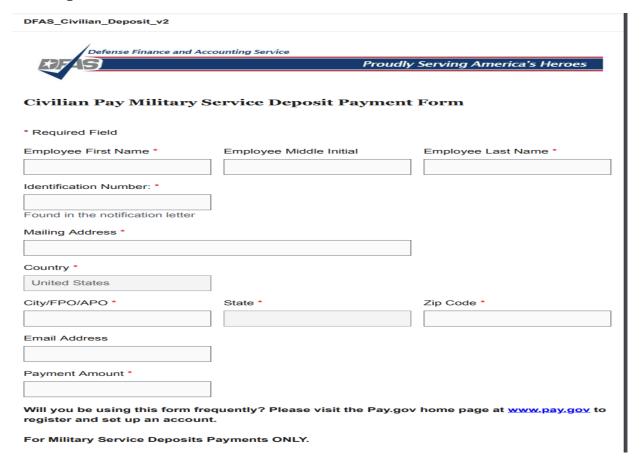
## Click Continue to the Form.

#### **DFAS Military Service Deposit Payment**



This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. <u>Please review our privacy policy</u> for more information.

# B. Complete form and submit.



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

t Version	Smart L	eave and Ear	nings Stater	nent		Help Main Exi		
	Printer	Friendly Version	HTML Version	Vi	iew More 10/14/20	17 🗸		
		DEPARTM IAN LEAVE AN IT THE DFAS WE		— S STATEMI		1. Pay Period End 10/14/17 2. Pay Date 10/20/17		
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 N	io	9. Locality %	10. FLSA Category	11. SCD Leave	12. Max Leave Carry Over	13. Leave Year End		
14. Financia	l Institution - Net Pay	15. Financia	Institution - Allotment	<b>1</b>	16. Financial Institution - Allotment #2			
17. Tax Mar Star		18. Tax Marital Exer Status	mptions Add'l Taxi	ing Authority	19. Cumulative Retirement FERS:	20. Military Deposit PAID: 7,223.00 OWED: 0.00		
	WAGES BLE WAGES RRED WAGES	Current Year to Date		ROTH DATA				
TYPE REGULAR	PAY		CURRENT EAR PE H		OUNT TYPE HOUR	S/DAYS AMOUNT		
TYPE FEGLI OASDI TAX, FEDE ROTH DED		CURRENT	RET		ODE CURRENT F	YEAR TO DATE		

D. 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): 67/12/2005 - 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 filling into your Official Persound File (OFF).

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:

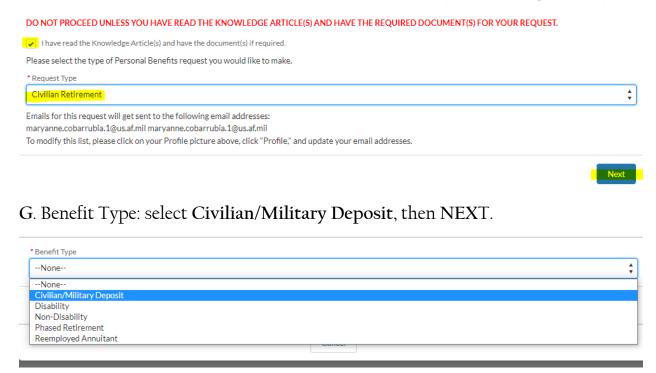
DFAS Indianapolis Civilian Payroll 8899 East 56th Street Indianapolis, Indiana 46249-1900

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.

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).

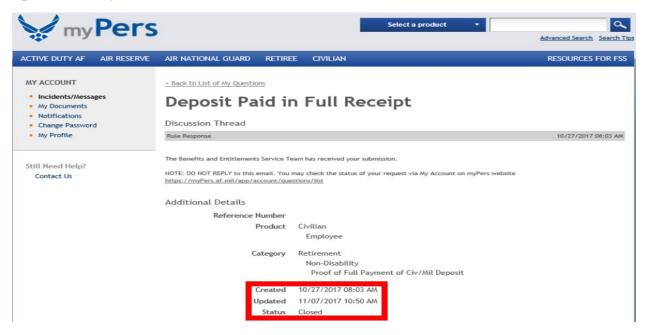


H. Benefits SubType: select Proof of Full Payment of Military Deposit, then NEXT.

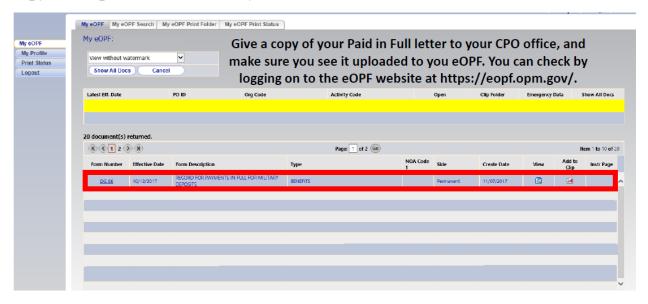


I. Provide comment/questions for your request, click NEXT, and attach Paid in Full Letter. Then click NEXT.

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



G. Email a copy of your paid in full letter to Lisa Weaver and CPO. SAVE your copy of the paid in full letter in your records.



Congratulations on Buying Back your Military time!