

# “MILITARY BUY BACK” : THE PROCESS DIAGRAM



# “MILITARY BUY BACK” : THE PROCESS



FORM RI20-97

“ESTIMATED EARNINGS DURING MILITARY SERVICE”

\*EMPLOYEE COMPLETES THIS FORM AND SENDS TO  
THE PAY CENTER FOR THEIR BRANCH OF SERVICE  
WITH DD-214 FOR EACH PERIOD OF ACTIVE  
DUTY AS APPLICABLE

*E.G. : MARINES/NAVY/ARMY/AIR FORCE -  
SEND TO DFAS*

# “MILITARY BUY BACK” : THE PROCESS


FORM RI20-97

“ESTIMATED EARNINGS DURING MILITARY SERVICE”

\*Once this form is received by the Pay center, they will verify/validate the dates of service claimed and provide a valuation of the total amount that was paid to the employee over that period of time.

\*This information will be provided in the form of a statement.

# **“MILITARY BUY BACK” :** **THE PROCESS**



FORM 3108 AND 3108A (AS APPLICABLE)

**“APPLICATION TO MAKE SERVICE CREDIT PAYMENT”**

**\*When the employee has received the statement of service, they will use the information contained therein to complete form 3108 and 3108A (for periods of service performed after 1956).**

**\*Once this form is complete, the employee will send it (along with the statement of service and a copy of the DD214(s) to the Office of Civilian Human Resources (OCHR).**

# “MILITARY BUY BACK” : THE PROCESS



## CLOSING THE LOOP

\*When OCHR receives the completed form 3108/3108A, they will calculate the total amount that the employee will need to pay in order to have their military time credited to their retirement account.

\*OCHR will then contact the employee to establish a method of payment and payment options.

**ANY QUESTIONS:**



**CALL THE BENEFITS SPECIALISTS**

**1-888-320-2917**

***OPTION #4***



## Military Service Deposits

- [What are Estimated Earnings? \(#Earnings\)](#)
- [Am I eligible to “buy back” military service time? \(#Eligible\)](#)
- [How do I buy back my military time? \(#BuyBack\)](#)
- [How long will it take to process my request? \(#Process\)](#)
- [What military finance center do I send my request and associated documentation to? \(/civilianemployees/customerservice.html#Military\)](#)

### What is a Military Service Deposit?

If you served in the military and now hold a civilian position, your military service time may apply toward your civil service retirement. There are specific regulations in regards to these requests that your human resources office should answer that will be specific to your situation. To proceed with this request, you must "buy back" your military service time. You will be required to obtain your estimated earnings from the appropriate military finance center prior to starting the process.

To understand how buying back your military service will impact you specifically, to include how many years of credit you would receive and if it would affect your disability, it is recommended that you speak with a HR Retirement Counselor. Since every individual's situation is unique and specific, a HR Retirement Counselor can assist in interpreting specific regulations and potential impacts, opportunities, etc. To better assist the HR Retirement Counselor in his/her recommendations specific to your situation, it is recommended that you take a copy of your approximate earnings and buyback amount as projected by the Estimator tool when meeting with the counselor.

### What are Estimated Earnings?

Estimated Earnings are an estimate of basic pay earned during a period of military service performed after December 31, 1956.

### Am I eligible to “buy back” military service time?

If you have **any** prior active duty military service, you may be eligible to buy back that time.

### How do I buy back my military time?

You can use the [Military Service Earnings/Buy Back Estimator Tool](#) (<http://www.dfas.mil/civilianemployees/militaryservice/militaryservicedeposits/estimator.html>) to project your estimated earnings and the cost of buying back your military service time. This is an unofficial estimation of what may be owed when buying back your military time. To complete an official Military Service Buy Back follow the steps below.

1. Complete a separate [Estimated Earnings During Military Service request form, RI 20-97](#) ([http://www.opm.gov/forms/pdf\\_fill/RI20-97.pdf](http://www.opm.gov/forms/pdf_fill/RI20-97.pdf)), (PDF 310 KB - 5/11/2010) for each branch of service.
2. Attach your **Certificate of Release or Discharge from Active Duty**, DD 214 (or equivalent), and any available records of pay or promotions to the [RI 20-97](#) ([http://www.opm.gov/forms/pdf\\_fill/RI20-97.pdf](http://www.opm.gov/forms/pdf_fill/RI20-97.pdf)) (PDF 310 KB - 5/11/2010) and send to the appropriate [military finance center](#).

(<http://www.dfas.mil/civilianemployees/customerservice.html#Military>) Verification of your service is required to obtain your estimated earnings. A list of documents that may be used to verify your service is on the [Acceptable Documents](#) (<http://www.dfas.mil/civilianemployees/militaryservice/militaryservicedeposits/accepteddocuments.html>) page.

To obtain a copy of your DD214 or a [Request Pertaining to Military Records, Standard Form 180 \(SF-180\)](#) (<http://www.archives.gov/research/order/standard-form-180.pdf>), (PDF 394 KB - 11/17/2010) submit requests to:

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

**Note:** If you have not received notice after 30 days, contact the appropriate [military finance center](#) (<http://www.dfas.mil/civilianemployees/customerservice.html#Military>).

3. After you receive your estimated military earnings computation from the military finance center via postal mail, please have your human resource office assist you in completing and certifying the appropriate application(s) listed below based on your personal situation:
  - If you are a Federal Employees Retirement System (FERS) employee, fill out the [Application to Make Service Credit Payment, SF 3108](#) ([http://www.opm.gov/forms/pdf\\_fill/SF3108.pdf](http://www.opm.gov/forms/pdf_fill/SF3108.pdf)) (PDF 490 KB - 09/28/2012).
  - If you are a Civil Service Retirement System (CSRS) employee, fill out the [Application to Make Deposit or Redeposit, SF 2803](#) ([http://www.opm.gov/forms/pdf\\_fill/SF2803.pdf](http://www.opm.gov/forms/pdf_fill/SF2803.pdf)) (PDF 914 KB - 09/28/2012).
4. Send your completed estimated earnings statement (RI-20-97), DD 214 or military orders and SF 2803 or SF 3108 to your human resources office.
5. The human resources office will prepare a calculated estimate of your military deposit amount due, certify your Post-56 military service credit deposit application and forward the required documents to the appropriate payroll office.

**\* Please note** that if your human resources office shifts the responsibility for submitting the application to you, you will need to provide all necessary documentation, including your completed application and estimated earnings statement. If the application is incomplete, a notification requesting additional information will be sent directly to you via mail and there may be a delay in processing your military deposit.
6. The payroll office will calculate your conclusive military deposit amount along with any applicable interest due, inform you of the amount you owe by mail and provide instructions for making payments.
7. You can make payments directly to your payroll office by check, money order or payroll deductions as directed in the military deposit payment request letter you receive. You may also use [pay.gov](#) (<https://www.pay.gov/paygov/forms/formInstance.html?nc=1401798424533&agencyFormId=60658196&userFormSearch=https%3A%2F%2Fwww.pay.gov%2Fpaygov%2FagencySearchForms.html%3FshowingDetails%3Dtrue%26showingAll%3Dfalse%26sortProperty%26>)



[3DagencyFormName%26totalResults%3D14%26nc%3D1401798419831%26agencyDN%3Dou%253DFA\\_Defense%2BFinance%2Band%2BAccounting%2BService%252Cou%253DFA\\_Department%2Bof%2BDefense%252Cou%253DFA\\_Executive%2BBranch%252Cou%253DFederal%2BAgency%252Cou%253DTreasury%2BWeb%2BApplication%2BInfrastructure%252Cou%253DFiscal%2BService%252Cou%253DDepartment%2Bof%2Bthe%2BTreasury%252Co%253DU.S.%2BGovernment%252Cc%253DUS%26ascending%3Dtrue%26alphabet%3DD%26pageOffset%3D0\)](#) to make your payments directly to the payroll office. The deposit may be made

in a single lump sum or by paying in installments. Your deposit account balance and each payment will be reflected in block 20 of your Leave and Earnings Statement (LES). Each payment and a year-to-date total will be reflected in the "Deductions" box of your LES.

8. After you have paid your military deposit in full by check, money order or pay.gov, your payroll office will send you a **Paid-in-Full Letter**. If your military deposit is paid-in-full by payroll deductions, you must request a **Paid-in-Full Letter** through your human resources office or Customer Service Representative (CSR).

### How long will it take to process my request?

Once your Post-56 military service credit deposit application has been sent to the civilian payroll office, it takes approximately 30 **business** days to process your request. If you have not received notice after 30 business days, please contact payroll office customer service at 1-800-729-3277.

**Important Reminder:** Verification of your service is required to obtain your estimated earnings. Estimated earnings are required regardless if you are buying back time based on a Uniformed Services Employment and Reemployment Rights Act ([USERRA](http://www.osc.gov/userra.htm)) (<http://www.osc.gov/userra.htm>).

\*For Civilian Pay questions, please contact your CSR. Contact your immediate supervisor for more details.

Page updated February 6, 2015.

United States  
**Office of Personnel Management**  
 Retirement Operations Center  
 Boyers, Pennsylvania 16017

**Estimated Earnings During Military Service**

**Instructions:** Use a separate RI 20-97 for each branch of service. Attach DD 214 or the equivalent and any available records of pay or promotions. The pay center cannot provide estimated earnings without verification of service. The requester must complete blocks 1 through 10 and block 19. Visit the Defense Finance and Accounting Service website for the address to send this form and request your earnings at: [www.dfas.mil/civilianemployees/customerservice](http://www.dfas.mil/civilianemployees/customerservice).

**\*\*ADDRESS FOR PAY CENTER ASSOCIATED WITH EMPLOYEE'S BRANCH OF SERVICE IS CONTAINED ON THE NEXT PAGE\*\***

1. Name (Last, first, middle)	
2. Other names used	
3. Social Security Number	4. Date of birth (mm/dd/yyyy)
5. All military service numbers	
6. Branch of service	

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.

7. Signature of requester	8. Relationship to person named <input type="checkbox"/> Person named is requester <input type="checkbox"/> Survivor <input type="checkbox"/> Other (specify):	9. Date
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10. Active military service after December 31, 1956 (Dates indicated below must be based on DD 214 or equivalent certification.)	11. Authorized Official of Retired Pay Center completes blocks 11 through 18.  <b>Estimated Earnings (Base Pay)</b> Do not provide estimated earnings for any period of service prior to January 1, 1957.
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From (mm/dd/yyyy)	To (mm/dd/yyyy)	From (mm/dd/yyyy)	To (mm/dd/yyyy)	Rate of Basic Pay	Earnings	Type of Discharge
<div style="border: 1px solid red; padding: 10px; margin: 0 auto; width: 80%;"> <p align="center"><b>**INFORMATION MUST BE PROVIDED BY EMPLOYEE; "EARNINGS" INFO WILL BE CONTAINED IN THE STATEMENT OF SERVICE THAT IS RETURNED TO YOU BY THE PAY CENTER THAT IS ASSOCIATED WITH YOUR BRANCH OF SERVICE **</b></p> </div>						

12. If period of service began before and ended after December 31, 1956, enter date service actually began. (mm/dd/yyyy)	13. Lost time <input type="checkbox"/> None <input type="checkbox"/> Number of days _____ <input type="checkbox"/> Inclusive dates
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14. Signature of authorized official furnishing estimate	15. Date	16. Telephone number (including area code) (   )
17. Typed name of authorized official		18. Title of authorized official

19. Requester's name and address (Return this completed form to address below)

.....  
 .....  
 .....

**Send completed RI 20-97 and DD-214 to the appropriate address shown below**

<p><b>Air Force</b></p>	<p>DFAS-Indianapolis Center                  Attn: DFAS-IN/JFL (Verification)                  8899 East 56<sup>th</sup> Street                  Indianapolis, IN 46249-1200</p> <p>FAX: 317-275-0123                  Phone: 317-510-2813</p>
<p><b>Army</b></p>	<p>DFAS-Indianapolis Center                  Army Military Pay Operations                  Attn: Verifications Section (Estimated Earnings)                  8899 East 56th Street                  Indianapolis, IN 46249-0875</p> <p>FAX: 317-275-0123                  Phone: 317-510-2813</p>
<p><b>Coast Guard</b></p>	<p>Coast Guard Pay &amp; Personnel Center                  444 SE Quincy Street                  Topeka, KS 66683-3591</p> <p>FAX: 785-339-3784                  Phone: 785-339-2200</p>
<p><b>Marine Corps or Navy</b></p>	<p>DFAS-Cleveland Center                  Attn: DFAS-CL/JFLA                  1240 East 9th Street                  Cleveland, OH 44199-2005</p> <p>FAX: 216-367-3587                  Phone: 216-522-6796</p>
<p><b>National Oceanic and Atmospheric Administration (NOAA)</b></p>	<p>National Oceanic &amp; Atmospheric Administration                  Commissioned Personnel Office                  1315 East-West Highway, Room 12100                  Silver Spring, MD 20910-3282</p> <p>FAX: 301-713-4140                  Phone: 301-713-3444</p>
<p><b>Public Health Service</b></p>	<p>Public Health Service                  Division of Commissioned Personnel Compensation                  Branch Parklawn Building Room 4-50                  5600 Fisher's Lane                  Rockville, MD 20857</p> <p>FAX: 301-443-0064                  Phone: 301-594-2963</p>

# Information About Service Credit Payments

Federal Employees Retirement System

Detach this sheet before filling out the application and save it for your records.

Read this information carefully before filling out the attached application.

## Who Should Use this Application?

You should use this application if you are covered by the Federal Employees Retirement System (FERS) and you want to pay for civilian service so that you can receive retirement credit for the service. Use this application even if you transferred to FERS and want to pay for service which will be credited under Civil Service Retirement System (CSRS) rules.

If you are not currently working as a Federal employee under FERS, but you had been covered under FERS and had at least 5 years of paid creditable civilian service at the time you left FERS covered employment, you may also use this application to pay for additional unpaid civilian service that you performed.

You should also use this application to pay a deposit for your military service performed after December 31, 1956, if you are currently in a position covered by FERS.

If you are under the Civil Service Retirement System, use Standard Form 2803, *Application to Make Deposit or Redeposit*, to apply to pay for service. You can obtain that application from your Human Resources office or from our website at [www.opm.gov/forms](http://www.opm.gov/forms).

## Requesting Additional Information About Past Service

If you are currently a Federal employee and you want to know whether: (1) a period of service will be creditable for retirement; (2) retirement deductions were withheld from your pay; or (3) you received a refund for a period of service, ask your agency for assistance. If you decide to pay for some periods of service, but not others, discuss this with your agency's benefits office. It may be more advantageous for you to pay for certain periods of service instead of others. There are different types of service and different rules relating to how the service may be credited in determining when you can retire and in determining the amount of your annuity. If you are not currently a Federal employee, you can call the Office of Personnel Management (OPM) on 1-888-767-6738 (TTY: 1-855-887-4957) Monday through Friday from 7:30 AM to 7:45 PM Eastern Time, or write to:

Office of Personnel Management  
Retirement Operations Center  
P.O. Box 45  
Boyers, PA 16017-0045

to ask for the information you need.

## Credit for Military Service Performed After December 31, 1956

To make payment for military service performed after December 31, 1956, refer to the instructions on SF 3108A, *Application to Pay Military Deposit*, which is part of this package. Only current FERS covered employees may apply to pay for military deposits.

## Credit for Civilian Service

Unless you elected to transfer to FERS under conditions that permit CSRS rules to apply to some of your service, your service will be subject to FERS service credit rules. What follows is a general overview of the FERS service credit rules. If you elected to transfer to FERS and are entitled to have CSRS rules apply to part of your FERS benefit, OPM will bill you the appropriate amount of deposit for the service subject to CSRS rules. You can obtain information about the CSRS rules and CSRS deposit rates from your agency's benefits office or from SF 2803, *Application to Make Deposit or Redeposit, Civil Service Retirement System*. Your agency should be able to provide you with a copy of that form or you can obtain it from our website at [www.opm.gov/forms](http://www.opm.gov/forms). But remember, use the SF 2803 for informational purposes only.

## General FERS Rules

### You can pay a civilian deposit/redeposit for:

- ❖ Any period of creditable civilian service performed before 1989 during which no retirement deductions were withheld from your pay.
- ❖ Any period of civilian service during which CSRS deductions were withheld from your pay and were then refunded to you based on an application you filed before you became covered by FERS, if the service will not be credited under CSRS rules.
- ❖ Certain periods of civilian service performed under other retirement systems for Federal employees (that is, other than CSRS or FERS).
- ❖ Any period of Peace Corps or VISTA volunteer service (excluding training time) regardless of when the service was performed provided that it was followed by a period of creditable FERS covered service.
- ❖ If you were employed under FERS on or after October 28, 2009, you can pay a civilian redeposit for any period of service under FERS for which you received a refund of your retirement deductions.

### You cannot pay a civilian deposit/redeposit for:

- ❖ Any period of service under FERS for which you received a refund of your retirement deductions based on an application you filed after you had been covered by FERS, if you were not employed under FERS on or after October 28, 2009.
- ❖ Temporary or intermittent service which you performed after 1988, unless a deposit is allowed by a special provision of law. Temporary service means an appointment which is limited to one year or less. Intermittent service means an appointment with no scheduled tour of duty.
- ❖ Any other service which is not creditable under FERS.
- ❖ Periods of leave without pay. (But a military deposit may be allowed for a period of leave without pay from a FERS covered position while serving on active military duty.)
- ❖ Time covered by a lump sum leave payment.

The amount of the deposit payment for most civilian service is 1.3 percent of your basic pay for the service, plus interest. The 1.3 percent rate applies regardless of whether deductions would have been taken at that rate, if they had been taken at the time the service was performed. You must pay the total amount due for each separate period of service before you can receive credit for it in your annuity. A separate period of service is a period of civilian service that is not interrupted by a break in service of more than three days.

If you pay for part-time service, you will receive credit for the number of hours in your official tour of duty - e.g. 20 hours per week. If you worked more than your official tour of duty, attach a statement with the name of the agency where you worked, the beginning and ending dates of each period of service, your grade and job title, and the number of hours worked per week. If available, attach copies of any earnings statements which show the number of hours worked.

The amount of the deposit payment for Peace Corps or VISTA volunteer service is the percentage of your basic salary shown below, plus interest.

Dates Service Was Performed	Payment Rate
Before 1999	3.00%
During 1999	3.25%
During 2000	3.40%
After 2000	3.00%

If you are repaying a refund of FERS deductions, paying a deposit for certain non-covered service that became subject to mandatory Social Security tax as the result of the Social Security Amendments of 1983, or you are repaying a refund of deductions for CSRS Offset service which will be credited as FERS service, or you are waiving credit for service under the Foreign Service Pension System or the Federal Reserve Board's Bank Plan, in order to credit the service under FERS, the amount of the deposit or re-deposit payment is the amount that would have been deducted from your salary under FERS, plus interest. The deduction rate for most FERS service is listed below. For some service subject to special retirement provisions, however, the deduction rate is 0.5% higher than the rate shown in the chart.

Dates Service Was Performed	Payment Rate
Through 12/31/87	1.3%
1/1/1988 - 12/31/1989	.94%
1/1/1990 - 12/31/1998	.8%
1/1/1999 - 12/31/1999	1.05%
1/1/2000 - 12/31/2000	1.2%
After 2000	.8%

Interest is computed from the midpoint of each period of service included in the computation, or from the date the refund was paid. Interest accrues annually on the outstanding balance, and is compounded annually until the outstanding balance is deposited. Interest is charged to the date of deposit/redeposit or commencing date of annuity, whichever is earlier. (Interest on Peace Corps/ VISTA service credit deposit begins to accrue on October 1, 1995, or 2 years after the date you first became a Federal employee, whichever is later.)

Interest is charged at the following rates:

Before 1948	4%
1948 - 1984	3%
1985 - Present	A variable rate determined by the Department of Treasury. The variable rate for any year equals the overall average yield to the fund from retirement securities during the preceding fiscal year.

**Payment is optional.** You do not have to pay if you do not want to do so.

- ❖ If you were employed under FERS on/after October 28, 2009 and do not pay a re-deposit for a period of refunded FERS service or a deposit for refunded CSRS service that is being credited under FERS rules, you will not receive credit for it in the computation of your annuity, however, you will receive credit toward your eligibility to receive an annuity and computing your average salary. If you were not employed under FERS on/after October 28, 2009, you cannot pay a re-deposit for a period of refunded FERS service and the service will not be used to compute your benefit, toward your eligibility to receive an annuity or in computing your average salary.
- ❖ If you were not employed under FERS on/after October 28, 2009, and do not pay a deposit for a period of refunded CSRS service that is being credited under FERS rules, you will not receive any credit for it toward retirement, including your eligibility to receive an annuity and computing your average salary.
- ❖ If you do not pay for a period of FERS service where no FERS deductions were withheld from your pay, you will not receive any credit for it toward retirement, including your eligibility to receive an annuity and computing your average salary.

**Payment for civilian service can be made by -**

- ❖ You while you are employed by the Federal government and covered by the Federal Employees Retirement System (FERS).
- ❖ You when you retire. The Office of Personnel Management (OPM) will automatically compute any amount payable when you retire and give you an opportunity to pay it.
- ❖ You, after you leave the Federal government, provided you are eligible for a deferred annuity because you have at least five years of paid civilian service when you leave. If you are not eligible for a deferred annuity, but you have at least 5 years of combined paid and unpaid civilian service, you may pay a deposit for the unpaid service provided you apply before leaving FERS covered service.

- ❖ Your surviving spouse if you die as an employee or separated employee and your spouse is eligible for a survivor annuity benefit. OPM will automatically compute any amount payable and give your spouse an opportunity to pay it.

Payment by you or your spouse must be completed before final processing of retirement or survivor benefits.

**Payment cannot be withdrawn** unless (1) you become eligible for and obtain a refund of all your FERS retirement deductions, or (2) you retire and are eligible to choose an alternative annuity and lump sum payment of your retirement deductions. If you make payment, and later receive a refund, you cannot re-deposit the money again. This applies to refunds of payments for both civilian and military service. If you do not complete payment for a period of service before your annuity begins, OPM will refund the partial payment, plus interest, at the time of retirement.

### How to Apply and Make Payment

If you are a Federal employee, send your completed application to your department or agency because they must certify it. Please do not file an application if you plan to retire within six months. OPM will give you an opportunity to make payment when it computes your annuity.

If you are not currently a Federal employee, send your completed application directly to:

Office of Personnel Management  
Retirement Operations Center  
P.O. Box 45  
Boyers, PA 16017-0045.

**Instructions for making payment, together with a bill for the amount due, will be sent to you as soon as OPM processes your application.**

**Installment payments** of at least \$50.00 are acceptable. However, since interest is charged on the unpaid balance, you have to pay additional interest if you make installment payments.

Direct Debit Payments can be made from your checking or savings account. If you want to authorize direct debit payments, complete form RI 16-28, *Authorization for Direct Payments*, which is found on our website at [www.opm.gov/forms](http://www.opm.gov/forms). If you prefer, you can call us on 1-888-767-6738 (TTY: 1-855-887-4957) and we'll send you a copy of this form.

**Additional Information** and assistance in completing this application may be obtained from your human resources office. If this source of information is not available to you, you can call OPM on 1-888-767-6738 (TTY: 1-855-887-4957) Monday through Friday from 7:30 AM to 7:45 PM Eastern Time. If you prefer, you can write to:

Office of Personnel Management  
Retirement Operations Center  
P.O. Box 45  
Boyers, PA 16017-0045

### Privacy Act Statement

Title 5, U.S. Code, Chapter 84, authorizes the solicitation of this information. The data you furnish will be used to determine your eligibility to make payments for retirement credit to the Civil Service Retirement Fund, to identify records properly associated with your application, to obtain additional information if necessary, and to maintain a uniquely identifiable claim file.

The information may be shared and is subject to verification via paper, electronic media, or through the use of computer matching programs, with national, state, local, or other charitable or social security administrative agencies to determine benefits under their programs. It may also be shared and verified as noted above with law enforcement agencies when they are investigating a violation of civil or criminal law.

Executive Order 9397 (November 22, 1943) authorizes the use of the Social Security Number. Failure to furnish the requested data will delay or prevent action on this application.

### Public Burden Statement

We estimate this form takes an average of 30 minutes per response to complete including the time for reviewing the completed form. Send comments regarding our estimate or any other aspect of this form, including suggestions for reducing completion time, to the Office of Personnel Management, Retirement Services Publications Team, (3206-0134), Washington, DC, 20415-3430. The OMB number, 3206-0134, is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.



# Application to Make Service Credit Payment

Federal Employees Retirement System

Form Approved  
OMB No. 3206-0134

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.

**\*\*READ ME FIRST!\*\***

## 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)  (City, state and ZIP Code)	5. Department or agency in which presently or last employed, including bureau, branch, or division	6. Social Security Number
9. Have you previously filed any application under the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS)?  <input type="checkbox"/> Yes, complete items 9a and 9b <input type="checkbox"/> No	9a. Type of application <input type="checkbox"/> Service credit payment <input type="checkbox"/> Refund <input type="checkbox"/> Return of excess deductions <input type="checkbox"/> Retirement	7. Location of employment (city and state)
10. I am applying to make a service credit payment for: <input type="checkbox"/> Civilian Service (Complete item 10) <input 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.	9b. Claim number(s) [if available]	8. Title of position

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 checkmark (✓) 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	

**\*\*EMPLOYEE MUST PROVIDE INFORMATION FOR THIS SECTION\*\***

11. Are deductions for the Federal Employees Retirement System now being withheld from your salary?  <input type="checkbox"/> Yes (Go to item 13) <input type="checkbox"/> No (Go to item 12)	12. Give the date of separation from your last position under the Federal Employees Retirement System  Date of separation (mm/dd/yyyy)
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)	



**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)
**THIS INFORMATION WILL BE PROVIDED BY OCHR**			

**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. 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
**THIS INFORMATION WILL BE PROVIDED BY OCHR**							

Comments

- \* If part-time, provide the number of hours in the scheduled tour of duty and dates of each change in tour of duty. If employee claims to have worked more than the scheduled tour(s), provide number of hours worked at each pay rate. If intermittent (WAE), provide the number of hours or days worked, if available, at each pay rate.

**Certification:** The information entered above is based on official records of this agency and is correct. There is no official personnel or fiscal record in this agency of the additional service, (if any) alleged by the employee and marked unverified in item 3.

Agency address OCHR NORFOLK OPERATIONS CENTER ATTN: CIVILIAN BENEFITS CENTER NNSY BUILDING 17 PORTSMOUTH VA 23709	Signature	Date (mm/dd/yyyy)
	Official title	Email address
	Telephone number (including area code) ( )	Fax number (including area code) ( )

## Information For Employee

### Employee Instructions for Applying to Pay Post-1956 Military Service Deposit

- Complete sections 1-11 on the front of the SF 3108, *Application to Make Service Credit Payment*.
- Complete this form, SF 3108A, *Application to Pay Military Deposit for Military Service Performed After December 31, 1956*.
- Include a copy of your DD 214, *Report of Transfer or Discharge*, or equivalent record to verify your military service. If copies of the DD 214 are not available, you should complete form SF 180, *Request Pertaining to Military Records*, and send it to the appropriate address (found on the form) to verify your military service. You can obtain this form from your employing agency.
- Attach documentation of military basic pay to this application. (See below)
- Give the completed SF 3108, SF 3108A, and documentation noted above to your employing agency. Your agency will compute the military deposit you owe and give you instructions for paying the deposit.

### Employee Instructions for Completing this Form (SF 3108A)

- Complete item 1 (Information About Employee's Military Service) by providing the branch of the military in which you served (e.g. Army, Navy, etc.) and the dates of your military service. If you have more than one period of military service, make a separate entry for each period of military service you performed. Note, a period of military service includes consecutive periods of service where there is no break in service. For military purposes, a 1-day break separates service into two periods. Your agency will complete the section relating to the retirement system, the alternative deposit computation rules, and the interest accrual date.
- Read the information in item 2 and then sign and date the form, and provide a telephone number where you can be reached during the day, at the bottom of item 2.

### To Obtain Documentation of Military Basic Pay

Basic pay earnings may be documented by either of the following methods:

- Actual pay records from the military service. Your agency can tell you what military pay records are acceptable for documenting actual military earnings.
- Estimated earnings, if you do not have official records of military earnings for the entire period of service. To obtain these estimated earnings from the military, use RI 20-97, *Request for Estimated Earnings During Military Service*. You can obtain this form from your employing agency or from our website [www.opm.gov/forms](http://www.opm.gov/forms). You must attach a copy of your DD 214 for the period of military service and any available records of pay and promotions. If the alternative deposit calculation under USERRA applies to a period of military service, you should check with your agency for special instructions for requesting estimated earnings if you received civilian pay (military leave, annual leave) during your period of military service.

The following records may not be used to document earnings:

- Earnings statements from tax records. (They include allowances as well as basic pay.)
- Social Security earnings statements. (They include allowances as well as basic pay and also reflect only military basic pay earned up to the Social Security maximum wage base for withholding.)

## Information For Employing Agency

**Agency Instructions:** The employing agency (or organization designated by the agency to administer the personnel records of the employee) must complete the Agency Use Only section for every application before the action is processed through payroll. For each period of military service listed by the employee in Block 1, the employing agency must indicate which retirement plan rules are applicable to the particular period of service by placing a check mark in the appropriate block under Retirement System Rules. (A check mark in the CSRS column indicates that the military service will be credited in a CSRS component of the FERS annuity and the deposit will be computed under CSRS rules. A check mark in the FERS column indicates that the military service will be credited under FERS rules and that the deposit will be computed under FERS rules.) The agency must also indicate if the period is subject to the special comparative deposit calculation rules specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, as amended, by checking the appropriate block (Yes or No) under the Does Alternative Deposit Calculation Under USERRA Apply? column. Do not leave that column blank. And, for each period of military service listed, the agency must provide the interest accrual date for the military deposit. Finally, an authorized agency official should sign and date the certification section.

## 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 JOE SCHMOE	Date of Birth (mm/dd/yyyy) 01/01/1957	Social Security Number 123-45-6789
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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 <i>(Check appropriate box)</i>		Does Alternative Deposit Calculation Under USERRA Apply? <i>(Check appropriate box)</i>		Interest Accrual Date (IAD) <i>(mm/dd/yyyy)</i>
	Beginning Date <i>(mm/dd/yyyy)</i>	Ending Date <i>(mm/dd/yyyy)</i>	CSRS	FERS	Yes	No	
USMC	01/01/1977	01/01/1997	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>**EMPLOYEE MUST PROVIDE INFORMATION IN THIS SECTION**</b>			<b>**THIS SECTION WILL BE COMPLETED BY OCHR**</b>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Certification:</b> 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, 1982, 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, 1982, 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 (     )	E-mail address	Date (mm/dd/yyyy)
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# Military Service

## Credit for Military Service performed after 1956

To receive FERS credit for military service performed after 1956, you must pay a deposit.

### Deposit Information

Dates of Service	Amount of Deposit Due
Through 12/31/98	3% of military basic pay
01/01/99 through 12/31/99	3.25% of military basic pay
01/01/00 through 12/31/00	3.4% of military basic pay
01/01/01 to the present	3% of military basic pay

If you are entitled to have part of your retirement computed under CSRS Rules, military service performed prior to your transfer to FERS comes under the following CSRS deposit rules:

The CSRS deposit is 7 percent of your military basic pay

- If you were first employed in a civilian position before October 1, 1982, you do not pay the deposit and you are eligible for a Social Security benefit at age 62, the CSRS part of your annuity will be recomputed at age 62 to delete credit for the post-1956 military service.
- If you were first hired on or after October 1, 1982, you will not receive any credit for post-1956 military service if you do not make the deposit for it.
- 

### Procedures for paying the post-1956 military service deposit

You must make the deposit payment for your post-1956 military service before you stop working for the government. It is paid to your employing agency. You should ask your local servicing personnel center for help in determining whether to make this payment. They can provide personalized assistance because they have your employment records.

### Military under USERRA

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) covers persons who perform duty in the "uniformed services". This includes not only the armed forces and the reserves but also the National Guard and the commissioned corps of the Public Health Service. These individuals are entitled to be restored to the position he or she would have attained had the employee not entered the uniformed service, provided the employee:

- gave the agency advance notice of departure except where prevented by military circumstances; and
- was released from uniformed service under honorable conditions; and
- served no more than a cumulative total of 5 years and
- applies for restoration within the appropriate time limits
- 

As with all military deposits, the agency must handle military deposits under USERRA. The military deposit may be calculated based on military earnings or alternatively, the deposit can be calculated based on the retirement deductions the employee would have paid on the civilian salary during the same period, if it is less.

# Military Record Requests Using Standard Form 180 (SF-180)

Veterans or [next-of-kin](#) of deceased veterans can use the online order form at [vetrecs.archives.gov](http://vetrecs.archives.gov) (or use the SF-180). [Archival requests](#) may also be processed online (or via the SF-180).



Order copies of [WWI Draft Registration Cards](#) online.

- [Obtain and Fill out Standard Form 180 \(SF-180\)](#)
- [Or Write a Letter to Request Records](#)

## 1. How to Obtain Standard Form 180 (SF-180) to Request Military Records

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There are several ways to obtain an SF-180. You can:

### 1. Download and print a copy of the SF-180 in PDF format.

- You need access to a printer and the Adobe Acrobat Reader software (see link below). The form is a total of 3 pages.
- The SF-180 is formatted for letter size paper (8.5" x 11"). If your printer can not accommodate this, select "*shrink to fit*" when the Adobe Acrobat Reader "*Print*" dialog box appears.
- This is also a fillable version of the SF-180. It will allow you to type the needed information into the form using your keyboard. You will still need to print, sign and mail the form. Otherwise, it works the same as stated above.

[Download form SF-180 to mail or fax your request.](#)

Where to Return the Form:

- Review the tables on page 3 of SF 180 to identify the correct location of the record you need (based on branch of service, dates of separation, and type of record)
- send the completed form to the address identified on the table

### 2. [Contact Us](#) to order the form through the mail

**National Personnel Records Center**  
1 Archives Drive  
St. Louis, Missouri 63138

**Other Ways to Obtain the SF-180:**

-



# Access to Official Military Personnel Files (OMPF) - for Veterans and Next-of-Kin

*(Not the Veteran or Next-of-kin?)*

**Please note:** *the following information, regarding access, pertains only to records of veterans who separated from service after 1953. [Access records of veterans who separated from service before 1954.](#)*

## How do I request copies of records?

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Federal law [5 USC 552a(b)] requires that all requests for records and information be submitted in writing. Each request must be **signed** (in cursive) and **dated** (within the last year).

Certain basic **information needed to locate military service records**, includes: the veteran's complete name as used in service; [service number](#); [Social Security Number](#) (if applicable); branch of service; dates of service; date and place of birth. For records affected by the [1973 Fire](#), additional information, such as place of discharge; last assigned unit; and place of entry into service may be useful.

To request military service records: veterans, the next-of-kin (*the un-remarried widow or widower, son, daughter, father, mother, brother or sister*) or authorized representatives may:

- [Request Records Online with eVetRecs](#)
- **Mail a letter or [Standard Form \(SF\) 180, Request Pertaining to Military Records](#) to:**

National Personnel Records Center  
1 Archives Drive  
St. Louis, MO 63138

- **Fax a letter or [Standard Form 180](#) to:** 314-801-9195

If you prefer to send your request via postal mail or fax, please use the [Standard Form \(SF\) 180, Request Pertaining to Military Records](#). Although not mandatory, using the SF-180 is the recommended method to send a request for military service information. This form captures all the necessary information to locate a record. Provide as much information on the form as possible and send copies of any service documents that you may have.

Follow the instructions for preparing the SF-180. Check the [Records Location Table](#) and submit your request to the appropriate address.

**Note:** For the issuance and replacement of **medals and awards**, do not use the addresses on the SF-180. See [Military Awards and Decorations](#) for additional information on how and where to submit correspondence for issuance or replacement.

- [How Do I Request Copies of Records?](#)
- ["Emergency" Requests and Deadlines](#)
- [Response Time and Checking the Status of a Request](#)
- [Filing a Claim for Medical Benefits?](#)
- [Information for Veterans, Next-of-Kin and Authorized Representatives](#)



**Costs:** Generally there is no charge for basic military personnel and health record information provided to veterans, next-of-kin and authorized representatives from Federal (non-archival) records. If your request involves a service fee, you will be notified as soon as that determination is made. See [Archival Records](#) for information on archival holdings and associated copy fees: the NARA fee schedule authorizes the Agency to collect fees from the public for copies of archival records (44 USC 2116c and 44 USC 2307).

Veterans, or their next-of-kin, who have a strong interest in viewing their own files in person, rather than receiving document copies by mail, may request an appointment with the [Federal Records Center Research Room](#), or hire an [independent researcher](#) to examine the records on their behalf.

## Emergency Requests and Deadlines:

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If your request is urgent (e.g. upcoming surgery, funeral, etc.) and there is a deadline associated with your request, please provide this information in the "**Comments**" section of [eVetrecs](#) or in the "**Purpose**" section of the **SF-180 and fax it to our Customer Service Team at (314) 801-0764**. Our goal is to complete all urgent requests within two working days. However, in some instances we can complete requests the same day if necessary. Please contact our customer service staff at (314) 801-0800 if you have questions or require same day service. Due to the large number of calls we receive at this number, hold times are often long. However, once you reach a technician they will be happy to assist you with emergency service.

If your burial request involves internment at a Department of Veterans Affairs National Cemetery, contact the National Cemetery Scheduling Office at (800) 535-1117 or visit their website [http://www.cem.va.gov/cem/burial\\_benefits/](http://www.cem.va.gov/cem/burial_benefits/). We work directly with the Veterans Affairs staff to obtain records to verify service for burial benefits. If the veteran is not going to be interred at a National Cemetery, the requester may fax the SF-180 or signature page from eVetRecs (including signature of the next of kin and proof of death) to the Customer Service Team at (314) 801-0764. If your request involves the burial of a Marine Corps veteran, you may also contact the USMC Liaison Officer at (314) 538-2344.

**NOTE:** [The 1973 Fire](#) at the National Personnel Records Center damaged or destroyed 16-18 million Army and Air Force records that documented the service history of former military personnel discharged from 1912-1964. Although the information in many of these primary source records was either badly damaged or completely destroyed, often alternate record sources can be used to reconstruct the service of the veterans impacted by the fire. Sometimes we are able to reconstruct the service promptly using alternate records that are in our holdings, but other times we must request information from other external agencies for use in records reconstruction. In some instances, therefore, requests that involve reconstruction efforts may take several weeks to a month to complete.

## Response Time and Checking the Status of a Request:

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Response time varies and is dependent upon the complexity of your request, the availability of records and our workload. Please do not send a follow-up request before 90 days have elapsed, as it may cause further delays. While the NPRC works actively to respond to each request in a timely fashion, the Center receives approximately 4,000 - 5,000 requests per day. We are responding to requests for separation documents within 10 days about 92% of the time. However, requests that involve

reconstruction efforts due to the [1973 Fire](#), or older records which require extensive search efforts, may take 6 months or more to complete.

**Checking the Status of Your Request:** Once you have allowed sufficient time for us to receive and process your request (about 10 days), you may check the status of your request by using the [Online Status Update Request form](#).

**Special Note on Calling by Phone:** If you have already submitted a request and need to know its status you may speak to a Customer Service Representative. Staff is available to take your call as early as 7:00 am CST and as late as 5:00 pm CST. Our peak calling times are weekdays between 10:00 am CST and 3:00 pm CST:

Telephone: 314-801-0800

Telephone (Toll Free) 1-866-272-6272

## Filing a claim for medical benefits?

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Veterans who plan to file a claim for medical benefits with the [Department of Veterans Affairs \(VA\)](#) do not need to request a copy of their military health record from the NPRC. After a claim is filed, the VA will obtain the original health record from the NPRC. In addition, many health records were lent to the Department of Veterans Affairs prior to the [1973 Fire](#).

Veterans who filed a medical claim should contact the Department of Veterans Affairs (VA) in order to determine if their record is already on file. The VA Toll Free # is: 1-800-827-1000 - it will connect the caller to the nearest VA office.

## General Information:

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**Veterans and Next-of-Kin** of deceased veterans have the same access rights to the record. The next-of-kin is defined as any of the following: *the un-remarried widow or widower, son, daughter, father, mother, brother or sister* of the deceased veteran. Next-of-kin must provide proof of death of the veteran, such as a copy of the death certificate, a letter from the funeral home or a published obituary. Different release procedures apply for records 62 years and older, see [Archival Records](#).

**Authorized Third Party Requesters**, e.g., lawyers, doctors, historians, etc., may submit requests for information from individual records with the veteran's, or next-of-kin's, signed and dated authorization. They should state who they are in relation to the individual and the purpose of the request. All authorizations should specify exactly what the veteran (or next-of-kin) is allowing to be released to a third party. Authorizations are valid one year from date of signature. A [sample authorization](#) is included for your review. Next-of-kin must also provide the third party requestor with proof of death of the veteran, such as a copy of the death certificate, a letter from the funeral home or a published obituary.

Information or copies of documents may be released from Official Military Personnel Files (OMPF) within the provisions of the law. The [Freedom of Information Act \(FOIA\)](#) and the [Privacy Act](#) provide balance between the right of the public to obtain information from military service records and the right of the former military service member to protect his/her privacy. Please review these items for additional information. In all cases, you must sufficiently identify the person whose record is requested,

so that the records can be located with reasonable effort. Greater access is granted for records 62 years and older, see [Archival Records](#).

[Contact Us](#) [Accessibility](#) [Privacy Policy](#) [Freedom of Information Act](#) [No FEAR Act](#) [USA.gov](#)

**The U.S. National Archives and Records Administration**

1-86-NARA-NARA or 1-866-272-6272

From the Department of Defense

- 

From Federal Information Centers

- 

From [local Veterans Administration offices](#)

- 

From veterans service organizations

The SF 180 may be photocopied as needed. Please submit a separate SF 180 for each individual whose records are being requested.

## 2. Write a Letter to Request Records

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If you are not able to obtain a SF-180, you may still submit a request for military records. Requests must contain enough information to allow us to identify the record from among the more than 70 million on file at the NPRC. For example, if you are requesting an Official Military Personnel File (OMPF), please include as much of the following information as possible:

- The veteran's complete name used while in service
- [Service number or social security number](#)
- Branch of service
- Dates of service
- Date and place of birth may also be helpful, especially if the service number is not known
- If the request pertains to a record that may have been involved in the [1973 fire](#), also include:
  - Place of discharge
  - Last unit of assignment
  - Place of entry into the service, if known.

Please submit a separate request (either SF 180 or letter) for each individual whose records are being requested.

**Please Note:** Next-of-kin (*the un-remarried widow or widower, son, daughter, father, mother, brother or sister of the deceased veteran*) must provide proof of death of the veteran, such as a copy of the death certificate, a letter from the funeral home or a published obituary.

Additional information is required if you are requesting clinical or medical treatment records (see [Federal Records](#)).

## How to Submit Requests:

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**WHAT IS THE DIFFERENCE BETWEEN FEDERAL AND ARCHIVAL RECORDS?** [Learn more](#)

Federal law [5 USC 552a(b)] requires that all written requests for Federal (non-archival) records and information be **signed** (in cursive) and **dated** (within the last year).

You may submit more than one request per envelope or fax, but please submit a separate request (either SF 180 or letter) for each individual whose records are being requested.

- **Mail a letter or Standard Form (SF) 180, Request Pertaining to Military Records to:**

National Personnel Records Center  
1 Archives Drive  
St. Louis, MO 63138

- **Fax a letter or Standard Form 180 to:** 314-801-9195

The Center will respond in writing by U.S. Mail.

## Order Processing Time

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Response time for records requested from the [National Personnel Records Center \(NPRC\)](#) varies and is dependent upon the complexity of your request, the availability of records and our workload. Please do not send a follow-up request before 90 days have elapsed, as it may cause further delays. While the NPRC works actively to respond to each request in a timely fashion, the Center receives approximately 4,000 - 5,000 requests per day. We are responding to requests for separation documents within 10 days about 92% of the time. However, requests that involve reconstruction efforts due to the [1973 Fire](#), or older records which require extensive search efforts, may take 6 months or more to complete.

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**NOTE:** [The 1973 Fire](#) at the National Personnel Records Center damaged or destroyed 16-18 million Army and Air Force records that documented the service history of former military personnel discharged from 1912-1964. Although the information in many of these primary source records was either badly damaged or completely destroyed, often alternate record sources can be used to reconstruct the service of the veterans impacted by the fire. Sometimes we are able to reconstruct the service promptly using alternate records that are in our holdings, but other times we must request information from other external agencies for use in records reconstruction. In some instances, therefore, requests that involve reconstruction efforts may take several weeks to a month to complete.

***"NARA ensures, for the Citizen and the Public Servant, for the President and the Congress and the Courts, ready access to essential evidence."***

[Contact Us](#) [Accessibility](#) [Privacy Policy](#) [Freedom of Information Act](#) [No FEAR Act](#) [USA.gov](#)

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More information on Adobe Acrobat PDF files is available on our [Accessibility page](#).