

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

This instruction should be filed behind the divider for Part III of DPM Chapter(s) 26B
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DPM Instruction No. 26B-5

SUBJECT: Purchase of Retention of Credit for Post-1956 Military Service under the D.C. Police and Firefighters' Retirement Program

Date: November 6, 2006

NOTE: This instruction supersedes DPM Instruction No. 26B-4, on the same subject, dated July 6, 2006. The reason for the update to the instruction is to specify that the District of Columbia Retirement Board is responsible for administering the D.C. Police Officers' and Firefighters' Retirement Plan; provide information on changes to the procedures, including changes to two (2) of the forms attached to this instruction.

1. Purpose

The purpose of this instruction is to explain the procedures for the purchase of retention of credit for retirement calculation purposes, of military service performed by certain uniformed members of the D.C. Metropolitan Police Department (MPD) and the D.C. Fire and Emergency Medical Services Department (FEMSD) after December 31, 1956 ("post-1956 military service").

2. Statutory Authority

The statutory authority for the purchase of post-1956 military service retention credit is the "District of Columbia Military Retirement Equity Act of 2003" (Act), effective November 22, 2003 (117 Stat. 1386; P.L. 108-133; D.C. Official Code § 5-704(h)(2)(A) through (D) (2004 Supp.)). The Act provides:

- a. That certain officers and members as well as former officers and members of the MPD and FEMSD who have honorable post-1956 military service performed before the date of separation on which their annuity is based ("covered member"), may elect to retain credit for the post-1956 military service and avoid a reduction in their annuity upon attaining the age and eligibility for monthly old age or social security survivors' benefits, by paying a percentage of the amount of basic military service pay received; and
- b. For "interest-free purchase periods" (explained in Paragraph 5 of this instruction).

3. Administration of District of Columbia Police Officers' and Firefighters' Retirement Plan

- a. On October 1, 2005, responsibility for administering the District of Columbia Police Officers' and Firefighters' Retirement Plan (Plan) transitioned to the District of Columbia Retirement Board (DCRB).

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

Inquiries: DCOP, Benefits Administration, 442-9655

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

Retain Until Superseded

- b. In addition to calculating and arranging annuity payments for retiring participants of the Plan, the Benefits Department within the DCRB assists active employees in purchasing service from other appropriate government agencies. In relation to this activity, the DCRB staff administers the Act, which applies exclusively to police officers and firefighters who wish to purchase the retention of credit for post-1956 military service.

4. Definitions

Basic military pay – total earnings received for post-1956 military service, based on the grade of the covered member when the military service was performed.

Covered employee – an active police officer or firefighter covered under the D.C. Police Officers' and Firefighters' Retirement Plan who is eligible to receive Social Security retirement benefits, has performed post-1956 military service, and is thereby eligible to purchase such service.

Interest – any interest required on payments under D.C. Official Code § 5-704(e)(2) (2004 Supp.), in this case for the purpose of purchasing retention credit for post-1956 military service. For each calendar year, the interest rate is the prior fiscal year's (October 1 through September 30) annual rate of return on investment for the D.C. Police Officers' and Firefighters' Retirement Fund.

Military service – honorable active service in the United States Army, Navy, Air Force, Marine Corps, or Coast Guard.

Post-1956 military service – honorable active service in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States performed after December 31, 1956, excluding service covered by military leave with pay from a civilian position.

5. Provisions for the Purchase of Post-1956 Military Service Retention Credit

- a. Post-1956 military service contributions will be calculated at a rate equal to 7% of the amount of basic military pay under the "Pay and Allowances of the Uniformed Services Act" paid for each period of military service performed on or before November 10, 1996.
- b. For periods of military service performed after November 10, 1996, post-1956 military service contributions will be calculated at a rate equal to 7% of the total basic military pay for covered members hired before November 10, 1996; and a rate equal to 8% of the total military pay for covered members hired on or after November 10, 1996.
- c. All purchases of post-1956 military service retention credit must be completed prior to the later of October 1, 2006 or the covered member's date of retirement, in order for the covered employee to retain credit for his or her military service.
- d. An active covered employee hired on or before October 1, 2004 can purchase retention of credit for post-1956 military service on or before October 1, 2006 without accruing interest. All post-1956 military service purchased after October 1, 2006 will accrue interest (payment must be completed or date-stamped as received within these timeframes).

- e. A covered employee hired after October 1, 2004 will have 24 months (2 years) from the date of hire to purchase retention of credit for post-1956 military service without interest being charged. All post-1956 military service purchased after the end of the 2-year period will accrue interest (payment must be completed or date-stamped within these timeframes).
- f. The “interest-free periods” specified in Paragraphs 5 (d) and 5 (e) above are considered grace periods. After the end of either grace period, the rate for computing the interest for post-1956 military service will be based on the amount of the covered member’s basic military pay, and will cover the time period from the end of either grace period.
- g. A covered employee who elects to purchase retention of credit for post-1956 military service must purchase all of the service that covers a specified continuous period of post-1956 military service.
- h. A covered employee who elects to purchase retention of credit for post-1956 military service may purchase all of the service by paying a lump sum or in installments through payroll deductions. Installment payments must equal a minimum of at least \$50, and shall not exceed 24 monthly installments.
- i. Refunds
 - (1) Payments made for purchase of retention credit for post-1956 military service will not be refunded except upon separation from uniformed police or fire service for reasons other than retirement.
 - (2) A covered employee with less than 5 years of police or fire service who is separated for reasons other than retirement will be refunded the amount of any lump sum payment made or payroll deduction taken from his or her salary.
 - (3) A covered employee with 5 or more years of uniformed police or fire service who is separated for reasons other than retirement may elect to receive a refund, or leave any payments or payroll deductions in his or her account as a deferred annuity.
 - (4) Receipt of a refund will void all annuity rights, except that a covered employee subsequently reappointed to a police or firefighter position with the MPD or FEMSD may elect, at the time of reappointment, to redeposit the amount refunded plus interest. Such redeposit may be made, at the election of the employee, in a lump sum or in installments (not to exceed 60 monthly installments), except that if the employee dies before redepositing the full amount due, the requirements will be deemed to have been met.

6. Procedures

- a. Each covered employee purchasing retention of credit for post-1956 military service must complete a **DCSF 26-1956A, Post-1956 Military Service Retention Credit Option Form** (see attachments) to document his or her intention to purchase the service, and submit the form to his or her personnel office.

- b. In addition to the DCSF-26-1956A, the following documentation must be included as part of the employee's submission:
- (1) A completed **Form RI 20-97, Estimated Earnings during Military Service** (federal government form) (see attachment);
 - (2) A copy of the covered employee's **Form DD 214, Report of Transfer or Discharge**, or equivalent record, to verify the military service. If a copy of the Form DD 214(s) is not available, the employee may obtain a copy of his or her military service records by submitting a **SF-180, Request Pertaining to Military Records** (federal government form) (see attachment) to the appropriate military records center. The SF-180 includes a listing of each military service records center and the address. The SF-180 can be obtained from the covered employee's personnel office, or by visiting the National Archives and Records Administration (NARA) website at:

http://www.archives.gov/research_room/obtain_copies/standard_form_180.pdf
 - (3) A completed **DCSF 26-1956B, Post-1956 Military Service Retention Credit Payment Option Election Statement** (see attachment), specifying the method of payment.
- c. The appropriate personnel office is responsible for:
- (1) Calculating the cost to purchase retention of credit for post-1956 military service based on the earnings reported on the **Form RI 20-97** and the application of a contribution rate of 7% or 8%, as applicable; and
 - (2) Informing the employee of the cost to purchase credit for the service, except that the DCRB will do the computation for cases in which interest is applied to the purchase of retention of credit for post-1956 military service and notify the covered employee of the cost.
- d. The original DCSF 26-1956B and the lump sum payment, if applicable, are to be submitted to the appropriate personnel office. A lump sum payment should be made payable to the *District of Columbia Retirement Board* and may be submitted via personal check, certified check, cashiers check, or money order.
- e. The appropriate personnel office is also responsible for:
- (1) Informing police/firefighter cadets of the provisions for the purchase of post-1956 military service retention credit during their orientation process, and encouraging them to obtain the appropriate documentation to verify any military service, as well as military pay information from the appropriate branch of the U.S. Armed Forces, if applicable;
 - (2) Ensuring that each newly hired police officer/firefighter completes a DCSF 26-1956A; and

- (3) Ensuring that a copy of every completed DCSF 26-1956A is filed in the employee's official personnel folder ("OPF").

7. Financing Alternative for the Purchase of Post-1956 Military Service Retention Credit

- a. The "Economic Growth and Tax Relief Act of 2001," effective January 1, 2002, permits direct trustee-to-trustee transfers between 457 (b) (deferred compensation) and 403 (b) plans and qualified governmental defined benefit plans to purchase or reinstate qualified permissive service credits. Accordingly, covered employees may use their 457 (b) funds to purchase post-1956 military service retention credit.
- b. The procedures covered employees must follow to use 457 (b) or 403 (b) funds for the purchase of post-1956 military service retention credit are outlined below:
 - (1) Obtain a certification of eligibility to purchase or reinstate qualified permissive service credits from the agency Human Resources Advisor or from the personnel office;
 - (2) Contact the personnel office to request a calculation of the amount required if no interest is due on the purchase; or contact the Member Services Center, DCRB, at (202) 343-3272 to request a calculation of the amount required if interest is part of the calculation.
 - (3) Contact the 457 (b) Plan Administrator, ING Call Center at 1 (800) 584-6001, for a withdrawal form. Covered employees will need to inform ING of the exact amount of money that is required to purchase retention of credit for post-1956 military service (ING will mail a **Purchase for Service Credit Package** to requesting employees); and
 - (4) Fill out and sign the ING form, then have the information verified and signed by the Pre-Retirement Services Manager, DCRB, who will then forward the form to the Office of Finance and Treasury (OFT) for final approval. A check for the purchase of retention of credit for post-1956 military service, payable to the District of Columbia Retirement Board will be sent to the DCRB within 7 business days from the date of receipt of the form by ING.

8. Information on Social Security Eligibility

Specific requirements concerning eligibility may be obtained directly from the Social Security Administration (SSA), or by visiting the SSA website at www.ssa.gov.



Lisa R. Marin, SPHR
Director of Personnel

Attachments:

- **DCSF 26-1956A:** Post-1956 Military Service Retention Credit Option Form (D.C. Office of Personnel; Rev. 9/06)
- **Form RI 20-97:** Estimated Earnings During Military Service (U.S. Office of Personnel Management, Retirement Operations Center)
- **Standard Form 180:** Request Pertaining to Military Records [prescribed by the National Archives and Records Administration (“NARA”)]
- **DCSF 26-1956B:** Post-1956 Military Service Retention Credit, Payment Option Election Statement (D.C. Office of Personnel; Rev. 9/06)

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. OFFICE OF PERSONNEL**

POST-1956 MILITARY SERVICE RETENTION CREDIT OPTION FORM

Please check the appropriate option in relation to your "buy back" choice for post-1956 military service. Your response is crucial because it allows us to process your benefit accordingly when you reach full Social Security retirement age and also prevents future post-1956 related correspondence (if applicable). The choices are as follows:

- I HAVE NOT performed military service after December 31, 1956. Therefore, the option to purchase retention of credit for post-1956 military service **DOES NOT** apply to me.
- I performed post-1956 military service. I am not eligible to receive Social Security full retirement benefits now and expect that I will not be eligible for them in the future. Therefore, I **ELECT NOT TO PURCHASE** my post-1956 military service. I understand that:
- (1) If I become eligible in the future and have not completed a future purchase, I may receive a reduction in my monthly income from the District of Columbia Police Officers' and Firefighters' Retirement Plan (the "Plan") when I reach Social Security full retirement age.
 - (2) I have until October 1, 2006 to complete the purchase requirements without incurring interest.
 - (3) I must notify the appropriate personnel office listed below in writing if I decide to complete a future purchase.
- I have performed military service after December 31, 1956. This legislation applies to me, but I **ELECT NOT TO BUY BACK** eligible post-1956 military service. I realize that by electing NOT TO buy back post-1956 military service, I may encounter a reduction in my annuity from the Plan if I am eligible to receive Social Security retirement benefits upon reaching Social Security full retirement age. (Please remember that creditable military service is included in your retirement calculation prior to reaching full Social Security retirement age. You will only encounter a reduction if you claimed credit for post-1956 military service, attain the age and eligibility for Social Security full retirement benefits, and you do not purchase that service before retirement.)
- I **PLAN TO BUY BACK** my post-1956 military service and I am enclosing Form RI 20-97 and supporting documentation.

Please complete this form and send it to the address below that applies to you along with Form RI 20-97 and supporting documentation:

• **Active Police Officers Only**

Metropolitan Police Department
Office of Human Resources
300 Indiana Avenue, NW, Room 6046
Washington, DC 20001
ATTN: Military Service Purchase Request

Or

• **Active Firefighters Only**

D.C. Fire & EMS Department
Human Resources Division
1923 Vermont Avenue, NW, Room S-109
Washington, DC 20001
ATTN: Military Service Purchase Request

Name (Please Print): _____ Social Security Number: _____

Signature: _____ Phone Number: _____

Date: _____

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. Pay center addresses are on the reverse.

1. Name (Last, first, middle)	
2. Other names used	
3. Social Security Number	4. Date
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																																											
10. Active military service after December 31, 1956 (Dates indicated below must be based on DD 214 or equivalent certification.) <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">From (mm/dd/yyyy)</th> <th style="width: 15%;">To (mm/dd/yyyy)</th> <th style="width: 15%;">From (mm/dd/yyyy)</th> <th style="width: 15%;">To (mm/dd/yyyy)</th> <th style="width: 15%;">Rate of Basic Pay</th> <th style="width: 15%;">Earnings</th> <th style="width: 15%;">Type of Discharge</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		From (mm/dd/yyyy)	To (mm/dd/yyyy)	From (mm/dd/yyyy)	To (mm/dd/yyyy)	Rate of Basic Pay	Earnings	Type of Discharge																																				11. Authorized Official of Retired Pay Center completes blocks 11 through 18. Estimated Earnings (Base Pay) 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																																							
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																																													
		From (mm/dd/yyyy)	To (mm/dd/yyyy)	From (mm/dd/yyyy)	To (mm/dd/yyyy)																																										
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 the request for Estimated Earnings During Military Service to the appropriate address shown below.

Army

DFAS-Indianapolis Center
ATTN: DFAS-IN-FJESR
8899 East 56th Street
Indianapolis, IN 46249-0875

Phone (317) 510-0454
Fax (317) 510-7563

Navy

Director
DFAS-Cleveland Center
ATTN: DFAS-CL/FMCS
1240 East 9th Street
Cleveland, OH 44199-2055

Phone (216) 522-6545
Fax (216) 522-6924

Air Force

DFAS-Denver Center
ATTN: DFAS-DE/FJY
6760 East Irvington Place
Denver, CO 80279-3000

Phone (303) 676-7408
Fax (303) 676-6218

Marine Corps

DFAS-Kansas City Center
ATTN: DFAS-KC/FBL
1500 East 95th Street
Kansas City, MO 64197-0001

Phone (816) 926-7652
Fax (816) 926-7648

Coast Guard

Commanding Officer (SES)
Coast Guard Human Resources & Service Information Center
444 SE Quincy Street
Topeka, KS 66683-3591

Phone (785) 339-3600
Fax (785) 339-3784

**Public Health
Service**

Public Health Service
Division of Commissioned Personnel
Compensation Branch
Parklawn Building, Room 4-50
5600 Fisher's Lane
Rockville, MD 20857

Phone (301) 594-2963
Fax (301) 594-2711

**National Oceanic
and Atmospheric
Administration**

National Oceanic and Atmospheric Administration
Department of Commerce
Commissioned Personnel Center
1315 East West Highway, Room 12100
Silver Spring, MD 20910-3282

Phone (301) 713-3444

REQUEST PERTAINING TO MILITARY RECORDS

To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type. If you need more space, use plain paper.

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)		2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH		
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)						
BRANCH OF SERVICE	DATES OF SERVICE			CHECK ONE		SERVICE NUMBER DURING THIS PERIOD (If unknown, write "unknown")
	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED		
a. ACTIVE SERVICE						
b. RESERVE SERVICE						
c. NATIONAL GUARD						
6. IS THIS PERSON DECEASED? If "YES" enter the date of death.			7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE?			
<input type="checkbox"/> NO <input type="checkbox"/> YES _____			<input type="checkbox"/> NO <input type="checkbox"/> YES			

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. REPORT OF SEPARATION (DD Form 214 or equivalent). This contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. NOTE: If more than one period of service was performed, even in the same branch, there may be more than one Report of Separation. Be sure to show EACH year that a Report of Separation was issued, for which you need a copy.

An UNDELETED Report of Separation is requested for the year(s) _____

This normally will be a copy of the full separation document including such sensitive items as the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost. An undeleted version is ordinarily required to determine eligibility for benefits.

A DELETED Report of Separation is requested for the year(s) _____

The following information will be deleted from the copy sent: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.

2. OTHER INFORMATION AND/OR DOCUMENTS REQUESTED _____

3. PURPOSE (Optional - An explanation of the purpose of the request is strictly voluntary. Such information may help the agency answering this request to provide the best possible response and will in no way be used to make a decision to deny the request.) _____

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS:

Military service member or veteran identified in Section I, above
 Next of kin of deceased veteran _____ (relation)

Legal guardian (must submit copy of court appointment)
 Other (specify) _____

2. SEND INFORMATION/DOCUMENTS TO:
 (Please print or type. See item 3 on accompanying instructions.)

3. AUTHORIZATION SIGNATURE REQUIRED (See item 2 on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct.

Name _____
 Street _____ Apt. _____
 City _____ State _____ Zip Code _____

Signature of requester (Please do not print.) _____
 Date of this request _____ Daytime phone _____
 Email address _____

INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. **Information needed to locate records.** Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can.
2. **Restrictions on release of information.** Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. Others requesting information from military personnel/health records must have the release authorization in Section III of the SF 180 signed by the member or legal guardian, but if the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the public. The next of kin may be any of the following: unmarried surviving spouse, father, mother, son, daughter, sister, or brother. Employers and others needing proof of military service are expected to accept the information shown on documents issued by the military service departments at the time a service member is separated.
3. **Where reply may be sent.** The reply may be sent to the member or any other address designated by the member or other authorized requester.
4. **Charges for service.** There is no charge for most services provided to members or their surviving next of kin. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified as soon as that determination is made.
5. **Health and personnel records.** Health records of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs a week or two after the last day of active duty. (See page 2 of SF 180 for record locations/addresses.)
6. **Records at the National Personnel Records Center.** Note that it takes at least three months, and often up to seven, for the file to reach the National Personnel Records Center in St. Louis after the military obligation has ended (such as by discharge). If only a short time has passed, please send the inquiry to the address shown for active or current reserve members. Also, if the person has only been released from active duty but is still in a reserve status, the personnel record will stay at the location specified for reservists. A person can retain a reserve obligation for several years, even without attending meetings or receiving annual training. (See page 2 of SF 180 for record locations/addresses.)
7. **Definitions and abbreviations.** DISCHARGED -- the individual has no current military status; HEALTH -- Records of physical examinations, dental treatment, and outpatient medical treatment received while in a duty status (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.
8. **Service completed before World War I.** National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and E.O. 9397 of November 22, 1943. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then filed in the requested military service record as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Transportation (Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per response, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. OFFICE OF PERSONNEL**

**POST-1956 MILITARY SERVICE RETENTION CREDIT
PAYMENT OPTION ELECTION STATEMENT**

PAYMENT OPTIONS

Please check the payment option you wish to elect, and fill in the appropriate dollar amount (if known):

- I elect to make a **LUMP SUM PAYMENT** to complete my post-1956 military service purchase. Enclosed is my check for \$_____ (you may submit a personal check, certified check, cashiers check or money order) made payable to the District of Columbia Retirement Board.
- I elect to pay in **INSTALLMENTS**. It is my understanding that:
- For interest-free periods, I will pay \$_____ per pay period (payments must be at least \$50, and must not exceed 24 monthly installments), or
 - For payments requiring interest, the amount of the installment payments will be calculated by DCRB and I will be notified in writing of the per pay period payroll deduction amount.

After completing all of the following information, dating, and signing the form, please send it to the office indicated below that is appropriate for you:

Name (Please Print): _____ Social Security Number: _____

Date of Hire: _____ Phone Number: _____

Signature: _____ Date: _____

• **Active Police Officers Only**

Or

• **Active Firefighters Only**

Metropolitan Police Department
Office of Human Resources
300 Indiana Avenue, NW, Room 6046
Washington, DC 20001
ATTN: Military Service Purchase Request

D.C. Office of Personnel
Benefits Division
441 4th Street, NW, Suite 340N
Washington, DC 20001
ATTN: Military Service Purchase Request