



## RPCVS@EPA | Buying Back Service for Retirement

Federal employees have the option to count time spent as a Peace Corps Volunteer towards their federal retirement benefits. In order to do this, an employee may “buy back” the Peace Corps service time. For more information, visit <https://www.peacecorps.gov/returned-volunteers/support-services/federal-retirement/>

If you were hired under NCE, during the onboarding process, Human Resources Shared Service Center (HRSSC) should have added your Description of Service (DOS) and or your Certificate of Service (COS) to your eOPF. This document in your eOPF is likely labeled PC 1464 and would have positively impacted your leave automatically as reflected in your Leave and Earnings Statement and in your Service Computation Date (SCD) for leave on the SF 50. If none of this happened during onboarding, steps 1-6 below will initiate these changes in your file and your retirement and leave will be amended as a result.

### Process for “buying back” service for retirement at EPA

1. Email the Peace Corps HQ Office by emailing [certify@peacecorps.gov](mailto:certify@peacecorps.gov) to obtain an electronic copy of your COS. More information can be found here: <https://www.peacecorps.gov/returned-volunteers/support-services/certifications-service/>
2. Send an electronic copy of your COS via email to your servicing HRSSC contact information listed below. If you have AmeriCorps, military, or prior federal service, you can send the appropriate documentation as well. Confirm that your HRSSC representative has acquired the aforementioned information.
3. HRSSC will assign a HRSSC representative who will work with you until the buy-back is complete. HRSSC will *estimate* the cost of your buy-back based on your stipend during your service. The Office of Personnel Management (OPM) will calculate the actual amount of deposit owed. HRSSC will email an Application for Service Credit-Standard Form SF 3108 (if you are a CSRS employee, you will receive a SF 2803). HRSSC will prepare page 2 of the SF 3107/SF28303. You will need to scan the signed form back to your HRSSC representative.
4. Once SF 3108 is signed and sent back to your HRSSC Representative, HRSSC will send your documents to OPM. OPM is expected to mail you the *final* cost of your buy-back within 150 days. If you do not receive an invoice by the 150<sup>th</sup> day, please contact your HRSSC Rep. Page two of the OPM bill contain instructions about how to pay by check or credit card and will give you the option to pay one lump sum or in installments.
5. Once you have paid the full cost of the buy-back, you will be mailed a *receipt from OPM showing a zero balance*, you must scan and email the first and last (zero balance) invoice to the HRSSC representative, who will then scan the Service Credit Payment-form RI 36-18-to your eOPF.
6. When the process is complete, your HRSSC representative will send you a calculation of your new retirement service computation date and update your personnel records. Save this email to ensure that you have an easily accessible copy of this date. Also, log into your eOPF and make sure that all the necessary documents are present. Be sure to *keep records* of each step of this process.

### HRSSC Contact Information

Cincinnati	Las Vegas	RTP
OARM, OECA, OLEM Regions 5, 6, 7, 8	OAR, OIA/OITA, OIG, Ann Arbor, OW Regions 9, 10	OA, OCFO, OEI, OGS, OCSPP, ORD Regions 1, 2, 3, 4
H.R. Shared Service Center-U.S. EPA 26 W. Martin Luther King, Jr. Dr. Cincinnati, OH 45268 Mail Code: MS N-136	H.R. Management Division-U.S. EPA 4220 S. Maryland Parkway Bldg. A, Suite 100 Las Vegas, NV 89119	H.R. Management Division -U.S. EPA 109 T.W. Alexander Drive Research Triangle Park, NC 27711 Mail Code: C639-02
Benefits Line: (513) 569-7699 <a href="mailto:CIN_HRSSCSSC_Benefits_Central@epa.gov">CIN_HRSSCSSC_Benefits_Central@epa.gov</a>	Main Phone: (702) 798-2401 <a href="mailto:TeamVegas@epa.gov">TeamVegas@epa.gov</a>	Main Phone: (919) 541-2201 <a href="mailto:ESB-SSC-RTP@epa.gov">ESB-SSC-RTP@epa.gov</a>