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# Service Purchases

Statement Request and Processing Steps

# Content Overview

- Contact Information (FCRS)
- Service Purchases
- Requirements and Limitations
- Application Process
- Payment Options
- Completing a Service Purchase

# Contact Information (FCRS)

- Location: 12015 Route 50, Suite 350, Fairfax, VA 22033
- Office: (703) 279-8200
- Service Purchase related inquiries and documentation can be submitted to FCRS via email at:  
[servicepurchases@fairfaxcounty.gov](mailto:servicepurchases@fairfaxcounty.gov)

# Service Purchases

- Allows an active Uniformed or Police Officers Retirement System member to buy service credit for periods of prior active-duty military service (PORS and URS (Fire & Rescue and sworn FCPD)) or prior law enforcement service (PORS and URS (sworn FCPD)).
- A service purchase increases a member's total service credit, resulting in:
  - An increased monthly retirement benefit, and
  - An earlier retirement date (if not already eligible to retire)

# Requirements and Limitations

## Prior Active-Duty Military Service

Requirements	Limitations
180+ consecutive days in service	Cannot purchase/port a combined total of more than 48 months
Submit a DD214 and be Honorably discharged	Does not count towards 5-year vesting requirement
Must complete service purchase within 4 years	

## Prior Law Enforcement Service

Requirements	Limitations
Full-time sworn employee of prior plan	Cannot purchase/port a combined total of more than 48 months
Submit verification of prior service credit	Does not count towards 5-year vesting requirement
Must complete service purchase within 4 years	Cannot be used in the calculation of any other plan's benefits

# Application Process

Step	Action	Type of Service Purchase
1	Submit a completed application to FCRS.	Both
1a	Include a copy of your DD214.	Military only
1b	Ensure section B (Verification of Service Credit) is completed in full by your former employer's Human Resources or Pension Administrator.	Law Enforcement only
2	FCRS will send you a service purchase calculation statement and contract within 30 days of receiving a completed application.	Both
3	Member has 60 days to initiate the purchase (i.e., enter a contract) at the calculated cost. After 60 days the calculation is considered null and void (a recalculated service purchase cost will be required).	Both

# Payment Options

Service purchases can be completed in several ways:

- Payroll deductions (up to 104 bi-weekly pay-periods)
- Lump-sum payment (in full)
- Lump-sum payment (partial, with bi-weekly payments to follow

A service purchase payment can come in the form of a personal check, a rollover from a qualified plan, or a trustee-to-trustee transfer.

# Completing a Service Purchase

The following table provides several examples of a completed (or terminated) service purchase contract.

Scenario	Outcome
Cost of service purchase paid in full.	Member credited with full amount of purchased service as of that date.
Member terminates employment, retires, or enters the Deferred Retirement Option Program (DROP).	Member credited with partial amount (based on number of full months for which payment was received) of purchased service as of that date.

**NOTE: Purchased service does not count towards an employee's Final Average Salary (FAS) calculation.**





**Questions?**