

# Troyan & Associates, P.A.

560 Communications Parkway  
Sarasota, Florida 34240

*The QDROAttorney.com Firm*

Toll Free: (877)443 - 4867  
Email: [Info@TroyanLaw.com](mailto:Info@TroyanLaw.com)  
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PRACTICE DEDICATED TO PENSIONS / QDROs / VALUATIONS

Admitted to Practice:

**Rodney D. Troyan, Esq.**

New Jersey

New York

Florida

Washington, DC

U.S. District Ct.

**NDAA17 Requirement:** (if the member entered military service on or after September 8, 1980)

You must provide all three steps (If the award language in the court order is missing any of the listed variables, DFAS will not approve the order and the court will have to clarify the award)

**Step 1 Award:**

A fixed amount, a percentage, a formula or a hypothetical that the former spouse is awarded;

**Step 2 Compensation used to compute award in step 1:**

The member's high-3 amount at the time of divorce (the actual dollar figure);

**Step 3 Credited Service of Member:**

The member's years of creditable service at the time of divorce; or in the case of reservist, the member's creditable reserve points at the time of divorce.

There may be databases or systems controlled by the Military Services that have individualized information. However, DFAS is unable to calculate high-3's for members for use in legal proceedings. A High-3 Calculator can be found at:

<https://militarypay.defense.gov/Calculators/High-3-Calculator/>.

**Release of Data to Former Spouse:**

DFAS can release pay information pertinent to the calculation of the amount a former spouse, who is currently receiving payments, without violating the Privacy Act rights of the retired member. However, that information must be requested in writing to:

Directorate DFAS-HGA/CL

Assistant General Counsel for Garnishment Law Directorate

P.O. Box 998002

Cleveland, OH 44199-8002

Or faxed to 877-622-5930 (toll-free)

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## **Attorney Requests (Non-Subpoena)**

Your request for personal records must include: a) Attorney letter; and b) Authorization from the Individual to whom the records pertain. The requirements for each are detailed below.

### **Attorney Letter:**

Must be on office letterhead and contain date & signature of attorney or paralegal  
Detailed description of records you seek.

Be specific; we cannot search for 'any and/or all' records

Search Period: Start date (month/year) and End date (month/year)

Please include a valid email address

For Service Members, list:

Branch of service – Air Force, Army, Marine Corps, Navy

Component – Active Duty or Reserve/National Guard (NG)

If multiple branches, list each branch and dates served

Army Reserve/NG records dated prior to 1976, must also provide:

Name(s) of Major Command member was assigned for the requested period(s)

Name(s) of Unit of Assignment for each command

City/State for each Unit of Assignment

Dates she/he served in each command

For Federal Civilian Employees, list:

Agency or agencies for which the Individual worked

Dates he/she worked in each agency

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## **Release Authorization by Member:**

Written/typed statement from the Individual to whom the records pertain that specifically authorizes the Defense Finance and Accounting Service (DFAS) to release his/her personal records:

Name and contact information of Individual to whom records are to be released

Individual's full social security number

List record(s) to be released

Individual's printed name and signature

Date

His/her contact information – phone number, mailing address, email

Copy (front & back) of Individual's valid, government-issued (state or federal) photo ID or a Notarized Statement verifying his/her identity

## **Request by Member by (SF-180):**

Individuals (military members and civilian employees) may utilize the Request Pertaining to Military Records (SF-180) to authorize the release of personal records. However, a copy of his/her valid, government-issued photo ID or notarized statement verifying identity must accompany the SF-180, along with the attorney letter. Fax to: (317) 275-0391