



# How To Make a Military Deposit



## Definitions

- **Military Deposit:**

A military deposit is a payment to the Federal Employees Retirement System (FERS) to allow creditable military service to be used towards retirement eligibility and annuity computation.

- **Deposit:**

A deposit is the payment of the retirement deductions, plus interest, that would have been withheld from your pay if you had been covered by the Federal Employees Retirement System (FERS) during a period of employment when retirement deductions were not withheld from your salary.

## Important Note

You are only authorized to make one military deposit at a time. You must complete the following steps for each military deposit, one at a time.

For example, if you have two military deposits you must complete the following steps for the first military deposit before proceeding to the second military deposit.

## HRO Personnel

Please direct any questions to the following individuals.

### **Stephanie Hodges**

Office: 785.274.1187

DSN: 720.8187

Fax: 785.274.1604

### **Robin Lewis**

Office: 785.274.1206

DSN: 720.8206

Fax: 785.274.1604

### **Bobbi Harvey**

Office: 785.274.1172

DSN: 720.8172

Fax: 785.274.1604

## Step 1

### A. Complete the RI 20-97, Estimated Earnings During Military Service.

- Click [RI 20-97](#) for an electronic RI 20-97 form.
- An example of how a RI 20-97 should be filled out is on the next slide.

### B. Mail the completed RI 20-97 to the appropriate military finance center with a copy of all DD Forms 214.

- Click [here](#) for the mailing addresses.

**NOTE:** If you have service with more than one branch of the military, you will need to complete a separate RI 20-97 for each and mail to the appropriate military finance office.

### Example of RI 20-97

All blocks outlined in **RED** are required to be filled out.

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 additional information: [www.dfas.mil](http://www.dfas.mil).

1. Name (Last, first, middle)  
DOE, JOHN ALLEN

2. Other names used

3. Social Security Number  
112-11-1122

4. Date of birth (mm/dd/yyyy)  
01/01/1967

5. All military service numbers

6. Branch of service  
ARMY

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  
 Person named is requester  
 Survivor  
 Other (specify):

9. Date

10. Active military service after December 31, 1956 (Dates indicated below must be based on DD 214 or equivalent notification)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Rate of Basic Pay	Earnings	Type of Discharge
02/10/2010	01/17/2011			
10/03/1994	10/02/1997			

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.

12. If period of service began before and ended after December 31, 1956, enter date service actually began. (mm/dd/yyyy)

13. L

14. List your name and your home mailing address.

15. Telephone number (including area code)  
( )

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)

JOHN A. DOE  
123 SAMPLE ST  
SAPLETOWN, KS 66611

PRINT  
SAVE  
CLEAR

RI 20-97  
Revised August 2011  
Previous editions are not usable

List all dates of active duty military service (Title 10). The dates will match with the DD 214s.

**NOTE:** If you want to make multiple deposits please ensure you list all active duty military service (Title 10). By doing this you will only need to complete step 1 once.

## Step 2

**A.** Once you receive the completed RI 20-97 back from the military finance center, complete the SF 3108, Application to Make Service Credit Payment (FERS).

- Click [SF 3108](#) for an electronic SF 3108 form (pages 1,5)
- An example of how a SF 3108 should be filled out on the next slide.

**NOTE:** Keep a copy of the completed RI 20-97. It will be needed to complete the military deposit process.

**B.** Mail or fax the SF 3108 with the completed RI 20-97 and active duty military service (Title 10) DD 214(s) to:

**Mail:**

Army Benefits Center-Civilian (ABC-C)  
303 Marshall Avenue  
Ft. Riley, KS 66442-5004

**Fax:**

785-240-6153

**Example of SF 3108**

All blocks outlined in **RED** are required to be filled out.

**NOTES:**

- (Please call with questions if unsure)
- Block 4: Home Mailing address
- Block 5: Will vary depending upon which branch the employee is presently employed to.
- Army: JFHQ-KSARNG, NGB, Adjutant Generals Dept
- Air: JFHQ-KSANG, NGB, Adjutant Generals Dept
- Block 7: Always Topeka, KS
- Block 9a: Check "Service credit payment"
- Block 9: Check "No"
- Block 10: Check "Military Service"
- Block 11: Check "Yes"



**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.

**Part A. To be Completed by the Applicant**

1. Name (Last, first, middle)  
DOE, JOHN ALLEN

2. List other names you have used

3. Birthdate (mm/dd/yyyy)  
01/01/1967

4. Address (Number and street)  
123 SAMPLE ST  
(City, state and ZIP Code)  
SAMPLETOWN, KS 66611

5. Department or agency in which presently or last employed, including bureau, branch, or division  
JFHQ-KSANG, NGB, ADJUTANT GENERALS DEPT

6. Social Security Number  
112-11-1122

7. Location of employment (city and state)  
TOPEKA

8. Title of position  
Heavy Mobile Mechanic

9. Have you previously filed any application under the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS)?  
 Yes, complete items 9a and 9b  No

9a. Type of application  
 Service credit payment  Refund  
 Return of excess deductions  Retirement

9b. Claim number(s) (if available)

10. I am applying to make a service credit payment for:  
 Civilian Service (Complete item 10)  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.

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 check mark (✓) 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	

11. Are deductions for the Federal Employees Retirement System now being withheld from your salary?  
 Yes (Go to item 13)  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  
*John Doe*

14. Telephone number (including area code) where you can be reached during the day  
(785) 125-1111

15. Date (mm/dd/yyyy)  
01/24/2012

U.S. Office of Personnel Management  
CSRS/FERS Handbook for Personnel and Payroll Offices

NOV 7540-01-279-6310  
3108-103

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Standard Form 3108  
Revised March 2008  
Previous editions are not usable.

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  
*John Doe*

Telephone number where you can be reached during the day  
( )

E-mail address

Date (mm/dd/yyyy)

PRINT

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CLEAR

Standard Form 3108A  
February 2012



## Step 3

**A.** ABC-C will receive the SF 3108, RI 20-97, and the supporting DD Form 214s and:

- Review the documents for accuracy.
- Calculate an estimate of the amount of military deposit.
- Send the estimate to DFAS.

**B.** You will receive a packet of documents from ABC-C.

- **NOTE: Keep the packet of documents.** They will be needed to complete the military deposit process.
- The packet will include the amount of the military deposit, listed on Military Service Deposit Report.

**NOTE:** No further action is required for Step 3 please proceed to Step 4.

## Step 4

**A.** You may receive a letter of confirmation from DFAS and if and when you do choose one of three payment options and follow its instructions.

**OR**

**B.** If you do not receive a letter from DFAS, you may choose one of the payment options and follow its instructions, when the amount of the military deposit shows "OWED" in Block 20 of your Leave and Earnings Statement (LES).

- **NOTE:** If you do not receive a confirmation from DFAS or see the amount of the military deposit on your LES within 3 months please contact the HRO personnel.

**NOTE:** Please review the payment options and its instructions on the following slides.

### Payroll Deductions

**A:** Complete Military Deposit Request.

- **To receive a Military Deposit Request please contact HRO personnel.**
- An example of how a Military Deposit Request should be filled out on the slide labeled "Example of Military Deposit Request".

**B.** Fax Military Deposit Request and a copy of any document you have received from ABC-C and the completed Military Deposit Request:

**(866) 401-5849**

**Attn: Military Deposit Section**

- Documents you received from ABC-C will be listed at the bottom of the Military Deposit Request.

**C.** Ensure your **social security number** is on each document faxed.

**NOTE:** This is any amount you choose but it must be a minimum of \$25.00 per pay period

## Step 5

All blocks outlined in **RED** are required to be filled out.

**NOTES:**

- Block 4: If choosing Payroll deductions only then fill in the remaining portion of block 4.
- Attachments: Documents that will be necessary to fax or mail with the Military Deposit Request.

**MILITARY DEPOSIT REQUEST**  
 To avoid a delay in processing:  
 1. Read and complete the information carefully.  
 2. Type or print in ink.

<b>1. Name (Last, first, middle)</b>
DOE, JOHN ALLEN
<b>2. Social Security Number</b>
112-11-1122
<b>3. Mailing Address</b>
123 SAMPLE ST Address (Number and street)
SAMPLETOWN, KS 66611 (City, state and ZIP code)
<b>4. Method of Payment: I will be submitting payment by (Select one)</b>
<input type="checkbox"/> Lump-Sum <input type="checkbox"/> Partial Payment <input checked="" type="checkbox"/> Payroll Deductions (If selected complete the additional information below.)
\$ 50.00 Amount of deduction per pay period
1/24/2012 Date to start the deduction (m.m/dd/yyyy)
<b>5. Signature of requestor</b>
<i>John A. Doe</i>

**Attachments**

- (a) Military Deposit Request
- (b) RI-2097 (Estimated Earnings During Military Service)
- (c) Military Service Deposit Report
- (d) DD Form(s) 214
- (e) SF 2803 or SF 3108
- (f) SF 50s Leave Without Pay and Return to Duty (**ONLY** for those members buying back contingency operations time.)

Fax the Military Deposit Request and the aforementioned attachments to:  
**(866) 401-5849**  
**Attention: Military Deposit Section**

## Lump Sum Payment

**A:** Complete Military Deposit Request.

- To receive a Military Deposit Request please contact HRO personnel.
- An example of how a Military Deposit Request should be filled out on the slide labeled “Example of Military Deposit Request”.

**B.** Make your check to: **“Catch 62 Military Deposit”**.

- The check **MUST** have **“Military Deposit”** and your **“Social Security Number”** written on it.
- C.Please staple your check to a copy of any document you have received from ABC-C and the completed Military Deposit Request. Mail to:

**DFAS-Cleveland**

**ATTN: 22 Military Deposits PO Box 99559 Cleveland, OH 44199-8019**

- Documents you received from ABC-C will be listed at the bottom of the Military Deposit Request.

**D.** Ensure your **social security number** is on each document faxed.

## Partial Payment

**A:** Complete Military Deposit Request.

- To receive a Military Deposit Request please contact HRO personnel.
- An example of how a Military Deposit Request should be filled out on the slide labeled “Example of Military Deposit Request”.

**B.** Make your check to: **“Catch 62 Military Deposit”**.

- The check **MUST** have **“Military Deposit”** and your **“Social Security Number”** written on it.

**C.** Please staple your check to a copy of any documents you have received from ABC-C and the completed Military Deposit Request. Mail to:

**DFAS-Cleveland**

**ATTN: 22 Military Deposits PO Box 99559 Cleveland, OH 44199-8019**

- Documents you received from ABC-C will be listed at the bottom of the Military Deposit Request.

**D.** Ensure your **social security number** is on each document faxed.

**NOTE:** This is any amount you choose but it must be a minimum of \$25.00 per pay period.



## Step 6

**A.** When Block 20 of your LES shows an "OWED" balance of 0.00 contact HRO personnel and inform them of your military deposit payment completion.

- **KEEP** a copy of that LES as a record of payment.

**B.** HRO will request an OPM 1514, Military Deposit Worksheet, from DFAS that will act as proof of payment.

- The OPM 1514 will be sent to you.

**C.** Once you receive the OPM 1514 and its supporting documents you **MUST** send a copy (fax/email) to HRO so that you can be given proper credit.

- **NOTE:** If you do not send a copy of the OPM 1514 you will not receive credit!

**NOTE:** If you do not receive a receipt from DFAS within 6 months or have questions please contact the HRO personnel.