

# MILITARY DEPOSIT CHECKLIST

**Instructions:** The Military Deposit Checklist will be used as a supplemental document when completing the SF 2803A/SF 3108A Application to Pay Military Deposit. This document must be submitted with your Military Deposit Request. Applicant must use this checklist to ensure your application contains the following forms/actions prior to submitting to the Benefits/Human Resources Office:

**Employee/Applicant Name:**

**Date:**

**Agency:**

Document	Action Status
<b>RI 20-97</b>	Completed OPM form RI 20-97, Estimated Earnings during Military Service
<b>SF 2803/3108</b>	Completed SF2803/ SF2803A (CSRS), SF3108/SF3108A (FERS) Application to make Service Credit Deposit
<b>DD214 or Equivalent Document</b>	Proof of military service

Type of Military Service	Period of Military Service	Dates of Military Leave Used	Dates of Annual Leave Used
<i>Ex. IRR</i>	<i>2019/02/01 to 2019/02/15</i>	<i>2019/02/01 to 2019/02/10</i>	<i>2019/02/11 to 2019/02/15</i>
	to	to	to
	to	to	to
	to	to	to
	to	to	to
	to	to	to
	to	to	to
	to	to	to
	to	to	to

Note: Military Service must be under "Honorable" conditions.

To obtain a copy of your DD214 please visit <http://www.archives.gov/veterans> or complete the SF 180 and mail to the appropriate military archive center located on page 2 of form.

Employee will receive Estimated Earnings of Military Service to the address listed on RI 20-97 approximately 8 weeks after submission.

**Employee/Applicant Signature**

**Date**

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**Human Resources Instructions:** Human Resources Representative will ensure application is accurate and complete. Ensure documents are certified and application with checklist are sent to DFAS.

Document/Action	Action Status
<b>SF 2803/3108</b>	Review Application to Make Service Credit Payment- SF 2803/2803A (CSRS), SF 3108/3108A (FERS) signed and dated
<b>DD214 or Equivalent</b>	Review DD214 (member copy 4), Military Orders, and/or equivalent documentation
<b>Estimated Earnings</b>	RI Form 20-97 is completed, signed, and dated
<b>Mil Deposit Estimate</b>	Estimate of military deposit is complete and accurate
<b>Forward</b>	Forward the required documents to the appropriate payroll office for processing

\* Note: Dates on DD214 or equivalent should match dates listed on Estimated Earnings

**Important Factors to consider when calculating Military Deposit Estimate:**

**Creditable Military Service includes the following:**

- Honorable Active Duty Military Service
- Commissioned Officer of the National Oceanic and Atmospheric Administration (formerly Coast and Geodetic Survey and Environmental Sciences Services Administration)
- Military Academy Service
- Certain Military Reserve Service- Active Duty, full pay and allowances, Annual 15 day training camps, Reserve Officers Training Corps (ROTC) active duty only

**10/01/1982-** Employees First Hired under CSRS before 10/01/1982 may receive credit for Post-56 military service for eligibility and computation without making a deposit

**10/01/1982-** Employees First Hired under CSRS on or after 10/01/1982 may receive credit eligibility for Post-56 military service without making a deposit

**08/01/1990-** Title 32 Service which interrupts a period of civilian service on or after 08/01/1990 is considered creditable military service regardless if appointed called to active duty by the President.

**08/01/1990-** Title 32 Service which interrupts a period of civilian service before 08/01/1990 receives credit for up to six months of LWOP in a calendar year.

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**HR Specialist Name**

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**Date**