

# How do I make a deposit for military service?

Please note the following:

- Military Service Deposits **must be paid in full** prior to the date of separation or retirement. Because processing time requires approximately 120 days, employees who are anticipating retirement should plan accordingly.
- The Office of Personnel Management **will not** accept the Chronological Statement of Retirement Points, ARPC Form 249-E, or any other equivalent points forms from other military branches, as proof of active duty military service. The ARPC Form 249-E, or any other equivalent points forms, does not provide the actual to and from active duty dates, condition of service (honorable, other than honorable, etc.), lost time or type of active duty service completed. In order for OPM to grant active duty military service credit under the CSRS or FERS retirement systems, the employee must provide proof of honorable service, type of active duty service and the actual to and from active duty dates. Please feel free to contact the ABC-C by calling DSN: 520-2222, commercial: (785) 240-ABCC (2222), or toll free: (877) 276-9287 for additional guidance.
- Buying back your military service time will not put you into a higher leave earning category and will not change your Leave SCD. It will be reviewed for accreditation towards retirement at the time your civilian retirement annuity is calculated.

## Step 1:

- a. You must complete the RI 20-97, Estimated Earnings During Military Service, and mail it to the appropriate military finance center (click [here](#) for the mailing addresses), with a copy of all DD Forms 214 and your Military Deposit Checklist. Have your Customer Service Representative (CSR) and/or your Agency timekeeper assist you with completing the Military Deposit Checklist, identifying any leave (i.e., annual, sick, military, etc.) taken during any LWOP-US/Absent-US military service. This will ensure that you do not make a service credit deposit for time spent in a leave status other than LWOP-US/Absent-US during that period of service.

NOTE: The Defense Finance and Accounting Service (DFAS) Military Finance Center must provide the correct estimated earnings to ensure the leave period(s) have been removed from the estimated earnings. An employee cannot make a deposit while in leave status during LWOP-US/Absent military service period.

\*If you do not have a DD 214, you can submit a copy of your orders along with a certified Statement of Service. Air Force (use AF 1613) and Army (use Memo Format)

\*Once complete, you can mail, fax the document to DFAS (there is a fax machine available in HRO) or you can submit the form to your HR Representative to be submitted via a Remedy ticket to DFAS.

*If you already have your estimated earnings, go to Step 2.*

- b. When completing the RI 20-97, you should verify that you have the appropriate dates for your military service. For periods of military service that are NOT under USERRA rules, you should use the dates from your DD Form 214. For periods of military service that ARE under USERRA rules, you should base your dates off the following:
  - o If you go on Leave Without Pay - Uniformed Services (LWOP-US)/Absent - Uniformed Services (Absent-US) BEFORE your military service begins, then use the date you started on Military Service (date entered on active duty)
  - o If you go on LWOP-US/Absent-US AFTER your military service started, then use the date you went on LWOP-US/Absent-US
  - o If you Return to Duty (RTD) BEFORE your military service ended, use the date of the day before your RTD
  - o If you RTD after your military service ended use the end date on your DD Form 214
- c. If your military service is USERRA, you will need to specify periods of military service when you were on paid leave from your civilian position (military leave, annual leave, credit hour or compensatory time).
- d. 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.

## Step 2:

Upon receipt of the estimated military earnings, schedule an appointment with your HR Representative and bring your Military Deposit Checklist, RI 20-97, SF 50s (if USERRA service), DD214 or equivalent and/or orders with Statement of Service to your appointment. Some of these items may be found in MyBiz or your eOPF.

## Step 3:

Your HR Representative will review the application, calculate an estimate of the amount of the military deposit and send to DFAS.

### Payment Options

- **Lump Sum Payment**  
Make your check payable to DFAS-CL-DSSN 8522. The check must have "Catch-62 Military Deposit" and your Social Security Number written on it. Mail to:

**DFAS Cleveland  
ATTN: J3DCBB/559  
1240 E. 9th Street  
Cleveland, OH 44199**

- **Partial Payments**  
This is any amount you choose but must be a minimum of \$25.00 per pay period. Follow the instructions in the paragraph above (Lump Sum Payment). Partial payments can be made along with payroll deductions.
- **Payroll Deductions**  
This is any amount you choose but must be a minimum of \$25.00 per pay period. There must be a request in writing (completed at appointment) submitted to your payroll office, which includes the

following: (1) Social Security Number; (2) name; (3) amount of deduction per pay period; (4) date to start the deduction; (5) signature.

- **Online Payment**

Go online to <https://www.pay.gov>. In the search engine, type in MSD8522 and click on search. On the next page, click on the red 'Continue to the Form' button. Follow the instructions to complete the form and make your online payment for your military deposit. Under the Database dropdown, if you are Army or Army National Guard, choose OMA; if you are Air National Guard, choose CP1; and if you are DCMA, choose ZKA.

## Step 4:

You will receive the response from the DFAS office, and if you elected payroll deductions those should begin the next pay period. If the letter is not received from DFAS, you may still begin paying the deposit when the amount of the military deposit shows in Block 20 of your Leave and Earnings Statement (LES).

## Step 5:

Once your military deposit has been paid in full, you will need to request proof of payment. Contact your HR Representative to request a Remedy sent to DFAS requesting the proof of payment. When the proof of payment is received, provide a copy to your HR representative to be placed in your electronic Official Personnel Folder (eOPF).