MILITARY SERVICE DEPOSITS

AGENDA

- Military Deposit Overview
- Potentially Creditable Military Service
- Consecutive/Ghost Service
- Military Deposit Cost Structure
- DoD Military Deposit Checklist
- Estimated Earnings Request
- Calculating Deposits
- Forms Required
- Payment Options
- Retirement Considerations

MILITARY DEPOSIT OVERVIEW

What is a Military Deposit?

 Military Deposits are paying into the retirement system for creditable military service. There are two types of military deposits, military deposit and USERRA military deposits.

Why should we pay a deposit?

Federal civilian retirement is generally calculated as your highest three earning years of salary multiplied by your creditable years of service. Paying a deposit will add to an employees monthly annuity and make them eligible for retirement earlier.

POTENTIALLY CREDITABLE MILITARY SERVICE

- In order for the military service to be eligible for deposit it must be:
 - Federal Active Service (Title 10) or
 - Uniformed Service that interrupts a period of CREDITABLE civilian service in which you restored under USERRA (Special Dates Apply)

AND

- The service MUST be characterized as HONORABLE via DD 214 or Statement of Service
- The Service must be for Active Service (BAL 95-101)
 - Service included on a 250-R is not eligible for a deposit since it is inactive duty training

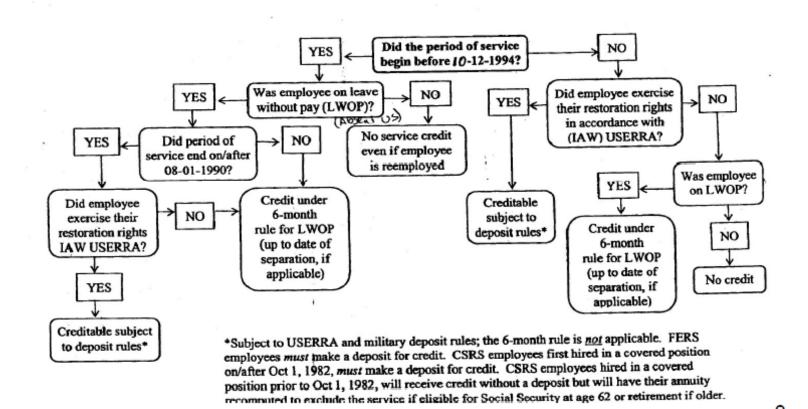
***Military Academy time is creditable and some ROTC (not JROTC) time can be. The Academic Transcript may be used instead of a DD 214

- USERRA service is all (Title 10 or Title 32) military service that interrupts creditable civilian service on or after August 1, 1990
- Employee MUST only pay for the time that he was not paying into the retirement system (this means non-pay status) AND while receiving military pay
- NOTE IMPORTANT DATE: I August 1990 if service interrupted civilian service and spanned this date under LWOP, then it falls under USERRA. Service that ends before this date is not USERRA.

Is the Title 32 Service potentially creditable for retirement?

- For Title 32 service use the Title 32 Flow chart on next slide
- December 12, 1994 is significant for Title 32 USERRA deposits. If your service is Title 32, placed in LWOP,
 - AND begins before this date then one of the following two conditions will apply:
 - 1. If they did restore and the service ended after August 1, 1990 a deposit may be made
 - 2. If they did not restore and the service ended on or after August 1, 1990 they will receive credit as if they were in personal LWOP

Title 32 Service Credit Decision Tree



- Military Service not followed by restoration is not USERRA Service
 - If service is Title 10 and the employee is re-employed at a later date then a deposit may be made, but not using the USERRA Calculation
 - If the service was Title 32 a deposit may not be made
- If a TAG allows LWOP after Absent-US and the employee does not return to work within the restoration period,
 then this is not restoration under USERRA. Use above to determine eligibility for deposit.

POTENTIALLY CREDITABLE MILITARY SERVICE – DD 214

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POTENTIALLY CREDITABLE MILITARY SERVICE – STATEMENT OF SERVICE

OPM does not require all these items on the statement of Service, but DFAS requires all these to calculate the estimated earnings. These are signed by the member's military chain of command.

Λ	EMORANDUM FOR THE OFFICE OF PERSONNEL MANAGEMENT	
5	UBJECT: National Guard Member Statement of Service	
	The following information is furnished to establish the character of military service for e person listed below.	
	aName: Service Member Name	
	bSocial Security Number:	
	cDate of Birth:	
	dPeriod Of Military Service: Use same format as date above	
	eAmount of Lost Time: None	
	fService Type: Honorable	
	gTitle of Service: Title 32	**Exan
	b. Rank when service was performed:	
	iInformation Provided by Command of: Enter Command Name	Employ
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**Example Available in the Employee Toolbox

CONSECUTIVE/GHOST SERVICE

- Consecutive Service is military service that contains:
 - -Two or more sets of orders
 - Dates of service do not have any breaks
 - Usually contain different types of titles
- Consecutive USERRA service deposits must be combined into one deposit. Except when all the below apply:
 - Employee was not ABSENT-US/LWOP-US during one of the periods
 - DD214 or Statement of Service does not cover the period

CONSECUTIVE/GHOST SERVICE

- Combined deposit example:
 - Employee had two set of orders
 - Title 32 I Jan 2019 to 30 Jan 2019 (orders)
 - Title 10 01 Feb 2019 to 15 June 2019 (DD214)
 - Employee placed in ABSENT-US 15 Jan 2019 and RTD 16 June 2019
- Not Combined deposit example:
 - Employee had two set of orders
 - Title 32- I Jan 2019 to 30 Jan 2019 (orders)
 - Title 10- 01 Feb 2019 to 15 June 2019 (DD214)
 - Employee placed in ABSENT-US 01 Feb 2019 and RTD 16 June 2019

CONSECUTIVE/GHOST SERVICE

- Ghost Service is military service that is recorded on the time card, but not recorded in the personnel system
 - No LWOP-US or Absent-US was processed
- This service is deducted from retirement creditable service when the annuity is calculated at OPM
- An employee who believes they might have ghost time can request their time cards during their periods of service

- Regular military deposits cost 3% of the military earnings for FERS and 7% of the military earnings for CSRS
- Under USERRA rules the deposit costs the lower of the two: 3% of estimated earnings (FERS) [7% of earnings for CSRS] or the amount of contributions they would have made to the retirement system had they not left minus any retirement contributions they made by using paid leave. (GRB automatically does this calculation)
- Interest accrues on deposits not paid within two years of being eligible for making the deposit. Payment is due for the interest on the anniversary of the third year and each successive year. This is called the Interest Accrual Date (IAD)

- If the employee used Annual Leave or Military Leave during some of the USERRA period
 - A military deposit can be reduced by the amount of retirement contributions paid during the LWOP-US or Absent-US. If the employee cannot prove they paid into the retirement system via paid leave during this time then the deposit cannot be reduced.
- -The best documents to use to reduce their deposit for paid leave is the LES or Master Employee Record (MER) from DFAS.
- *** If you believe you used any paid leave during the Absent-US period please consult with your HR Representative

Estimate Basis	
Refrement System	FERS
Balance Computation Date	05/31/2015
Post-2016 Interest Rate Assumption	N/A
First Date Covered After Military Service	01/01/2005
Military Service Period - Start Date	01/01/2004
Military Service period - End Date	12/31/2004
Pre-1000 Military Earnings	N/A
1999 Millary Earnings	NA.
2000 Military Earnings	NA.
Post-2000 Military Earnings	\$5,656.00

Deposit Summary	
Military Service Deposit Amount	\$170,00
Accrued interest	\$60.08
Total Amount of Deposit	\$290.00

Date	Interest.	Balance
01/01/2008	\$8.29	\$178.29
01/01/2008	\$8.47	\$195.76
01/01/2010	97.24	9194.00
01/01/2011	\$8.06	\$200.08
01/01/2012	\$5.50	3205.50
21/01/2013	\$4.63	\$210.19
01/01/2014	\$3.42	\$213.61
01/01/2015	\$3.47	\$217.08
01/01/2016	34.34	3221.42
01/01/2017	54.43	9225.85
01/01/2018	84.23	8230.66

This shows that this deposit was calculated under USERRA rules. The Military Service Deposit amount of \$170 (plus interest) is based on the military basic pay during the military service. If the deposit were based on the Federal civilian pay during that period the amount would have been \$398.

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The military service deposit was computed under USBRRA rules. The Military Service Deposit Amount of \$170.00 its based on the military basic say earned during the military service. The deposit based on Explant dividing to that would have been received defining the military service updated. Here any retirement deductions withheight for distinct pay received white on active distant in \$200,000.

Retirement System	FERS
Balance Computation Date	11/30/2016
Post-2020 Interest Rate Assumption	N/A
First Date Covered After Military Service	04/23/2015
Military Service Period - Start Date	02/17/2015
Military Service period - End Date	04/22/2015
Pre-1999 Military Earnings	N/A
1999 Military Earnings	N/A
2000 Military Earnings	N/A
Post-2000 Military Earnings	\$14,195.00
Deposit Summary	
Military Service Deposit Amount	\$107.00
Accrued Interest	\$0.00
Total Amount of Deposit	\$107.00
Interest Accrual History	
<u>Date</u> <u>Interest</u>	Balance

Notes

Next Interest Accrual Date (IAD): 04/23/2018

The military service deposit was computed under USERRA rules. The Military Service Deposit Amount of \$107.00 is based on Federal civilian pay that would have been received during the military service period less any retirement deductions withheld for civilian pay received while on active duty. The deposit amount based on the military basic pay earned during the same period is equal to \$426.00.

This shows that this deposit was calculated under USERRA rules. The Military Service Deposit amount of \$107 is based on the Federal civilian pay that would have been received during the military service. If the deposit were based on the military basic pay earned during the same time the amount would be \$426

DOD MILITARY DEPOSIT CHECKLIST



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:

, NGB, TA	G of (enter State)			
			Action	Status
Completed O. Service	PM form RI 20-97, Estimated Earning	Yes	-	
		Yes	·	
Proof of milit	Yes	·		
ry Service	Period of Military Service	Dates of Military Leave	Dates of A	nnual Leave
	Completed O Service Completed SI Application to	Completed SF2803/ SF2803A (CSRS), SF3108/SF Application to make Service Credit Deposit Proof of military service	Completed OPM form RI 20-97, Estimated Earnings during Military Service Completed SF2803/ SF2803A (CSRS), SF3108/SF3108A (FERS) Application to make Service Credit Deposit Proof of military service	Completed OPM form RI 20-97, Estimated Earnings during Military Service Yes Completed SF2803/ SF2803A (CSRS), SF3108/SF3108A (FERS) Application to make Service Credit Deposit Yes Proof of military service Yes

DOD MILITARY DEPOSIT CHECKLIST

- Applicants only complete the section below the DD214 and above the signature if the deposit is under USERRA
 or "interrupted the creditable civilian service and they were restored under USERRA."
- "Type of Military Service" column means Duty Status as defined by 10 USC 101. The checklist lists IRR, but be aware that IRR is an individual's status and not the status of the military duty. Military Deposits refer to the status of the duty that was performed. List the Title and Authority of the service ie. 32 USC 505.
- The columns for military and annual leave do not cover all leave categories. List any type of paid leave during military service, until a revised checklist is released you can choose the column to input other types of paid leave.

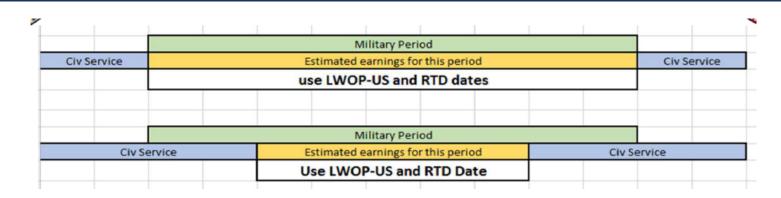
DOD MILITARY DEPOSIT CHECKLIST

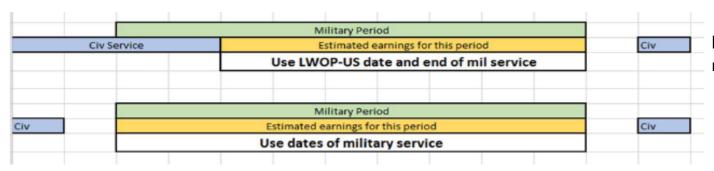
- Since and applicant can use multiple periods of paid leave during a military service period use the number of lines needed for the paid leave
- Leave the "type of Military Service" column blank for the successive lines for the same military service period

ESTIMATED EARNINGS REQUEST

- Once service has been determined that it is potentially creditable towards retirement the employee or HR office can request the estimated earnings. This is completed on an RI 20- 97.
 - -The Start and End dates on the RI 20-97 must match the start and end date of the military service. Except when the Service is USERRA and their LWOP-US/ABSENT-US dates are different than the military service (See Instruction Sheet and Examples)
 - If service is consecutive, all periods must be included on the RI 20-97

ESTIMATED EARNINGS REQUEST – TIMELINE EXAMPLES





Must be Title 10 since there was no restoration

Must be Title 10 since this is not under USERRA

ESTIMATED EARNINGS TIMELINE EXAMPLE

Example RI 20-97 for an employee that used paid leave

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 requ	uester			Relationship to person na Person named is request	The second secon	9. Date
				Other (specify): HR	Specialist	01/21/2020
10. Active military December 31, indicated below on DD 214 or ecertification.)	1956 (Dates w must be based	Estimated Ea	rnings (Base Po	Center completes blocks 11 th ay) ings for any period of service p		7.
From (mm/dd/yyyy)	To (mm/dd/yyyy)	From (mm/dd/yyyy)	To (posidely san)	Rate of Basic Pay	Earnings	Type of Discharge
01/15/2019	02/10/2019		Paid L	eave 02/11 & 02	2/12	
02/13/2019	05/19/2019			05/00	0.05/04	
05/22/2019	06/16/2019		Pa	id Leave 05/20	& 05/21	

FORMS REQUIRED

- SF 3108 (FERS) / SF 2803 (CSRS) & SF3108A / SF 2803 A
- DoD Military Deposit Checklist*
- DD 214 or Statement of Service and Orders*
- Estimated Earnings (RI 20-97)*
- Military Deposit Report from GRB
- SF 50s for LWOP-US, pay changes and RTD (if USERRA)*
- Paid Leave Records (Civilian LESs, Master Employee Records for each Pay Periods, OPM 71s)*

^{*}employee brings to appointment

PAYMENT OPTIONS

- Once DFAS has processed the application they will mail the employee a payment letter.
- Payment Options:
- I. Payroll Deduction Form faxed or sent in Remedy (Speak with your HR Representative at submission to get this started)
 - 2. Pay.gov website from your bank, credit card or PayPal
 - 3. Mail in Check to the address on the letter
 - **Option one or two process faster for pending retirement.
- Employees need their OMA or CPI account number on their letter from DFAS to pay via pay.gov

RETIREMENT CONSIDERATIONS

- Deposits for military service MUST be completed prior to employee separation
- Credit for military service is not allowed if the employee is in receipt of military retired pay (not points based)
 except when:
 - -The retiree has a service connected disability incurred in combat
 - -The retiree has a service connected disability caused by an instrumentality of war that occurred in the line of duty
 - -They waive their military retired pay

RETIREMENT CONSIDERATIONS

- If the employee makes a deposit for their military service they can receive a refund when they apply for retirement
 - SF 3106 submitted with retirement application for refund
 - SF 3106 submitted after separation and before retirement will refund all retirement contributions
- All employees who have eligible military service should be aware of impact of making a deposit when also eligible for an active duty retirement

KEY TAKE-AWAYS

- Military Service Deposits can add time to an employee's creditable service for retirement
- Correct estimates for deposits and payment in full aid in more expedient processing of retirement applications
 - Provide Paid in Full Letters to your HR Representative upon receipt for uploading to eOPF

RETIREMENT EXAMPLE W/ BUYBACKS AND WITHOUT

					(:	\$855.33
Age			\$0.	00		
eposit			\$0.	00		
			\$85.	53		
edeposit			\$0.	00		
ity			\$0.	00		
			Total Reductio	ns		\$85.53
					(\$769.00
Premium			\$0.	00		
remium			\$0.	00		
Premium			\$0.	00		
Premium			\$0.	00		
holding			\$0.	00		
			Total Deductio	ns		\$0.00
					•	\$769.00
						\$0.00
ed					5	\$427.00
			Total Service Includes			
Yrs	Mos	<u>Days</u>		Yrs	Mos	<u>Days</u>
0	0	0	FERS LEO/FF/ATC/CBPO Service	0	0	0
0	0	0	FERS Congressional Service	0	0	0
0	0	0	•	0	0	0
0	0	0	Unpaid Military Service	0	0	0
14	3	17	CSRS LEO/FF/ATC/CBPO Service	0	0	0
0	0	0	CSRS Congressional Service	0	0	0
0 0 14	0 0 3	0	CSRS Congressional Service	0	0	G
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Unreduced Monthly Annuity						\$1	,200.47
Reductions							
Early Retiremen	nt Age			\$0.	00		
Unpaid CSRS [Deposit			\$0.	00		
Survivor Benefi	t			\$120.	05		
Unpaid CSRS F	Redeposit			\$0.	00		
Alternative Ann	uity			\$0.	00		
				Total Reductio	ns	9	120.05
GROSS MONTHLY ANNUITY	Υ			i otal i todacijo	_		,080.00
<u>Deductions</u>				****			
Health Insurance				\$386.			
Life Insurance F				\$24.			
Dental Insurance				\$0.			
Vision Insuranc	0 1 10111101111			\$0.			
Federal Tax Wi	tnnolaing			\$0.	00		
				Total Deductio	ns	9	411.69
NET MONTHLY ANNUITY					_	\$	668.31
FERS Annuity Supplement:						9	470.00
Monthly Survivor Annuity Elec	ted					9	600.00
Service Credits				Total Service Includes			
	Yrs	Mos	Days		Yrs	Mos	Days
CSRS Service Credit	0	0	0	FERS LEO/FF/ATC/CBPO Service	0	0	0
Noncreditable CSRS Service	0	0	0	FERS Congressional Service	0	0	0
CSRS Sick Leave	0	0	0	Total Military Service	5	8	23
Total CSRS Service Credit	0	0	0	Unpaid Military Service	0	0	0
FERS Service Credit	20	0	10	CSRS LEO/FF/ATC/CBPO Service	0	0	0
Noncreditable FERS Service	0	0	0	CSRS Congressional Service	0	0	0
FERS Sick Leave	0	0	19				29
Total FERS Service Credit	20	0	29				
Total Service Credit	20	0	29	←			

RETIREMENT EXAMPLE W/ BUYBACKS AND WITHOUT

Unreduced Month	ly Annuity				•		\$1	,298.63)	Unreduced Monthly Annuity		
Ped	luctions									,		
	v Retirement Ag	0			\$0.	00				<u>Reductions</u>		
	aid CSRS Depos				\$0. \$0.					Early Retiremen	nt Age	
	vivor Benefit	SIL			\$0.					Unpaid CSRS [eposit)	
	aid CSRS Rede	noeit			\$0.					Survivor Benefit		
	rnative Annuity	posit			\$0.					Unpaid CSRS F	Redeposit	
Alte	mauve Amuly				40 .	.00				Alternative Ann	uitv .	
					Total Reduction	ons		\$0.00			,	
GROSS MONTHL	Y ANNUITY					_	\$1	,298.00				
B										GROSS MONTHLY ANNUITY	′	
	<u>luctions</u> Ith Insurance Pre	omium			\$578.	00						
	Insurance Premi				\$276. \$28					<u>Deductions</u>		
	tal Insurance Pre				\$20.					Health Insurance		ı
	on Insurance Pre				\$0. \$0.					Life Insurance F	remium	
	eral Tax Withhol				\$0.					Dental Insurance	e Premium	1
i cu	ciai iax vviuilioi	unig			ψ0.	.00				Vision Insurance	e Premium	
					Total Deduction	ons	9	607.25		Federal Tax Wit	hholding	
NET MONTHLY A	NNUITY						\$	690.75				
FERS Annuity Sup	plement:						9	869.00	←	_		
Monthly Survivor A	Annuity Elected							\$0.00		NET MONTHLY ANNUITY		
										FERS Annuity Supplement:		
Service Credits					Total Service Includes					Monthly Survivor Annuity Elec	ted	
0000 0		Yrs	Mos	Days	FERRI FOIFFIATOIORRO O	Yrs	Mos	<u>Days</u>				
CSRS Service Credit Noncreditable CSRS	Onnina	0	0	0	FERS LEO/FF/ATC/CBPO Service	0	0	0		Service Credits		
CSRS Sick Leave	Service	0	0	0	FERS Congressional Service Total Military Service	0	0				<u>Yrs</u>	Mo
Total CSRS Service (Prodit	0	0	0	Unpaid Military Service	0	0	0		CSRS Service Credit	0	
FERS Service Credit	Jieuit	22	10	8	CSRS LEO/FF/ATC/CBPO Service	0	0	0		Noncreditable CSRS Service	0	
Noncreditable FERS	Conside	0	0	_	CSRS Congressional Service	0	0	0		CSRS Sick Leave	0	
FERS Sick Leave	Service	0	0	0 6	Corto Congressional Service	U	U	U		Total CSRS Service Credit	0	
Total FERS Service (redit.	22	10	14						FERS Service Credit	30	
Total Service Credit		22	10	14	←					Noncreditable FERS Service	0	
Total Service Credit		22	10	14						FERS Sick Leave	0	

Discontinued Retirement Ar	nuity W	/ith [Buyb	acks			
Unreduced Monthly Annuity	,					(\$1	,746.75
Reductions							_
Early Retiremen	nt Age			\$0.	00		
Unpaid CSRS [9			\$0.			
Survivor Benefi	•			\$0			
Unpaid CSRS F	•			\$0.			
Alternative Ann				\$0.			
	,			Total Reduction			\$0.00
GROSS MONTHLY ANNUIT	v			Total Reduction		¢ 1	.746.00
SKOSS MONTHET ANNOTH	•					•	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
<u>Deductions</u>							
Health Insurance	e Premium			\$578.	.83		
Life Insurance F	Premium			\$28.	42		
Dental Insurance	e Premium			\$0.	.00		
Vision Insuranc	e Premium			\$0.	.00		
Federal Tax Wi	thholding			\$0.	.00		
				Total Deduction	ns	9	\$607.2
NET MONTHLY ANNUITY					_	\$1	,138.7
ERS Annuity Supplement:							\$994.00
Monthly Survivor Annuity Elec	ted						\$0.00
0				Total Comitae Includes			
Service Credits	Yrs	Mos	Days	Total Service Includes	Yrs	Mos	Day
CSRS Service Credit	0	0	0	FERS LEO/FF/ATC/CBPO Service	0	0	Day
Noncreditable CSRS Service	0	0	0	FERS Congressional Service	0	0	
CSRS Sick Leave	0	0	0	Total Military Service		10	
Total CSRS Service Credit	0	0	0	Unpaid Military Service	0	0	
ERS Service Credit	30	8	13	CSRS LEO/FF/ATC/CBPO Service	0	0	
Noncreditable FERS Service	0	0	0	CSRS Congressional Service	0	0	30
FERS Sick Leave	0	0	6				
Total FERS Service Credit	30	8	19				
Total Service Credit	30	8	19	←			

IMPORTANT STEPS TO TAKE & WHERE TO FIND INFO

- Military Service Deposit Information is available on the HRO website at https://inghro.idaho.gov/ under the Employee Toolbox.
- Step by Step Instructions are available on the "How Do I make a Deposit For Military Service" Document.
- Required documents such as SF 50's, orders, or DD 214s can be found in your eOPF (SF 50's are also available in MyBiz). If any orders or DD 214s are missing from your eOPF please provide them to your HR Representative for uploading.

REFERENCES

- CSRS / FERS Handbook Chapter 22, "Creditable Military Service"
- CSRS / FERS Handbook, Chapter 23, "Service Credit Payments for Post 1956"
- BAL 95-101, Public Law 103-353 the Uniformed Services Employment and Reemployment Rights act of 1994
- BAL 95-202, Public Law 103-353 the Uniformed Services Employment and Reemployment Rights act of 1994
- BAL 03-105, Computing the Post-1956 Military Deposit for Employees On LWOP-US Who Receive Civilian Pay During Their Active Military Duty
- BAL 17-101, Additional Guidance on Military Deposits