



IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
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NGID-HRO

10 May 2024

MEMORANDUM FOR Idaho National Guard Employees

SUBJECT: HR Policy Letter 016; Military Deposit Policy

1. Reference. Office of Personnel Management, 18 June 2013, *Benefits Administration Letter*
2. PURPOSE. The Office of Personnel Management (OPM) and Defense Finance and Accounting Service (DFAS) have implemented a change in the procedures involving payment of military service deposits. Employees who are anticipating retirement in the near future who have unpaid military service deposits need to be aware of this change in procedure which may impact their ability to pay the military service deposits at retirement.
3. In the past, employees who were retiring were allowed to make a payment for military service even after the date of separation, up to the date that their retirement was finalized. OPM has directed that payment of military service deposits after the date of separation may only be made in case of administrative error; therefore, military service deposits must be paid in full prior to the date of separation or retirement.
4. Technicians should allow at least 120 days of processing time for Military Service Deposits from the date the employee requests their estimate earnings until the date the lump sum payment is posted at DFAS. The timeframe is largely dependent upon volume of requests and could be longer depending on number of cases in process at a given time. Employees who are anticipating retirement in the next six months and who want to pay their military service deposit should initiate the process immediately.
5. The Army Benefits Center-Civilian (ABC-C) has directed that requests by Army and Air National Guard Technicians who are planning on retiring immediately following a re-deployment and will not have a large window of opportunity to pay their deposits, will be worked on a case-by-case basis as an exception.
6. Questions on military service deposits and the process for initiating the payment process may be directed to the ABC-C at (877) 276-9287 between the hours of 0600 and 1800 Central Time to speak with a retirement counselor. Instructions for initiating the military service deposit procedures are also available on the ABC-C website at <https://www.abc.army.mil>.
7. POC – Retirements Specialist, (208) 272-4225.

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