

## **What is a Military Deposit?**

As a technician, military time does not count toward your FERS retirement until you pay a Military Service Deposit. For any periods of service before you come on as a technician you will generally pay 3% of what your basic pay was for those periods. Military time that interrupts your technician service falls under USERRA (Uniformed Services Employment and Reemployment Rights Act) and you pay the *lesser of*: 3% of your military basic pay **or** what you would have paid into FERS (0.8% for regular FERS, 3.1% for FERS-RAE and 4.4% for FERS-FRAE).

## **What Military Time Counts?**

For military service before you become a technician, it is only potentially creditable if it is *both*: Title 10 and Honorable. However, *all* Honorable service that falls under USERRA is potentially creditable regardless of whether it is Title 10 or Title 32.

## How Do I Set Up The Military Deposit?

### Step 1

- a. You must complete an RI 20-97, Estimated Earnings During Military Service, and mail it to the appropriate military finance center (see attached listing), with a copy of all DD Forms 214. If you already have your estimated earnings, go to Step 2.
- b. If your military service is USERRA, you will need to specify periods of military service when you were in a non-pay status. This can be done with SF 50s placing you in a LWOP status and returning you to duty, which can be pulled from myBiz.
- c. 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.

### Request Earnings for Military Deposit

Visit the ABC-C web site at [www.abc.army.mil](http://www.abc.army.mil)

Click on "How Do I...Make a deposit for military service?" on the left side of the page.

Click on the "RI 20-97" link under Step 1 and follow instructions below.

**Blocks 1-4** – Self-explanatory

**Block 5** – In general, the same as your SSN

**Block 6** – Army, Air Force, etc...

**Block 7** – Sign

**Block 8** – Check “Person named is requester”

**Block 9** – Today’s date

**Block 10** – The first column (**From**) will be either: The beginning date on the DD 214, if your active duty time is before you became a technician OR when you went into an AUS/LWOP status (date from AUS SF 50) if military service interrupts technician time

**Block 10** – The second column (**To**) will be either: The ending date on the DD 214 OR the day before the RTD date (Day before effective date of RTD SF 50 for USERRA time)

**Blocks 11-18** – Leave blank

**Block 19** – Your name and address

\*If military time interrupts technician time, also include the paragraph and table on the next page, with appropriate to and from dates.

Once completed, mail or fax to the appropriate military finance center. Be sure to include the DD 214 or orders (orders must be sent with a Statement of Service memo), the RI20-97, and the attachment on the next page if applicable.

To Whom It May Concern:

Please provide me with estimated earnings for the period(s) noted below. I received civilian pay subject to retirement deductions during my active military duty. I do not have to pay a deposit for the time covered by my civilian pay. The period(s) noted below represents the portion of my active military duty not covered by civilian pay.

Thank you.

Active Military Duty Not Covered by Civilian Pay	

## Estimated Earnings Requests for Military Deposits Military Finance Centers

### Air Force

DFAS-Indianapolis Center  
Attn.: Verifications Section (Estimated Earnings)  
8899 East 56th Street  
Indianapolis, IN 46249-0875  
**Phone:** 1-888-332-7411 (Select option #5)  
**Fax:** 866-401-5849  
**Fax Coversheet:** <https://corpweb1.dfas.mil/civpaywf/coversheet>  
**Title:** ESTIMATED EARNINGS  
\*Utilizing coversheet expedites processing time\*

### Army

DFAS-Indianapolis Center  
Army Military Pay Operations  
Attn.: Verifications Section (Estimated Earnings)  
8899 East 56th Street  
Indianapolis, IN 46249-0865  
**Phone:** 1-888-332-7411 (Select option #5)  
**Fax:** 866-401-5849  
**Fax Coversheet:** <https://corpweb1.dfas.mil/civpaywf/coversheet>  
**Title:** ESTIMATED EARNINGS  
\*Utilizing coversheet expedites processing time\*

### Commanding Officer (SES)

**Coast Guard Pay and Personnel Center**  
444 Southeast Quincy Street  
Topeka, KS 66683-3591  
**Phone:** 785-339-2200  
**Fax:** 785-339-3784  
[US Coast Guard Website](#)  
**E-mail:** [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil)

### Marine Corps

DFAS-Cleveland Center  
Attn.: DFAS-CL/JFLTC  
1240 East 9th Street  
Cleveland, OH 44199-2005  
**Phone:** 888-332-7411  
**Fax:** 216-367-3614; DSN: 580-7011  
**E-mail:** [DFAS.CLEVELAND-OH.JFL.MBX.USMC-SPECIAL-PROCESSING@MAIL.MIL](mailto:DFAS.CLEVELAND-OH.JFL.MBX.USMC-SPECIAL-PROCESSING@MAIL.MIL)

### Navy

DFAS-Cleveland Center  
Attn.: DFAS-CL/JFLAGB  
1240 East 9th Street  
Cleveland, OH 44199-2005  
**Phone:** 888-332-7411  
**Fax:** 216-367-3666; DSN: 580-7603  
**E-mail:** [DFAS.CLEVELAND-OH.JFL.MBX.CCL-CATCH-62-CLE@MAIL.MIL](mailto:DFAS.CLEVELAND-OH.JFL.MBX.CCL-CATCH-62-CLE@MAIL.MIL)

### Public Health Service

U.S. Public Health Service  
Division of Commissioned Corps Personnel and Readiness  
Commissioned Corps Compensation  
1101 Wootton Parkway, Plaza Level, Suite 100  
Rockville, MD 20852  
**Phone:** 240-276-8799  
**Fax:** 240-276-8817  
**E-Mail:** [CompensationBranch@psc.hhs.gov](mailto:CompensationBranch@psc.hhs.gov)

## Step 2

Upon receipt of the estimated military earnings, use the below instructions to complete an SF 3108, Application to Make Service Credit Payment (FERS). Mail the application with the RI 20-97 (Estimated Earnings) and DD form 214 to the **Army Benefits Center-Civilian (ABC-C), 305 Marshall Avenue, Ft. Riley, KS 66442-5004. **\*\*If all periods of service fall under USERRA, please route through GEARS to AZNG HRO Benefits\*\*****

### **Instructions for completing Application for Military Service Deposit**

Visit the ABC-C web site at [www.abc.army.mil](http://www.abc.army.mil)  
Click on "How Do I...Make a deposit for military service?" on the left side of the page.  
Click on the "SF 3108" link under Step 2 and follow instructions below.

- Blocks 1-4** – Self explanatory
- Block 5** – Department of the Army or Department of the Air Force
- Block 6** – Self explanatory
- Block 7** – Self explanatory
- Block 8** – Your current position
- Block 9** – Yes
- Block 9a** – Service credit payment
- Block 9B**- Leave Blank
- Block 10** – Check “Military Service” and go on to 11
- Block 11** – Yes, go to 13
- Block 13-16** – Self explanatory

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- Enter your information on the top row
- Enter “Branch of Military” from block 2 of DD 214 (ex. ARMY/ARNGUS)
- For military time before you became a technician, enter beginning and end dates from DD 214
- For USERRA time, enter dates you were in a non-pay status from SF 50s, ending the day before the RTD date
- Sign and date the bottom of the page
- Mail SF 3108, RI 20-97 and any supporting documentation to ABC-Cs address above or submit to AZNG HRO Benefits through GEARS

ABC-C or HRO Benefits will receive the application, review for accuracy, calculate an estimate of the amount of military deposit, and send to DFAS. You will receive a copy of the application from ABC-C, to include the estimate of the amount of military deposit.

## How do I pay a military service deposit?

### Step 3

When you receive a letter from DFAS with information about your MSD, you must make arrangements with DFAS to pay the deposit. Take note of the amount of the deposit and the "Employee ID number" listed. You will need this number if you want to pay online. 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).

#### Payment Options

Lump Sum Payment. Payments may be made by credit/debit card or electronic funds transfer via [pay.gov](http://pay.gov). *This is the fastest and easiest method, but you will need the "employee ID number" in the information letter from DFAS.* To pay by check, 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 Center, PO Box 99559, Cleveland, OH 44199.**

Partial Payments. This is any amount you choose but must be a minimum of \$50. 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 (see next page for blank template) 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. Fax the request to 1-866-401-5849.

Once your military deposit has been paid in full, you will need to request proof of payment. Contact HRO Benefits Team or your Finance office and have a Remedy sent to DFAS requesting the proof of payment. When the proof of payment is received, provide a copy to AZNG HRO Benefits through GEARS to be placed in your electronic Official Personnel Folder (eOPF). If you have questions, contact an HRO benefits specialist.

Stacey Mitchell  
602-629-4806  
[stacey.a.mitchell6.mil@mail.mil](mailto:stacey.a.mitchell6.mil@mail.mil)

Cristian Acosta  
602-267-2057  
[cristian.g.acosta2.mil@mail.mil](mailto:cristian.g.acosta2.mil@mail.mil)

Samantha Tellez  
602-629-4818  
[samantha.l.tellez.mil@mail.mil](mailto:samantha.l.tellez.mil@mail.mil)

Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DFAS Indianapolis  
Civilian Payroll  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249-1900

SUBJECT: MILITARY DEPOSIT INFORMATION (CATCH 62)

I wish to start payroll deductions toward my Military Deposit debt. I hereby authorize your office to begin these deductions and continue them until the debt is paid in full, or until I send a letter requesting they be discontinued. I realize that once deductions begin I am not allowed a refund from your office for any amounts withheld. A refund can only be made by the Office of Personnel Management (OPM) upon my retirement or separation from Civil Service. I also understand that in order for the military time to be credited toward my civilian retirement, it must be paid in full prior to my retirement. Furthermore, I understand that interest will continue to accrue on the unpaid balance until the debt is paid in full.

Amount per pay period (Minimum \$25) \_\_\_\_\_

Effective (Starting date or pay period) \_\_\_\_\_

Employee's Name \_\_\_\_\_

Employee's Social Security Number \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_