

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 Discharge Type is Honorable (*One* of the following DD 214 types are needed Service 2,4,6,7,8 and Member 4). 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?

RI 20-97

Step 1

- a. You must complete an RI 20-97,
- b. Must Include copy of all DD-214 (Service 2,4,6,7,8 and Member 4)
 - a. If you don't have a DD-214 contact HRO-ERS before continuing
- c. If your military service is USERRA, you need to keep copies of all civilian LES (preferred method) or ATAAPS leave approval during the military service- HRO Specialist will need this next step)
- d. If you have service with more than one branch of the military (Army, Air, Navy, etc), you will need to complete a separate RI 20-97 for each
- e. Send to corresponding office (2 options)
 - a. You can submit the RI 20-77 and DD-214 to DFAS via Fax or Mail (all mailing information on second page of RI 20-97)
 - b. You can submit the RI 20-77 and DD-214 to J1-HRO for submission to DFAS (ng.nj.njarng.list.ngnj-j1-hro-ers@mail.mil)

Completing the RI 20-97

Blocks 1-4 – Self-explanatory

Block 5 – Skip

Block 6 – Army, Air Force, Navy, etc...

Block 7 – Sign

Block 8 – Check “Person named is requester”

Block 9 – Today’s date

Block 10 – Complete with Full Mailing Address for DFAS to send documents (Typically your HOR) (include full zip code + 4)

Block 11 - 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 LWOP SF 50) if military service interrupts technician time

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)

DD-214

12. RECORD OF SERVICE	YEAR(S)	MONTH(S)	DAY(S)	
a. DATE ENTERED AD THIS PERIOD	2019	JAN	07	Block 11 (“From” Date)
b. SEPARATION DATE THIS PERIOD	2019	JUL	04	Block 11 (“To” Date)
c. NET ACTIVE SERVICE THIS PERIOD	00	00	20	
d. TOTAL PRIOR ACTIVE SERVICE	01	07	01	
e. TOTAL PRIOR INACTIVE SERVICE	25	00	16	
f. FOREIGN SERVICE	00	00	00	
g. SEA SERVICE	00	00	00	
h. INITIAL ENTRY TRAINING	1992	JUN	09	
i. EFFECTIVE DATE OF PAY GRADE	2018	FEB	08	

Blocks 12-19 – Leave blank

When RI 20-97 complete

- a. Send to corresponding office (2 options)
 - a. You can submit the RI 20-77 and DD-214 to DFAS via Fax or Mail (all mailing information on second page of RI 20-97)
 - b. You can submit the RI 20-77 and DD-214 to J1-HRO for submission to DFAS (ng.nj.njarng.list.ngnj-j1-hro-ers@mail.mil)
- b. You will receive a DFAS one page document in the mail (40 business days after submission)

United States
Office of Personnel Management
 Retirement Operations Center
 Boyers, Pennsylvania 16017

Estimated Earnings During Military Service

Instructions: You must complete blocks 1 through 10 and send this form to the applicable Defense Finance and Accounting Service to request your military earnings. Get the address from the reverse side of this form. Attach your Honorable Discharge, DD 214 or its equivalent and any available records of pay or promotions. The DFAS cannot provide estimated earnings without verification of your active duty service. Use a separate form RI 20-97 if you had military service in a different branch of service.

1. Name (Last, first, middle)	
2. Other names used	
3. Social Security Number	4. Date of birth (mm/dd/yyyy)
5. All military service numbers	
6. Branch of service	

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 requester		8. Relationship to person named <input type="checkbox"/> Person named is requester <input type="checkbox"/> Survivor <input type="checkbox"/> Other (specify):		9. Date
10. Requester's name and address (Where information will be sent)				
Name		Telephone number (including area code)		
Address		Email Address		
City	State	Zip Code		

11. Active military service after December 31, 1956 (Dates indicated below must be based on DD 214 or equivalent certification.)		12. Estimated Earnings (Base Pay) Do not provide estimated earnings for any period of service prior to January 1, 1957.				Earnings	Type of Discharge
		From (mm/dd/yyyy)	To (mm/dd/yyyy)	From (mm/dd/yyyy)	To (mm/dd/yyyy)		

13. If period of service began before and ended after December 31, 1956, enter date service actually began. (mm/dd/yyyy)	14. Lost time <input type="checkbox"/> None <input type="checkbox"/> Inclusive dates Number of days _____		From (mm/dd/yyyy)	To (mm/dd/yyyy)	From (mm/dd/yyyy)	To (mm/dd/yyyy)

15. Signature of authorized official furnishing estimate		16. Date	17. Telephone number (including area code)
18. Typed name of authorized official		19. Title of authorized official	

Estimated Earnings Requests for Military Deposits

Military Finance Centers

www.dfas.mil/civilianemployees/militaryservice/militarydeposits.html

Note: For cover sheet, go to: <https://corpweb1.dfas.mil/civpaywf/coversheet>

Air Force

DFAS - Indianapolis Center
Attention: Verifications Center (Estimated Earnings)
8899 East 56th Street

Indianapolis, IN 46249-0875

Phone: 1-800-729-3277 (Select option #4)

Fax Cover sheet:

<https://corpweb1.dfas.mil/civpaywf/coversheet>

Title: Estimated Earnings - Air Force

Fax: 866-401-5849

Utilizing cover sheet expedites processing time

Army

DFAS - Indianapolis Center
Attention: Verifications Section (Estimated Earnings)
8899 East 56th Street

Indianapolis, IN 46249-0865

Phone: 1-800-729-3277 (Select option #4)

Fax Cover sheet:

<https://corpweb1.dfas.mil/civpaywf/coversheet>

Title: Estimated Earnings - Army

Fax: 866-401-5849

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Coast Guard

Commanding Officer (SES)
Coast Guard Pay and Personnel Center
444 Southeast Quincy Street
Topeka, KS 66683-3591

Phone: 785-339-2200

Fax: 785-339-3780

US Coast Guard Website:

<http://www.uscg.mil/ppc/separations/>

Email: PPC-DG-CustomerCare@uscg.mil

Marine Corps

DFAS - Indianapolis Center - JFVBB
Attention: Verifications Section (Estimated Earnings)
8899 East 56th Street
Indianapolis, IN 46249-0875

Fax Coversheet:

<https://corpweb1.dfas.mil/civpaywf/coversheet>

Title: Estimated Earnings - Marine Corps

Fax: 866-401-5849

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National Oceanic and Atmospheric Administration (NOAA)

NOAA Commissioned Personnel Center
1315 East-West Highway, Room 12100
Silver Spring, MD 20910-3282

Navy

DFAS - Indianapolis Center - JFVBB
Attention: Verifications Section (Estimated Earnings)
8899 East 56th Street
Indianapolis, IN 46249-0875

Fax Coversheet:

<https://corpweb1.dfas.mil/civpaywf/coversheet>

Title: Estimated Earnings - Navy

Fax: 866-401-5849

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Public Health Service

U.S. Public Health Service
Division of Commissioned Personnel and Readiness
Commissioned Corps Compensation
1101 Wootton Parkway, Plaza Level, Suite 100
Rockville, MD 20852

Phone Number: 240-276-8799

Fax: 240-276-8817

E-mail: CompensationBranch@pcs.hhs.gov

To obtain a copy of your DD-214

Recently separated military veterans may be able to find their records through the **Joint Department of Veterans Affairs and Department of Defense eBenefits Portal**.

(<https://www.ebenefits.va.gov/ebenefits/homepage>)

Or, you may write or send a military records request form, Standard Form 180 (<http://www.archives.gov/research/order/standard-form-180.pdf>), to:

Department of Veterans Affairs and Department of Defense

National Personnel Records Center
Military and Civilian Personnel Records
1 Archives Drive
St. Louis, Missouri 63138