HOW TO MAKE A MILITARY DEPOSIT

You have an option when making a military deposit of either one lump sum payment or payment through payroll deduction. All post 56 military service deposits must be made to the Defense Finance and Accounting Service (DFAS) before separation from Federal employment. Even if you don't plan to retire or leave Federal service soon, it is a very good idea to at least obtain the amount of your military earnings so that a deposit can be computed. To process a deposit, we can use your actual military pay vouchers for complete periods of military service or you can obtain a certified estimate of your military earnings from the appropriate branch of service.

To accomplish this you will need to complete form RI 20-97 - Estimated Earnings During Military Service. Page 2 of RI20-97 Follow the instructions located on the form for submission and supporting documentation.

When you receive your estimated earnings from your branch of service, fax a copy along with your DD 214 to your servicing DHRC benefits office. The fax numbers for the benefits offices are available at http://www.hr.dla.mil/cntctus.htm . A calculation to determine the amount owed will be performed by the benefits office.   If you do not have a DD 214, you may request one from: http://www.archives.gov/veterans/military-service-records/get-service-records.html .

Once your military deposit is paid in full, the DFAS payroll office will send you a receipt that indicates your deposit was paid in full, the amount paid and the period of service the deposit covers. When you receive the receipt, please forward a copy to your servicing DHRC office. The form will be filed in your Official Personnel Folder as a permanent record. When an individual leaves Federal service or transfers to another payroll office's servicing area, their payroll records are closed out and sent onto the Office of Personnel Management (OPM). OPM will maintain these records until the individual applies for retirement, requests a refund, or dies.