**Military Service Deposit a.k.a. Military Buy Back:**

For more information go to:

<https://portal.chra.army.mil/abc?id=kb_article&kb_base=df76d97ff4a01300d853a880ab368742&sys_id=f6bc2146a1ceaf00d853f0c8284b678b> (ABC-C -> Resources -> How Do I -> Make a deposit for military service?)

<https://www.dfas.mil/civilianemployees/militaryservice/militaryservicedeposits.html>

 Military Service Deposits must be paid in full prior to the date of separation or retirement. Because processing time requires at a minimum 120 days, employees who are anticipating retirement should plan accordingly.

The Office of Personnel Management will not accept the Chronological Statement of Retirement Points, ARPC Form 249-E, or any other equivalent points forms from other military branches, as proof of active duty military service. The ARPC Form 249-E, or any other equivalent points forms, does not provide the actual to and from active duty dates, condition of service (honorable, other than honorable, etc.), lost time or type of active duty service completed. In order for OPM to grant active duty military service credit under the CSRS or FERS retirement systems, the employee must provide proof of honorable service, type of active duty service and the actual to and from active duty dates. Please feel free to contact the ABC-C by calling DSN: 520-2222, commercial: (785) 240-ABCC (2222), or toll free: (877) 276-9287 for additional guidance.

**Step 1:**

a. You must complete the RI 20-97, Estimated Earnings During Military Service, and mail it to the appropriate military finance center, with a copy of all DD Forms 214.

 DFAS-Indianapolis Center

 Attn.: Verifications Section (Estimated Earnings)

 8899 East 56th Street

 Indianapolis, IN 46249-0865

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

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

 Title: ESTIMATED EARNINGS – Army or Air Force (choose what you are)

 Fax: 866-401-5849

 \*Utilizing coversheet expedites processing time\*

b. When completing the RI 20-97, you should verify that you have the appropriate dates for your military service. For periods of military service that are NOT under USERRA rules, you should use the dates from your DD Form 214. For periods of military service that ARE under USERRA rules, you should base your dates off the following:

◦If you go on Leave Without Pay - Uniformed Services (LWOP-US)/Absent - Uniformed Services (Absent-US) BEFORE your military service begins, then use the date you started on Military Service (date entered on active duty)

◦If you go on LWOP-US/Absent-US AFTER your military service started, then use the date you went on LWOP-US/Absent-US

◦If you Return to Duty (RTD) BEFORE your military service ended, use the date of the day before your RTD

◦If you RTD after your military service ended use the end date on your DD Form 214

c. If your military service is USERRA, on the RI 20-97 you will need to specify periods of military service when you were on paid leave from your civilian position (military leave, annual leave, credit hour or compensatory time).

d. U.S. Air Force Reservists with USERRA service will need to take the RI 20-97 to their Reserve unit to get the estimated military earnings if they had periods of paid leave during the military service, or if they are documenting the military service with certified military orders (AF Form 938 or equivalent) instead of DD Form 214.

**Step 2:**

Upon receipt of the estimated military earnings, complete the SF 3108, and SF 3108A, Application to Make Service Credit Payment (FERS). Send the application along with the completed estimated military earnings and DD 214 to HRO.

**Step 3:**

HRO will receive the application, review for accuracy, calculate an estimate of the amount of the military deposit, forward to employee to confirm estimate payable that is agreeable and send to DFAS. via Remedy.

**Step 4:**

When you receive the response in the mail from the DFAS office, you must make arrangements with DFAS to pay the deposit. 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:

a. Lump Sum Payment

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

ATTN: J3DCBB/559

1240 E. 9th Street

Cleveland, OH 44199

b. Partial Payments

This is any amount you choose but must be a minimum of $25.00 per pay period. Follow the instructions in the paragraph above (Lump Sum Payment). Partial payments can be made along with payroll deductions.

c. 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 (no particular form) 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.

d. Online Payment

Go online to https://www.pay.gov. In the search engine, type in MSD8522 and click on search. On the next page, click on the red ‘Continue to the Form’ button. Follow the instructions to complete the form and make your online payment for your military deposit. Under the Database dropdown, if you are Army or Army National Guard, choose OMA; if you are Air National Guard, choose CP1; and if you are DCMA, choose ZKA.

**Step 5:**

Once your military deposit has been paid in full, you will need to request proof of payment. Contact HRO and have a Remedy sent to DFAS requesting the proof of payment. When the proof of payment is received, provide a copy to your local Human Resources Officer (HRO), or Human Resources representative, to be placed in your electronic Official Personnel Folder (eOPF).