Tech Instructions for Military Deposits

1. A deposit is required for FERS employees who performed military duty and want it to be creditable towards retirement. The deposit increases you time towards retirement. The amount of the deposit is based on 3% of your military earnings or 1.3% of your tech earnings as if you worked. Interest accrues if the deposit is not paid in full within 2 years from your date of hire.
2. A deposit is not required for CSRS techs. However, at age 62 your annuity will be recomputed to remove service if a deposit is not made.
3. Fill out the attached RI20-97 form, write in the address for the branch of service you served in (located on page 2 of the RI20-97). Mail the RI20-97 and DD214(s) to the branch address. Keep a copy for your records.
4. When you receive your earnings from DFAS/CSR, mail the RI20-97 form, DD214(s), to include amendments to:
   TAG OH
   ATTN: AGOH-HRO-TN-ER (Military Deposits)
   2825 W. Dublin-Granville Rd.
   Columbus, OH 43235
5. HR will send you a form SF3108 and an estimate showing the deposit amount owed.
6. Sign the SF3108, attach earnings and DD214(s)/orders, and mail to the HR address. HR will complete the SF3108 and fax it to DFAS.
7. DFAS will send you a final letter with payment options. **You will fax your final request directly to DFAS** to the number they provide in the letter. The minimum biweekly deduction is $25. This amount will show up in block 20 of your LES. You are not committed to make the deposit until you fax the final request to DFAS.
8. DFAS will send you a confirmation for completion of the deposit. Send a copy to HR for your personnel file.