



## Quick Reference

### **Military Deposits for Retirement Purposes**

This Quick Reference applies to you if you meet all of the following conditions:

- You previously performed active duty military service, and
- You are currently covered by the Civil Service Retirement System (CSRS), CSRS-Offset, or the Federal Employees Retirement System (FERS)

If you have performed active duty military service, there are many good reasons why you should consider making a military deposit. The deposit would allow you to receive permanent credit for military service under your Government civilian retirement system, and the military service remains creditable for future Social Security benefits. Making the deposit early in your career permits you to avoid compounded interest charges that can build up as your career goes on. Even if you don't plan to make a deposit now, you should still consider getting your military earnings information, so you will be prepared if you choose to make the deposit at a later time.

#### **Is Your Military Service Creditable?**

Most periods of honorable active duty military service may be credited for retirement purposes under CSRS, CSRS-Offset, or FERS if you make a military deposit. See the Quick Reference Guide, [Military Service Credit for Retirement Purposes](#), for more detailed information.

#### **Paying the Military Deposit:**

**STEP 1:** A Form DD-214, *Report of Transfer or Discharge*, was issued for most periods of active duty service. You must have either a DD-214 or an official statement of service that clearly shows the beginning and ending dates of your active duty military service and the nature of your discharge. You may request an official statement of service for any periods you performed for which a DD-214 was not issued. You may request a copy of your DD-214 or an official statement of service by completing [Standard Form 180, Request Pertaining to Military Records](#), and submitting it to the appropriate address shown on the last page of the form. Be sure to specify that you need the copy of the DD-214 that indicates the nature of your discharge from active duty.

**STEP 2:** You must then obtain an official record of your basic earnings during the period of active duty military service. You can get that information from your appropriate military pay center by completing [Form RI 20-97, \*Estimated Earnings During Military Service\*](#). Follow the instructions on the form and attach a copy of your Form DD-214 (or official statement of service) when you send the request to the military pay center. **Special Note:** The most recent edition of Form RI 20-97 does not contain addresses for the various military pay centers. Use the listing below, or visit <http://www.dfas.mil/civilianemployees/customerservice.html#Military> for an updated listing.

**Air Force**

DFAS-Indianapolis Center  
Attn.: Verifications Section (Estimated Earnings)  
8899 East 56th Street  
Indianapolis, IN 46249-0875  
Phone: 317-212-2813  
Fax: 317-275-0123

**Army**

DFAS-Indianapolis Center  
Army Military Pay Operations  
Attn.: Verifications Section (Estimated Earnings)  
8899 East 56th Street  
Indianapolis, IN 46249-0865  
Phone: 317-212-2813  
Fax: 317-275-0123

**Coast Guard**

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

**Marine Corps**

DFAS-Cleveland Center  
Attn.: DFAS-CL/JFLAGB  
1240 East 9th Street  
Cleveland, OH 44199-2005  
Phone: 216-522-8762 (USMC) Select option #6;  
DSN: 580-762  
Fax: 216-367-3587; DSN: 580-5060  
E-mail: CCL-CATCH-62@DFAS.MIL

**National Oceanic and Atmospheric Administration (NOAA)**

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

**Navy**

DFAS-Cleveland Center  
Attn.: DFAS-CL/JFLAGB  
1240 East 9th Street  
Cleveland, OH 44199-2005  
Phone: 888-332-7411  
Fax: 216-367-3587; DSN: 580-5060  
E-mail: CCL-CATCH-62@DFAS.MIL

**Public Health Service**

US Public Health Service  
Division of Commissioned Personnel  
Compensation Branch  
Parklawn Building, Rm. 4-50  
5600 Fisher's Lane  
Rockville, MD 20857  
Phone: 301-594-2963  
Fax: 301-443-0064

**STEP 3:** After you have received your estimated earnings from the military pay center, submit the following forms to the Retirement Processing Services Branch of the AO's Benefits Division:

- Original Form RI 20-97, completed and certified by the military pay center.
- Copy of Form DD-214(s), or an official statement of service that matches the dates on the earnings.
- *One* of the following forms, based on your retirement coverage and circumstances:
  1. [Standard Form 3108, Application to Make Service Credit Payment](#), if you are covered by FERS.
  2. [Standard Form 2803, Application to Make Deposit or Redeposit](#), if you are covered by CSRS or CSRS-Offset.

**STEP 4:** Submit all completed forms directly to the Retirement Processing Services Branch at:

Administrative Office of the United States Courts  
OHR/BD, Retirement Processing Services Branch  
1 Columbus Circle, NE, Room 5-420  
Washington, DC 20544  
(If you're using Federal Express, please use ZIP code 20002)