**Military Deposit Process**

When an employee has military service for which they have NOT yet made a deposit for, follow this step-by-step process below:

For military deposits, here is the basic process employees follow:

**Step 1:** Employee completes [RI 20-97](https://www.opm.gov/forms/pdf_fill/ri20-97.pdf) and submits to the appropriate DFAS facility identified in form instructions (each service’s form goes to a different place).

**Step 2:** [RI 20-97](https://www.opm.gov/forms/pdf_fill/ri20-97.pdf) is completed by DFAS and is returned to the employee. It reports the total amount of military earnings (basic pay, not allowances) received during that period of military service.

**Step 3:** FERS complete [SF-3108](https://www.opm.gov/forms/pdf_fill/sf3108.pdf) (page #1 Q1-11, and page #5); CSRS complete [SF-2803](https://www.opm.gov/forms/pdf_fill/sf-2803.pdf) (page #1 Q1-16, and page #5).

**Step 4:** Employee takes the completed forms ([RI 20-97](https://www.opm.gov/forms/pdf_fill/ri20-97.pdf) and [SF-3108](https://www.opm.gov/forms/pdf_fill/sf3108.pdf) /[SF-2803](https://www.opm.gov/forms/pdf_fill/sf-2803.pdf)) to their agency to calculate the deposit owed (with interest).

**Step 5:** Agency provides a letter to the employee notifying the employee of their payment options (either lump-sum or payroll deduction), and election instructions.