



U.S. Department of Veterans Affairs

Office of Community Care
Workforce Management

Townsite Plaza 2
120 SE 6th St, Suite 102
Topeka, KS 66603
Fax#: 785-228-4813
Toll Free#: 866-330-7366

MILITARY SERVICE DEPOSIT STEPS

For us to process a Military Service Deposit (MSD), please provide us with your DD-214's (*Member Copy 4*) and your military earnings.

To obtain your military earnings:

1. OPM form RI 20-97, Estimated Earnings During Military Service
 - a. http://www.opm.gov/Forms/pdf_fill/RI20-97.pdf(ATTACHED TO THIS EMAIL)
 - b. Select address for your appropriate branch of service. [See link in (e) below.]
 - c. Complete Items 1 thru 10 ONLY on this form.
 - d. Attach clear copies of your DD-214's (*Member Copy 4*). *Member Copy 4* of your DD-214(s) shows your Lost Time and Character of Discharge.
 - e. Send RI 20-97 + DD-214 to the appropriate DFAS branch of military service address located on page 2 of the application.

Your military earnings will be sent directly to you at your home address in approximately 4-8 weeks.

When you receive your military earnings:

2. Send clear copies of your DD-214's (*Member Copy 4*) and the Estimated Military Earnings you will receive from your branch to us at the address in our letterhead or scan and email them to us at VHARSSO@va.gov .
3. **Please provide us with your current name, complete home address, and daytime phone number on the cover fax sheet or in the email message.**

VHA-Retirement Shared Services Office (RSSO) MSD Packet will be prepared and mailed to your home.

4. The required SF-2803 (CSRS) or SF-3108 (FERS) will be completed and sent to you at your home address for you to sign and return to us for certification, if you decide to make your MSD.
5. VHA-RSSO will provide you with annuity estimates for your 1st retirement date eligible with and without your MSD being made. This will allow you to determine the value of making your MSD.
6. We will submit the entire form to DFAS in Indianapolis IN for processing.
 - a. DFAS will verify your MSD calculation and provide only you with specific payment instructions and options. Their letter will be sent to your home address.

Toll Free Phone Number: (866) 330-7366
Email Address- VHARSSO@va.gov



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If you have questions, please contact VHA-RSSO Monday thru Friday from 7 am to 5 pm, Central Standard Time at 866-330-7366.

Military Service Deposit Basic Information

Military service in the Armed Services of the United States is generally creditable for retirement purposes if:

- It was active duty service.
- You were discharged under honorable conditions; and
- You performed the service prior to your retirement from federal civilian service.

FERS Employees

Military Service is creditable for retirement purposes only if you complete your Post-56 Military Service Deposit.

You will not be charged interest on a deposit for military service if it is made within three years of the date you first became covered under FERS. If you did not make the deposit during the grace period, you will be charged interest on the outstanding balance, compounded annually, from two years of the date you first became covered until payment is completed.

CSRS and CSRS Offset Employees

If you were first employed before 10/1/1982, military service is creditable for retirement purposes. However, if you do not complete your MSD and you become eligible for Social Security benefits at age 62, your annuity **WILL BE REDUCED** to exclude your military service.

If you were first employed after 9/30/1982, military service is creditable for retirement purposes only if you complete a Post-56 military service deposit.

Transfer to FERS Employees

If you have less than 5 years of creditable CSRS civilian service, your military service will be credited using FERS rules.

If you have 5 or more years of CSRS creditable civilian service, CSRS rules will apply.

Military Retired Pay

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The receipt of military retired pay usually bars the crediting of military Service for CSRS or FERS retirement purposes. Employees may waive military retirement pay to receive credit for CSRS or FERS retirement, even if it has been waived for other purposes, i.e. VA benefits.

Retirement credit is allowed without waiving military retired pay **IF** military retired pay is based on:

1. Service connected disability incurred in combat with an enemy of the United States or
2. Caused by an instrumentality of war and incurred in the line of duty during a period of war, or
3. Retirement based on age and service in the Reserves under the provisions of 10 U.S.C. 12731-12739 (Chapter 1223).