



DEPARTMENT OF THE ARMY
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CIVILIAN HUMAN RESOURCES AGENCY
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REPLY TO
ATTENTION OF

PECP-NCR-A

15 September 2008

STANDARD OPERATING PROCEDURE
DEPOSIT FOR MILITARY TIME

1. **PURPOSE:** Prescribes the procedures to be used for buying military time for retirement credit.
2. **SCOPE:** This Standard Operating Procedure (SOP) applies to all Civilian Human Resources Agency (CHRA), Processing Centers (PC) Civilian Personnel Advisory Centers (CPAC) and the Army Benefits Center – Civilian (ABC-C).
3. **GENERAL:** This SOP includes procedures buying military time for retirement credit.
4. **RESPONSIBILITIES:**
 - a. Employee is responsible for submitting the application for military deposit.
 - b. The ABC-C is responsible for providing information and assistance to the employee and for directing the employee to the website at <https://www.abc.army.mil> to obtain the necessary forms. ABC-C is responsible for faxing the completed application to DFAS and placing a copy in the Official Personnel Folder (OPF).
 - c. The PC is responsible for filing the “paid in full” notification in the OPF.
5. **PROCEDURES:**
 - a. The employee will:
 - (1) Review appointment package information and follow instructions, if a new hire.
 - (2) Contact the ABC-C IVRS or EBIS automated systems for information.
 - (3) Obtain application forms from the ABC-C website.
 - (4) If employee does not have the estimated military earnings:

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(a) Complete the personal information on RI 20-97 Form, Estimated Earnings During Military Service, attach all DD Forms 214, Certificate of Release or Discharge from Active Duty, and forward the RI 20-97 to the appropriate military finance office for verification of military earnings.

(b) Upon receipt of estimated military earnings from the military finance office, complete personal information on SF 2803, Application to Make Deposit or Redeposit (CSRS), or SF 3108, Application to Make Service Credit Payment (FERS), as applicable and forward with the RI 20-97, and all DD Forms 214, to the ABC-C.

(5) If employee has estimated military earnings, complete personal information on SF 2803, Application to Make Deposit or Redeposit (CSRS), or SF 3108, Application to Make Service Credit Payment (FERS), as applicable and forward with the RI 20-97 and all DD Forms 214, to the ABC-C.

(6) Make arrangements with DFAS to pay the required deposit.

(7) When deposit is paid in full, request a copy of the OPM Form 1514 through the Customer Service Representative (CSR) and forward a copy along with the RI 20-97 to the PC to be filed in the OPF.

b. The CPAC will refer employee to the ABC-C IVRS or EBIS automated systems for information. If new hire, provide appointment package and New Hire Benefit and Entitlement Information to employee.

c. The ABC-C will:

(1) Provide information and assistance services to employees.

(2) Upon request, refer employee to the ABC-C website to obtain the SF 2803 or SF 3108 and the RI 20-97.

(3) Receive application package from employee and review for accuracy. Request the OPF from the PC. Upon receipt of the OPF, process the application, and fax complete copy to Imaging. File a copy of the application in the OPF. Mail the employee a letter with the application package and return OPF to the PC to be filed

d. The PC will:

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(1) Upon receipt of OPM Form 1514 and RI 20-97 from the employee showing "paid in full", file on right side of OPF and purge application package from the left side of the OPF.

6. REFERENCES AND RELATED DOCUMENTS:

RI 20-97, Estimated Earnings During Military Service,
https://www.opm.gov/forms/pdf_fill/RI20-97.pdf.

SF 2803, Application to Make Deposit or Redeposit (CSRS),
http://www.opm.gov/forms/pdf_fill/SF2803.pdf.

SF 3108, Application to Make Service Credit Payment (FERS),
http://www.opm.gov/forms/pdf_fill/SF3108.pdf.

OPM Form 1514, Service Credit Payments for Post-56 Military Service,
https://www.opm.gov/forms/pdf_fill/opm1514.pdf.

ABC-C website,
<https://www.abc.army.mil>

OPM website
https://www.opm.gov/fers_election/facts/ri83-2.pdf

APPROVED BY:


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