



U.S. Department of Agriculture  
Office of the Chief Financial Officer  
Retirement Processing Section  
**RETIREMENT PROCESSING TRANSMITTAL**

**CSRS/FERS Retirement Processing Instructions**

To ensure timely and accurate submission of military service deposits, it is imperative that we receive all completed required documents. Each military service deposit needs to consist of all required signatures and an accurate calculation of the amount due, including all applicable interest at the time application is completed. Please be sure the correct interest accrual date is used when calculating the military service deposit. Submit military service deposit documents via ServiceNow (SN) after verifying the calculation of the amount due and receipt of all required documents.

NFC will contact the SPO upon identification of missing documents. Missing documents not provided within 7 days will be considered incomplete. ServiceNow requests will be canceled for incomplete package submissions.

The Payment Authorization form is the new form of payment. It authorizes the use of Automated Clearing House (ACH) Debit, Debit, or Credit card as a form of payment.

**Additional information regarding Military Service Deposits:**

Please refer to the Office of Personnel Management (OPM) CSRS and FERS Handbook, Chapters 22, 23, and 32 for additional guidance regarding military service deposits.

**Recommendations for Expediting Retirement Cases:**

NFC will only process expedited requests for employees who are retiring. The request to expedite should be stated in the short description field in the SN request.

**ServiceNow Tips:**

Enter the email address of the person responsible for providing and receiving information regarding the processing of this case. Enter the Retiree Name, Department, Agency, and Date of Separation in the Short Description field.

**Hours of Operations:**

The hours of operations for the Military Deposit Reconciliation Section (MDRS) are Monday through Friday from 7:30 a.m. to 4:00 p.m., central standard time (CST).