U.S. Department of Agriculture Office of the Chief Financial Officer

Post-1956 Military Service Deposit Transmittal

Customer Agencies must submit military service deposit package via ServiceNow as a scanned PDF document in the order indicated on the Transmittal for the submitted package. Authorized Servicing Personnel Officers (SPOs) with questions concerning submission of military service deposit packages via ServiceNow can contact us at https://nfcerp.servicenowservices.com/sp ess or via NFC Contact Center (NCC) at 1-855-NFC-4GOV (1-855-632-4468) Option 9, Military Service Deposit/Retirement, Option 1, Military Service Deposit. DATE EMPLOYEE NAME AGENCY Check appropriate block(s) FORM AD-343, Payroll Action Request with instructions for: **PAYMENTS** PAYROLL DEDUCTIONS Note: Payments - submit the Military Service Deposit Payment Authorization - See Attachment No. 1 OPM Form 1514, Military Deposit Worksheet or an equivalent if the Agency has automated this process. USERRA Calculation/Comparison Sheet and/or proof of prior payments if applicable (IRR Card from prior Agency) DD Form 214, Certificate of Release or Discharge from Active Duty, or acceptable documentation RI 20-97, Estimated Earning Statement during Military Service or applicable service statement For Federal Employees Retirement System (FERS) employees: SF-3108, Application To Make Service Credit Payment, Federal Employees Retirement System AND SF-3108A, Application To Pay Military Deposit For Military Service Performed After December 31, 1956 **EMPLOYEE'S SIGNATURE** For Civil Service Retirement System (CSRS) employees: SF-2803, Application to Make Deposit or Redeposit, Civil Service Retirement System SF-2803A, Application To Pay Military Deposit For Military Service Performed After December 31, 1956 **EMPLOYEE'S SIGNATURE** Payment Authorization Form is enclosed. OTHER VERIFYING OFFICIAL NAME (Please Print) VERIFYING OFFICIAL SIGNATURE DATE

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).