

**HUMAN CAPITAL MANAGEMENT OPERATIONS
CENTER OF EXCELLENCE – AUSTIN, TEXAS**

**INSTRUCTIONS FOR REQUESTING A MILITARY DEPOSIT
PACKAGE**

1. Fill out the attached RI 20-97 (Estimated Earnings During Military Service). If you do not have proof of military service go to the website <http://www.archives.gov/veterans/military-service-records/get-service-records.html> to order DD 214's. If you are a reservist and active duty information is not available there, see your Reserve Military Personnel Center.
2. Go to the website <http://www.dfas.mil/retiredpay/estimatedearning.html> for the address or fax number to send the form to.
3. When the RI 20-97 arrives combine with all DD 214's (must state type of discharge, usually member 4 copy) Chronological Statement of Retirement Points, NAVMC 118 and this instruction sheet.

4. Email, Mail or fax the documents to:

Email: AustinHRBenefits.RetirementsTeam@va.gov

Mail: Department of Veterans Affairs
1615 Woodward Street (005F5G)
Austin, TX 78772

Fax to: 512-326-6224

5. Full Name _____
Last Name First Name Middle Name

6. Work telephone number: _____

7. Home mailing address: _____

8. Inner Office Mail Routing # _____

9. Were you ever a reservist before becoming a federal civilian employee?

If yes, please submit Chronological Statement of Retirement points.

If you were a federal civilian on LWOP-US and used annual leave, please list dates here: _____

United States
Office of Personnel Management
 Retirement Operations Center
 Boyers, Pennsylvania 16017

Estimated Earnings During Military Service

Instructions: Use a separate RI 20-97 for each branch of service. Attach DD 214 or the equivalent and any available records of pay or promotions. The pay center cannot provide estimated earnings without verification of service. The requester must complete blocks 1 through 10 and block 19. Visit the Defense Finance and Accounting Service website at <http://www.dfas.mil/retiredpay/estimatedearning.html> for addresses and telephone numbers.

1. Name (Last, first, middle)	
2. Other names used	
3. Social Security Number	4. Date of birth (mm/dd/yyyy)
5. All military service numbers	
6. Branch of service	

The uniformed services must provide Federal employees' estimated basic pay for military service they performed after December 31, 1956. This is needed to make a deposit to the Civil Service Retirement and Disability Fund for retirement credit. Please provide the estimated basic pay earned by the person named above.

7. Signature of requester				8. Relationship to person named <input type="checkbox"/> Person named is requester <input type="checkbox"/> Survivor <input type="checkbox"/> Other (specify):		9. Date	
10. Active military service after December 31, 1956 (Dates indicated below must be based on DD 214 or equivalent certification.)		11. Authorized Official of Retired Pay Center completes blocks 11 through 18. Estimated Earnings (Base Pay) Do not provide estimated earnings for any period of service prior to January 1, 1957.					
From (mm/dd/yyyy)	To (mm/dd/yyyy)	From (mm/dd/yyyy)	To (mm/dd/yyyy)	Rate of Basic Pay	Earnings	Type of Discharge	
12. If period of service began before and ended after December 31, 1956, enter date service actually began. (mm/dd/yyyy)		13. Lost time <input type="checkbox"/> None <input type="checkbox"/> Number of days _____ <input type="checkbox"/> Inclusive dates					
		From (mm/dd/yyyy)	To (mm/dd/yyyy)	From (mm/dd/yyyy)	To (mm/dd/yyyy)		
14. Signature of authorized official furnishing estimate				15. Date		16. Telephone number (including area code) ()	
17. Typed name of authorized official				18. Title of authorized official			

19. Requester's name and address (Return this completed form to address below)

