Technician Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last 4 SSN: \_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Order Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Order End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Leave Status:**

Fill in the dates of accrued leave you intend to use while in a military status:

* Comp time (**USE FIRST IF YOU HAVE IT**) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Time Off Award from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Military/annual leave from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Explanation of Benefits for Leave:**

Paid annual or military leave may be used while in an Absent-US Status. All paid leave must meet applicable legal, regulatory and administrative requirements. ***\*\*\*You are responsible for the entire amount of any and all premiums for all of your benefits if you receive any technician pay, including pay for leave, while you are in an Absent-US status. If the amount of pay is not enough to cover the amount of all your premiums you will incur a debt.\*\*\****

 **Explanation of Benefits for Military Deposits:**

Your periods of military service are creditable for civilian retirement under FERS or CSRS (including CSRS Offset), subject to the rules for crediting military service as follows:

**If you were first hired under CSRS before 10-01-1982**: The period of military service is creditable toward **potential** computation without making a service credit deposit. However, if you choose not to make the deposit and are eligible for Social Security at age 62, credit for the military service will be deleted and your annuity will be recomputed downward when you reach age 62 (whether or not you apply for Social Security). Commonly called "Catch 62", you may ensure continued retirement credit for military service by making the military deposit.

**If you are covered by FERS, or if you were first hired under CSRS after 09-30-1982**: The period of military service is creditable toward civilian retirement **only** if you pay the military deposit.

**If you were first hired under CSRS before 10-01-1982 but later elected FERS**: If the period of military service occurs after the date you become covered by FERS, the military service is creditable for civilian retirement **only** if you pay the military deposit.

It is in your best interest to inquire about making the military deposit immediately on return to civilian duty, especially if you want to avoid paying interest. The deposit must be completed within 3 years of your return to a civilian pay status or interest will be assessed. If you are restored to civilian duty under USERRA provisions, the deposit is the lesser of 7% for CSRS or 3% for FERS of the military basic pay **OR** 7% for CSRS or 0.8% for FERS of civilian pay.

***Keep ALL civilian Leave and Earnings Statements (LESs)*** *that show pay received for intermittent leave used while on Absent-US (e.g., military leave, annual leave, compensatory time, credit hours). You are only allowed to buy back periods while in a* ***non-pay status****.*

To learn more about military deposits and how to pay them, you can visit our [FERS](https://www.abc.army.mil/retirements/FERSPost56.htm) and [CSRS/CSRS Offset](https://www.abc.army.mil/retirements/CSRSPost56.htm) military deposit pages.