



DIRECTOR – CIVILIAN BENEFITS CENTER

Date: 24 March 2025

To: All Department of the Navy Civilian Employees

Subj: Military Deposit Seminars Presented by the Civilian Benefits Center

Encl: (1) Military Service Deposit Flyer

1. The Civilian Benefits Center (CBC) is offering military deposit seminars for employees who have had active duty military service or concurrent military service (furlough) and covered under the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS). A military deposit is a payment made to the civilian retirement fund to allow creditable military service to be used towards retirement eligibility and annuity computations. A deposit can be made for service performed in the Army, Marine Corps, Navy, Air Force, Coast Guard and certain types of service with the National Oceanic and Atmospheric Administration and the Public Health Service.
2. These virtual seminars will be offered from March through August. Employees can attend these seminars via Microsoft (MS) Teams Live Events. Ensure you check the Navy Benefits Portal for updates in scheduling at <https://go.usa.gov/xt2Az>. (Some customers may need to copy and paste the URL in their browser to access.)

The briefing agenda includes:

- Military Service Deposit Process
 - Required Forms and proper completion
 - Military Service Credit including Uniformed Services Employment and Reemployment Rights Act (USERRA)
3. These seminars are designed to provide participants a clear understanding of how to submit a complete, error free military deposit application package.
 - Seminars are automatically recorded and accessible for six months by utilizing the session URLs listed below.
 - Participants who have specific questions should call the Benefits Line at 888-320-2917.

Date	Time (Eastern)	URLs
27 Mar 25	1200–1500	https://msteams.link/O263
18 Jun 25	0800–1100	https://msteams.link/OWK7
24 Sep 25	1200–1500	https://msteams.link/IWEF



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4. Recommendations on how to participate virtually in this MS Teams Live Event:

- Test the link in advance of the meeting. If you are properly connected, you will see the following on the screen: “The Live Event Hasn’t Started.”
- Log in at least 15 minutes prior to the start time on the day of the event.
- There is no phone line option for the seminars. Recommend having an alternate device available if your primary device fails to connect. Attendees can connect with the desktop app, personal mobile app, or web client (Chrome or Edge is the preferred browser for the web client).
- You may use either a government or personal device.
- Attendees are muted during the event. Attendees may seek technical assistance and submit questions through the Q&A/Chat function.
- If your screen freezes or appears to lock-up during the event, it is likely due to your internet connection. To resolve this issue, you may want to try leaving the live event and then rejoin. The frozen screen should resolve when you return.

If you have questions, please contact the Benefits Line at 888-320-2917, Monday through Friday, 7:30 a.m. until 7:30 p.m. Eastern Time, except on Federal holidays. The TTY number is 866-359-5277. You may also email your questions to navybenefits@us.navy.mil. You must include your full name, pay plan, grade, and your contact telephone number.

Thank you,

Andre J. Wells