



MICHIGAN OFFICE OF RETIREMENT SERVICES

Big Plans. Small Steps.

P.O. Box 30171 · Lansing, MI 48909-7671

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www.michigan.gov/ors

Military Service Credit Application

For State Police Purchasing Service Credit

MEMBER'S NAME (LAST, FIRST, M.I.)	DATE OF BIRTH	MEMBER ID OR SSN
MAILING ADDRESS	ANTICIPATED RETIREMENT DATE:	DAYTIME PHONE NUMBER ()
CITY, STATE, ZIP CODE	PREVIOUS NAMES USED:	
EMAIL ADDRESS		

Section I – Certification Dates

See the back side for purchase requirements. You may apply for more than one type of military service credit. Check each type you are applying for and provide dates for each.

TYPE OF SERVICE	DATE OF ENTRY	DATE OF SEPARATION	DATE OF ENTRY	DATE OF SEPARATION
<input type="checkbox"/> Intervening Active Duty Military Service	_____	_____	_____	_____
<input type="checkbox"/> Nonintervening Active Duty Military Service	_____	_____	_____	_____

By my signature below, I attest that I am not now, and will not in the future be receiving retirement benefits based on the above period of service from any federal, state, or local publicly-supported retirement system. I understand this restriction may not apply if I have or will acquire retirement eligibility from the federal government due to service in the reserve component.

Applicant's Signature _____ Date _____

Section II – Application Process

- Review the purchase requirements on the reverse side.
- Obtain a copy of your military discharge papers (DD214) by writing to:

National Personnel Records Center
Military Personnel Records
1 Archive Drive
St. Louis, MO 63138-1002

You can also request the papers online by visiting www.archives.gov.
- Send your completed application and a copy of your military discharge papers (DD214) to:

Office of Retirement Services
P.O. Box 30171
Lansing MI 48909-7671
- ORS will review your application. If you are eligible to receive the credit at no cost, you will be notified of the credit granted to you. Otherwise, you will be sent a *Member Billing Statement* along with information on payment options. This statement lists the amount of service you are eligible to purchase, the cost, and the due date. Although it is called a billing statement, you're not obligated to buy this credit.
- To complete the purchase, follow the instructions on the billing statement.



Purchase Requirements

Eligibility

As an active member of the State Police Retirement System, you can receive credit for time you spent in active duty military service with the United States Army, Navy, Marine Corps, Air Force, or Coast Guard. There may or may not be a cost to you, depending on whether your active duty service occurred during (intervening) or outside of (nonintervening) your employment with the Michigan State Police.

Your service is considered *intervening service* if you leave state police employment, directly enter active duty in the U.S. armed forces, including reserve components, and return to employment with the Michigan State Police within six months of discharge.

Nonintervening service is active duty service that does not interrupt your service with the Michigan State Police.

Conditions

- You cannot receive credit for military service if you receive credit for the same service under another retirement system. However, this restriction doesn't apply if you will be eligible to retire from the federal government due to service in the reserve component.
- If you are receiving disability benefits from the Veterans Administration and are not eligible to receive a regular age and service retirement benefit now or in the future, you may be eligible to purchase your active duty service. You will need to provide a copy of your most recent *Retiree Account Statement (RAS)*. This can be obtained at <https://myPay.dfas.mil>, by phoning (800) 321-1080, or writing to the address below:
Defense Finance and Accounting Service
U.S. Military Retirement Pay
P.O. Box 7130
London, KY 40742-7130
- If you have purchased VISTA or Peace Corps service credit, your total military service credit available for purchase may be reduced by the amount of this service credit purchase. The law prohibits purchasing no more than two years combination of these types of service credit.
- If you have both *intervening* and *nonintervening* military service, you may be limited to two years.

Intervening:

- If your military leave interrupted your state police service, you may receive credit at no cost.
- You cannot use military service in your pension calculation until you meet the minimum vesting requirement (10 years). However, if your intervening military leave of absence meets the criteria provided under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) this

restriction may not apply. USERRA is a federal law that provides reemployment rights for individuals who have served in the military.

- If your military leave of absence meets the criteria established under USERRA, you may be eligible to receive up to five years of service credit. You must report to work within the time limit provided under USERRA or you may lose your rights to these retirement benefits.

You will be granted service credit for the time you served in the military, plus any creditable decompression time allowed under the following guidelines:

Less than 31 days. Your military service and travel time from the place of service to your residence, plus 8 hours.

31 to 180 days. Your military service and up to 14 days of decompression time.

181 or more. Your military service and up to 90 days of decompression time.

Nonintervening:

- If your active duty U.S. military service did not interrupt your state police service, you can purchase up to two years of credit.
- Nonintervening military service may be purchased in any fraction of a year increment.
- Nonintervening military service cannot be credited until you have 10 years of service with the Michigan State Police; the last five years must be continuous service.
- If you are retiring or terminating employment, payment must be made before your termination date.

Cost

Intervening service credit: No cost.

Nonintervening service credit: To calculate your cost, multiply the number of military service years or fraction of years you wish to purchase by 5 percent of your full-time compensation in the current fiscal year (October 1 – September).

.05 X Full-Time Compensation X Years Purchasing

