



# MICHIGAN OFFICE OF RETIREMENT SERVICES

*Big Plans. Small Steps.*

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## Military Service Credit Application

*For Public School Employees 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	_____	_____	_____	_____
<input type="checkbox"/> Intervening Active or Inactive Duty for Training	_____	_____	_____	_____

*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 Archives 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 Michigan Public School Employees 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 Michigan public school employment.

Your service is considered *intervening service* if you leave school employment, directly enter active duty in the U.S. armed forces, including reserve components, and return to employment in a participating public school within 24 months of discharge.

*Nonintervening service* is active duty service that does not interrupt your Michigan public school service.

## 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 for 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 both intervening and nonintervening military service, you can't be credited with more than six years combined.
- For nonintervening service credit, you cannot initiate a purchase if you converted to the Defined Contribution plan as part of 2012 pension reform.

## Intervening:

- You may receive up to six years of service credit at no cost if you leave school employment, directly enter active duty in the U.S. armed forces, including reserve components and periods of training, and return to Michigan public school employment within 24 months of discharge. If your required service extends beyond six years, please contact ORS for more information.
- You may use intervening military credit to satisfy vesting requirements.
- Periods of training, the initial six months of basic training, weekend duty, and summer camp time, may qualify if the time served interrupted your Michigan public school service.
- If your military leave of absence meets the criteria established under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)\*,

you will be granted service credit for the time you served in the military (subject to statutory limits) and 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.

*\*USERRA is a federal law that provides reemployment rights for individuals who have served in the military.*

## Nonintervening:

- If your active duty U.S. military service did not interrupt your public school service, you can purchase up to five years of credit.
- Nonintervening military service may be purchased in any fraction of a year increment.
- Nonintervening military service cannot be used to satisfy your vesting requirements.
- MIP members retiring under the 60 with 5 provision are not eligible to purchase nonintervening active duty military service.
- If you are retiring or terminating employment, payment must be made before your termination date.

## Cost

There is no cost for most intervening service credit. For intervening service that is active or inactive duty for training, the cost is the amount of retirement contributions that would have been paid had you remained a public school employee. You pay the member contributions due during any contributory periods (pre-July 1, 1977, and the post-January 1, 1987, Member Investment Plan charge, if applicable). Your educational agency pays the employer contributions due during the noncontributory period (post-July 1, 1977).

*Nonintervening service credit:* Your cost is based on your highest previous school fiscal year's earnings while employed in this system (part-time wages will be equated to full-time), multiplied by 5 percent (.05) for each year of military service purchased.

## **.05 X Previous Highest Wage X Years Purchasing**

If you had no wages in the immediately preceding fiscal year with a Michigan public school, you must wait until July 1 (the start of the new fiscal year) before applying for service credit.

