



Michigan Civil Service Commission

Prior Military Service for Employees

An eligible employee may apply for up to five years' service credit for honorable service in the armed forces completed before hire to the classified service. Eligible service is credited toward the employee's longevity pay and annual leave accrual rates. See [rule 5-10.2\(b\)\(4\)\(B\)](#) and [regulation 5.05](#).

New Hires: To apply for credit for prior military service, a newly hired employee must submit either the employee's DD Form 214, which includes Field #24: Character of Service, or NGB Form 22, which includes Field #24: Character of Service, to the appointing authority.

Creditable service: Only prior active service is creditable. Service in a reserve component is not creditable. Creditable active service time is shown in the DD Form 214 fields 12.c and 12.d, or the NGB Form 22 field 10(c).

How to provide documents: Email to the agency human resources office and MCSC-MilitaryLeave@mi.gov.

Effective date: If required documentation is submitted within 90 days of hire, any qualifying service is credited retroactive to hire. If documentation is submitted more than 90 days after hire, any qualifying service is credited starting the pay period when the documents are provided.

Rehires: If an employee credited with prior military service separates from the classified service and is rehired, treatment of their prior military service upon rehire depends on their continuous service hours when they separated:

- If the employee had at least 10,400 hours of service (including both continuous service and credited prior military service hours) at separation, the employee will not receive credit for any prior military or state service until the rehired employee completes 10,400 hours of current continuous service. The previously credited military service is placed in the employee's prior service counter.
- If the employee had less than 10,400 hours of service (including both continuous service and credited prior military service hours) at separation, the rehired employee retains any prior military service as current service credit.

Direct any questions to MCSC-MilitaryLeave@mi.gov.