



# MICHIGAN OFFICE OF RETIREMENT SERVICES

*Big Plans. Small Steps.*

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

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## Military Service Credit Application – For State Employees Purchasing Service Credit in the Defined Benefit Plan

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	NAMES SERVICE PERFORMED UNDER (IF DIFFERENT FROM ABOVE)	
EMAIL ADDRESS		

### Section I – Certification Dates

Please review the reverse side for eligibility conditions and instructions.

You may apply for more than one type of military service credit. Check each type you are applying for and provide dates for each.

<input type="checkbox"/>	<b>Intervening Active Duty</b>	<input type="checkbox"/>	<b>Nonintervening Active Duty</b>	
	DATE OF ENTRY	DATE OF SEPARATION	DATE OF ENTRY	DATE OF SEPARATION
	DATE OF ENTRY	DATE OF SEPARATION	DATE OF ENTRY	DATE OF SEPARATION
	DATE OF ENTRY	DATE OF SEPARATION	DATE OF ENTRY	DATE OF SEPARATION

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 SIGNATURE	DATE
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### 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](http://www.archives.gov).
- Send your completed application and a copy of your military discharge papers (DD214) to:
 

Michigan 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 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 state employment.

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

*Nonintervening* service is active duty service that does not interrupt your state of Michigan 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 due to service in the reserve component.
- If you are receiving disability benefits from the Veterans Benefits 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*. 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 may be limited to 5 years.
- To purchase nonintervening service credit, you must be an active contributing member of the Defined Benefit plan.

## Intervening:

- If your military leave interrupted your state service, you may receive up to 5 years of service credit at no cost.
- You may use intervening military credit to satisfy your vesting requirements.
- 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 state service, you can purchase up to 5 years of credit.
- Nonintervening military service may be purchased in any fraction of a year increment.
- Nonintervening military service cannot be used to satisfy vesting requirements.
- If you are retiring or terminating employment, payment must be made before your termination date.

## Cost

*Intervening service credit:* No cost.

*Nonintervening service credit:* Your cost will be 5% of your previous highest fiscal year (Oct. 1 – Sept. 30) income earned as a state of Michigan employee times the number of military service years or fraction of years you are buying. If you worked less than full-time during the previous highest fiscal year, your part-time wages will be equated to full-time to determine the cost of your service credit purchase.

.05 X Highest Fiscal Year Wage X Years Purchasing.

