



# MICHIGAN OFFICE OF RETIREMENT SERVICES

Big Plans. Small Steps.

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

www.michigan.gov/ors

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## Military Service Credit Application – For State Police Pension Plus Requesting Service Credit

NAME	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		

Use this form to request service credit and matching employer contributions, as appropriate, to your state police Pension Plus retirement plan. The Michigan Office of Retirement Services (ORS) will review your application and proofs. 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. If you check the box below and make the applicable elective employee contributions for intervening active duty service, you will also receive the applicable state match.

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

### I am applying for:

- Service credit to reflect military service.
- Employer matching contributions to my Personal Healthcare Fund (PHF) up to 2% in my 401(k) plan account for intervening military service. I must contact Voya Financial to increase my elective contributions to be eligible for the match.
- In addition to the PHF match above, employer matching contributions up to 1% to my 401(k) plan account for intervening military service. I must contact Voya to increase my elective contributions to be eligible for the match.

### I am including a photocopy of my military discharge papers (DD214) confirming my entry and separation dates.

By my signature below, I attest that I will not be receiving credit for this service under another retirement system (with the exception of retirement benefits from the federal government for service in the reserve component).

APPLICANT SIGNATURE	DATE
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**Please complete and return with required proofs to:  
Michigan Office of Retirement Services  
P.O. Box 30171, Lansing MI 48909-7671**



# Eligibility Conditions and Instructions

## Instructions

### Eligibility for service credit

As an active member of the State Police Pension Plus Retirement Plan, 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 including reserve components.

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.

Your intervening service must meet specific Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) criteria to be granted toward vesting with the state police. USERRA is a federal law that provides reemployment rights for individuals who have served in the military. If it doesn't meet those specific criteria, or if the service is nonintervening, you must earn 10 years of service before the credit will be granted.

### Conditions

- Submit this form with your military discharge papers (DD214). ORS will determine if you are eligible. For copies of your discharge papers, write to: National Personnel Records Center, Military Personnel Records, 1 Archives Drive, St. Louis, MO 63138. You can also request your discharge papers online by visiting [www.archives.gov](http://www.archives.gov).
- Cumulative absences from your job for military service cannot exceed five years unless the additional service falls under one of the exceptions in Civil Service Regulation 2.04, *Military Leaves of Absence and Return to Work: Basic Rights*.
- 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 have both *intervening* and *nonintervening* military service, you may be limited to 2 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 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 service meets the criteria established under 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 days 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 2 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% of your full-time compensation in the current fiscal year (Oct. 1 – Sept. 30).

.05 X Full-Time Compensation X Years Purchasing.

### Elective contributions

You can make up the elective contributions you missed while on intervening military leave. If you choose to make up your elective contributions to your retirement savings account, the state will match those contributions up to 2% to your PHF first and up to 1% to your savings.

Payment of elective contributions must take place within a period equal to three times the length of your immediate past intervening military service, but not longer than five years. For example, if you returned to work on May 1, 2022, after one year of military duty, you must make up any elective contributions within three years, which would be May 1, 2025.

