



Department of Technology, Management, & Budget  
 Office of Retirement Services  
 www.michigan.gov/ors 800-381-5111  
 P.O. Box 30171  
 Lansing, MI 48909-7671

## Military Service Credit Application

For State Police Pension Plus Requesting Service Credit

NAME	DATE OF BIRTH	MEMBER ID
MAILING ADDRESS	ANTICIPATED RETIREMENT DATE	DAYTIME PHONE NUMBER ( )
CITY, STATE, ZIP CODE	NAMES SERVICE PERFORMED UNDER (IF DIFFERENT FROM ABOVE)	

Use this form to request service credit and matching employer contributions to your State Police Pension Plus retirement plan during active duty military service while a State Police officer. ORS will review your application and proofs and if you are eligible, you will be granted service credit for the time you spent in uniformed service. If you check the box below and make the applicable elective employee contributions, you will also receive the applicable state match.

Please review the reverse side for eligibility conditions and instructions.

### I am applying for:

- Service credit to reflect an intervening military leave of absence.
- Employer matching contributions up to 1% to my 401(k) Plan account. I must contact Voya Financial® to increase my elective contributions to be eligible for the match.
- Employer matching contributions to my Personal Healthcare Fund up to 2% in my 401(k) Plan account. I must contact Voya® to increase my elective contributions to be eligible for the match.

### I was a Michigan State Police officer on active duty military service during these dates:

Type of Military Service	Date of Entry	Date of Separation
Intervening Active Duty		

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

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

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



# Eligibility Conditions and Instructions

## Eligibility for service credit

A member in the Pension Plus retirement plan is eligible to receive service credit for time spent on an intervening military leave of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Your service is considered intervening 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 MSP within six months of discharge.

Your service must meet specific USERRA criteria to be granted toward vesting with the State Police. If it doesn't meet those specific criteria, you must earn ten 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.
- After discharge, you must return to employment within the allowed decompression time as set forth by the Civil Service Commission.
- You must have left state police employment to serve in one of the uniformed services: Army, Navy, Marine Corps, Air Force, Coast Guard, National Guard, or Reserves.
- 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 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.

## Elective Contributions

You can make up the elective contributions you missed while on 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 percent to your Personal Healthcare Fund first and up to 1 percent to your savings.

Payment of elective contributions must take place within a period equal to three times the length of your immediate past military service, but not longer than five years. For example, if you returned to work on May 1, 2016, after one year of military duty, you must make up any elective contributions within three years, which would be May 1, 2019.