

## USERRA Guidelines

Length of Military Service	When You Must Report/Apply for State Employment
1-30 Days	You must report for work by the beginning of the <u>first regularly scheduled work day</u> that falls 8 hours after you return home. If timely reporting is impossible or unreasonable through no fault of your own, you must report to work as soon as possible.
31-180 Days	You must submit an application for reemployment <u>no later than 14 days</u> after completion of military service. If submission of a timely application is impossible or unreasonable through no fault of your own, the application must be submitted as soon as possible.
180+ Days	You must submit an application for reemployment <u>no later than 90 days</u> after completion of military service.
Service Connected Injury or Illness	The reporting and application deadlines described above will be extended up to 2 years if you are hospitalized or convalescing because of a service connected injury or illness. If timely reporting within the 2-year period is impossible or unreasonable due to circumstances beyond your control, the period is extended by the minimum time required to accommodate those circumstances.

*If there is any difference between the information provided in this brochure and the laws or policies which govern MPERS, the laws and policies will prevail.*

### MoDOT & Patrol Employees' Retirement System

#### Mailing Address

PO Box 1930  
Jefferson City, MO 65102-1930

#### Phone

(573) 298-6080  
(800) 270-1271

#### Email

[mpers@mpers.org](mailto:mpers@mpers.org)

#### Building Address

1913 William St.  
Jefferson City, MO 65109

#### Fax

(573) 522-6111

#### Office Hours

Monday - Friday  
7:30 a.m. - 4:30 p.m.

#### Website

[www.mpers.org](http://www.mpers.org)

April 2016

# Military Service

*The benefits of acquiring service credit for your active-duty military service.*



MoDOT & Patrol Employees'  
Retirement System

## Military Service Credit

Your retirement benefit is based on a formula that takes into consideration the amount of service credit you have accumulated towards retirement. Earning one day of service credit for each day of work in a benefit eligible position is the most common way of accumulating service credit. However, you might be eligible to receive service credit for your time served in active-duty military.

If you served and were honorably discharged from one of the following branches of the military, you may acquire up to four years of creditable service for your qualifying military service. This includes **active service, and/or active/inactive-duty training from which you were honorably discharged**. Military service includes:

- Army, Air Force, Navy, Marine Corps, and Coast Guard
- Members of the United States Public Health Service
- Any women's auxiliary
- Army and Air National Guard when engaged in active duty for training, inactive-duty training, or full-time National Guard duty.
- And, any other category of persons designated by the President in time of war or emergency.

## Service Credit for Active-Duty Military Leave

*(104.040.1 and 104.1021.5, RSMo)*

If you are called to or volunteer for active-duty military, the Uniformed Services Employment and Reemployment Rights Act (USERRA) protects your employment and benefit rights, provided you meet the eligibility requirements set forth by law.

When you return from active-duty military leave, you may be entitled to receive credit for your eligible military service. This service will be used in determining the amount of and your eligibility for a retirement benefit.

To receive service credit for your eligible military leave, you must:

- Have been employed by the state in a benefit eligible position immediately prior to entering the armed forces.
- Return to state employment within the time frame specified by USERRA.
- Provide your employer with a copy of your military DD214 (or other acceptable documentation) showing your dates of active service and that you were honorably discharged.
- Meet any other requirements under USERRA.

### USERRA Information

[http://www.dol.gov/vets/programs/userra/userra\\_fs.htm](http://www.dol.gov/vets/programs/userra/userra_fs.htm)

## Purchasing Military Service Credit

*(104.040.4 and 104.1021.6, RSMo)*

Active-duty military service performed prior to becoming a member of MPERS may be eligible for purchase.

You must purchase **all of the years and months served, up to four years** and the purchase must be completed prior to applying for retirement. For instance, if you have four years of active-duty military service, you can't just purchase two years. Payment for the purchase of military service will be based on the following:

- Your annual salary rate when you were initially employed by the state in a benefit eligible position.
- The contribution rate being paid by the state on your date of employment in a benefit eligible position.
- The elapsed time from your date of employment in a benefit eligible position to the date of election to purchase the military service.

Periods of military service to be purchased cannot coincide (overlap) with your MoDOT, MSHP, or any other state agency employment.

If you are interested in purchasing military service, you must provide MPERS with a copy of your military DD214 (showing you were honorably discharged), NGB Form 23 or Army National Guard Current Annual Statement before a cost estimate will be provided. Once the above is received, a copy estimate will be made and documentation provided regarding options for payment. For more information, contact a MPERS benefit specialist at (573) 298-6080 or (800) 270-1271.

If you do not have a copy of your DD214, NGB Form 23 or Army National Guard Current Annual Statement, you may obtain one by contact the:

### **National Personnel Records Center**

#### **Military Personnel Records**

9700 Page Avenue

St. Louis, MO 63132-5100

(314) 801-0800

<http://www.archives.gov/>

If you lived in Missouri when you were discharged from the service, you may obtain a copy of your discharge form by calling the:

### **Missouri National Guard ([www.moguard.com](http://www.moguard.com))**

(573) 638-9890 or (573) 638-9683