



# Important Points To Know...

when filing the

## *Claim of Retirement Credit for Military Service (Form 43)*

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Please review the following information in regard to requesting retirement credit for military service. If you need assistance, please call 410-625-5555 or 1-800-492-5909.

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- Retirement credit for military service must be claimed prior to retirement. Retirees are not eligible to make a claim for retirement credit for their military service.
- Completion of a *Claim of Retirement Credit for Military Service (Form 43)* does not automatically grant you additional retirement service.
- Allow 30-45 days for the Maryland State Retirement Agency to review and process your claim. You will be notified in writing regarding the outcome of your claim.
- Once retirement credit for military service has been added to your membership record, it cannot be removed.
- You may not receive retirement credit for military service if you will receive credit for the same military service under any other pension system. This restriction includes military pensions, but does not apply to benefits paid under Social Security, the National Railroad Retirement Act, or to any National Guard, Reserve or disability pension.\*
- Military service that may qualify for retirement service credit:
  - Inactive duty in the National Guard or in a reserve component of the Armed Forces of the United States
  - Active duty/active duty training in any reserve unit or guard unit which occurred prior to your date of enrollment
  - Active duty in the Armed Forces of the United States
- A maximum of five years of retirement credit can be granted for military service that preceded membership.
- In order to claim retirement credit for military service that preceded membership, you must have 10 years of creditable service earned through employment as a member of the state system.

\* Disability payments from the Department of Veterans Affairs are not included, as they are not from a pension or retirement system.

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The Maryland State Retirement and Pension System  
120 East Baltimore Street · Baltimore, MD 21202-6700

sra.maryland.gov

## Important Points to Know when filing the *Claim of Retirement Credit for Military Service* (Form 43)

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- A maximum of five years of military credit can be granted for military service that interrupted membership.\*\*
- To claim retirement credit for military service that interrupted your membership you must return to work within one year of your discharge from active duty or training and not accept any other permanent employment between your date of discharge and your return to work date.
- When applying for military service credit that interrupted membership, please provide a document from your employer confirming the date that you returned to employment.
- Along with the *Claim of Retirement Credit for Military Service* (Form 43), please include the appropriate documentation to support your military service:
  - DD-214
  - Documentation of your retirement points history
  - Certified orders
  - NGB-23 or similar form
- If you cannot locate your military documentation please visit [www.archives.gov/veterans](http://www.archives.gov/veterans). For Maryland National Guard members, please call 410-576-6000. For all other National Guard members, please contact the Military Personnel office of the Guard headquarters in the state in which you were last a Guard member.
- For additional information on Military Service Credit, please see your benefits handbook located at: <http://sra.maryland.gov/Participants/Members/Downloads/BenefitHandbooks.aspx> or the Guide to Military Service Pamphlet at: <http://sra.maryland.gov/Participants/Members/Downloads/GuideToMilitaryService.pdf>.

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\*\* There is an exception for members that meet the Uniformed Services Employment and Reemployment Rights Act (USERRA) guidelines.