

Eligible Duty Interrupting Membership

If you are called to active military duty or active/inactive duty for training during your membership, you should file an *Application to be Placed on a Qualifying Leave of Absence* (Form 46) before leaving employment. The filing of this form serves only to give your pension plan notice of your absence.

You may claim up to five years of military credit upon returning to work provided:

- You return to work with a participating employer within one year of your discharge from active duty or training and
- You do not accept other permanent employment between your date of discharge and your return to work.

Attendance at a United States Service Academy

For each full year of attendance at a United States service academy preceding or interrupting membership, a member may receive four months of service credit, not to exceed a total of 16 months.

How to Apply

To request military service credit, either preceding or interrupting membership, complete a *Claim of Retirement Credit for Military Service* (Form 43). Attach a copy of your military discharge papers (Form DD 214) indicating your active duty entrance and discharge dates. To claim National Guard or Reserve service, include a retirement credit record (Form NGB-23 or similar form). 🗉

To Request Military Personnel Records Online

If you cannot find your military documentation, you can request your military records online:

- Go to www.archives.gov and follow the instructions to obtain veterans' service records.
- Print out a signature verification sheet.
- Mail or fax the signature verification form within 20 days of completing it for your request to be processed.

Complete information is available at www.archives.gov.

Information on Maryland National Guard is not available from this service.

Guide to Military Service



prepared by

Maryland State Retirement and Pension System

120 East Baltimore Street
Baltimore, MD 21202-6700

For retirement counseling call:

410-625-5555

or

1-800-492-5909

sra.maryland.gov

In addition to the service credit you earn through payroll reporting, you may be eligible to claim additional credit for your service in the military.

You may receive retirement credit for eligible military service as long as you have not (and will not) receive credit for this military service under any other pension system. This restriction includes military pensions. It does not apply to benefits paid under Social Security, the National Railroad Retirement Act, any National Guard or Reserve pension or to benefits received from any disability pension. Review the following section for additional eligibility requirements and service credit limits.

If you have any questions or wish to submit a request for military service credit, contact a retirement benefits specialist at 410-625-5555 or 1-800-492-5909

Eligible Types of Military Service

For Maryland State Retirement and Pension System (SRPS) purposes, eligible military service is limited to the following:

- Induction into the armed forces of the United States for training and service under the Selective Training and Service Act of 1940 or a subsequent act of a similar nature;
- Membership in a reserve component of the Armed Forces of the United States on active duty or ordered or assigned to active duty;
- Active duty training or inactive duty for training that interrupts a member's service;
- Enlistment into the Armed Forces of the United States;
- Membership in the National Guard;
- Service in the Merchant Marines from December 7, 1941 to December 31, 1946;
- Participation in active duty training while a member of the National Guard or a reserve component of the Armed Forces of the United States;
- Attendance at a United States Service Academy or
- Active duty with the commissioned corps of the Public Health Service, the National Oceanic and Atmospheric Administration or the Coast and Geodetic Survey from:
 - a. December 7, 1941, to December 31, 1946;
 - b. June 25, 1950, to January 31, 1955, or
 - c. December 22, 1961, to May 7, 1975.

Eligible Duty Preceding Membership

You may claim up to a maximum of five years of credit for active military duty preceding your membership. You must have accrued at least 10 years of service credit while employed as a member of a state system to apply for credit for military service that preceded SRPS membership.

Service in the Guard and Reserves Including Active Duty Training Preceding and During Membership

Special rules apply for the following:

- Active service or inactive duty training in the National Guard or the U.S. Armed Forces Reserves
- Active duty training in the National Guard or U.S. Armed Forces Reserves

National Guard or U.S. Armed Forces Reserves Service

For service in the National Guard or U.S. Armed forces Reserves, four months of military credit may be credited for each full year of Guard or Reservist service (at least 50 inactive duty points), up to a maximum of 36 months of military credit. A member must still have 10 years of creditable service before claiming this type of service.

Active Duty Training

For active duty training in the National Guard or U.S. Armed Forces Reserves, one month of military credit may be credited for every 28 days of active duty training certified. No credit is granted for days less than 28. To claim this service, a member must have 10 years of creditable service and the active duty training must have occurred prior to enrollment in SRPS.