



**INSTRUCTIONS FOR APPLICATION OF
MILITARY SERVICE CREDIT**

Step 1 - Submit the listed/required information to your local personnel office within 90 days of your date of enrollment in the Marine Corps NAF Employee Group Retirement Plan:

- Completed eligibility checklist.** (If not eligible, stop here. Submit eligibility checklist for filing purposes only).
- A copy (not an original) of your DD214.** If you do not have a copy of your DD214, complete the enclosed SF180 Request Pertaining to Military Records and forward to:
National Personnel Records Center
(Military Personnel Records)
9700 Page Blvd.
St. Louis, MO 63132-5000
- A copy of your military service earnings.** Complete the enclosed Request for Estimated Earnings during Military Service form and send with corresponding DD214(s) by mail to the appropriate address. A DD214 must be submitted for each active period. Your HR office is not responsible to obtain this earnings information.
- Signed and Dated Statement of Intent to Purchase Military Service Credit** in the United States Marine Corps Nonappropriated Fund Employee Group Retirement Plan. Original copy. Your personnel office forwards all original copies of elections to purchase military service credit, including waivers, to HQMC/MRG for filing with your retirement record. **Important: Election form must be submitted regardless of payment status or pending estimated earnings from the military retirement pay center.**

Step 2 - Validation and Calculation of Amount Due

Your local personnel office will forward your application to purchase your military service credit to HQMC/MRG for validation and calculation purposes. The calculation will be based on your post-56 estimated military service earnings multiplied by 5%. HQMC/MRG will notify your local personnel office of the amount due. If full payment is not received within 24 months from the date of the signed Statement of Election, 5% interest will begin to accrue and will be compounded annually until full payment, plus interest, is received by HQMC/MRG.

Step 3 - Statement of Election and Payment Election

Submit both (if applicable) completed election forms to your local personnel office.

- Due Date** - Full payment is due before date of termination of active employment. **Payment must begin within 30 days of notification of amount due to purchase military service credit.** Incomplete deposits of post-1956 military service will not be used to compute an annuity and the partial payment will be refunded by headquarters (except that a survivor shall be afforded an opportunity to complete the deposit in a lump sum before payment of his/her entitlement).



ELIGIBILITY CHECKLIST FOR MILITARY SERVICE CREDIT

This eligibility checklist is intended for NonAppropriated Fund (NAF) Employees applying for honorable active military service credit in the Marine Corps NAF Group Retirement Plan.

Name:	Activity #:
SSN:	Empl ID#:

Section I		YES	NO
1.	Are you currently receiving military retired pay “not” related to “combat service-connected disability”, Voluntary Service Incentive (VSI), or Servicemen’s Separation Benefit (SSB)?		
2.	Do you expect to receive or be entitled to MILITARY RETIREMENT pay in the future?		
3.	Have you previously applied for and/or received credit for “all” of your military service under another employer’s retirement system?		

If you answered **YES** to **any** one of questions in Section I, you are **not eligible** to apply for military service credit under the Marine Corps NAF Group Retirement Plan.

If you answered **NO** to **all** of the above questions, continue to answer the questions below.

Section II		YES	NO
1.	Have you received credit for a PORTION of your military service under another NAF Component’s retirement plan (Army MWR or AAFES), CSRS OR FERS?		

If you answered **YES** to the above question in Section II, you may be eligible to apply for credit of the remaining military service under the Marine Corps NAF Group Retirement Plan. Continue to Section III.

If you answered **NO** to the above question in Section II, continue to answer the questions below.

Section III		YES	NO
1.	Was your military service active duty or active reserves?		
2.	Were you discharged from military service under “honorable” conditions?		
3.	Are you currently enrolled in the Marine Corps NAF Group Retirement Plan?		
4.	<u>Was your enrollment date in the Marine Corps NAF Group Retirement Plan not greater than 90 days from today’s date?</u>		

If you answered **NO** to any one of the questions in Section III, you are not eligible to apply for military service credit under the Marine Corps NAF Group Retirement Plan. Note: If you are currently eligible for retirement enrollment, but are not enrolled, you may re-apply at the time of enrollment.

If you answered **YES** to all of the questions in Section III, you are eligible to apply for military service credit. Follow INSTRUCTIONS FOR APPLICATION OF MILITARY SERVICE CREDIT.

Employee Signature: _____ Date Signed: _____



REQUEST FOR ESTIMATED EARNINGS DURING MILITARY SERVICE
 (For U.S. Marine Corps Nonappropriated Fund Civilian Employee Group Retirement Plan)

INSTRUCTIONS: Submit this form to the appropriate military finance center for your branch of military service. If you have service in more than one branch of the military, you must request earnings for each period from the appropriate branch. **Attach DD214(s) or equivalent and any records of pay or promotions.** If you do not have a DD214 or equivalent, obtain an SF180 (Request Pertaining to Military Records), from your local personnel office and have your service verified before forwarding this form to the pay center. The pay center cannot provide estimated earnings unless verification is attached.

To:

Employee name (Last, First, Middle)	
Other names used	
Social Security Number	Date of birth
Military Service Number	
Branch of Service	

The uniformed services must provide estimated pay by Nonappropriated Fund Employees (NAF) for military service after December 31, 1956, for the purpose of making a deposit to the U.S. Marine Corps NAF Civilian Employee Group Retirement Plan for retirement service credit. Please provide the estimated basic pay earned by the above named employee. Do not include (combat pay, flight pay, etc.)

Signature of Requester		Relationship to Employee <input type="checkbox"/> Employee is Requester <input type="checkbox"/> Survivor <input type="checkbox"/> Other _____		Date		
To be completed by requester based on DD214 or equivalent. Active military service after December 31, 1956.		TO BE COMPLETED BY AUTHORIZED OFFICIAL Estimated Earnings (Base Pay) (Do not provide estimated earnings for any period of service prior to January 1, 1957)				
From (Mo, Dy, Yr)	To (Mo, Dy, Yr)	From (Mo, Dy, Yr)	To (Mo, Dy, Yr)	Rate of Basic Pay	EARNINGS	TYPE OF DISCHARGE
					\$	
					\$	
					\$	
1. If period of service began before and ended after December 31, 1956, enter date service actually began (Mo, Dy, Yr).		2. Lost time <input type="checkbox"/> None <input type="checkbox"/> Number of Days _____ <input type="checkbox"/> Inclusive Dates				
		From (Mo, Dy, Yr)	To (Mo, Dy, Yr)	From (Mo, Dy, Yr)	To (Mo, Dy, Yr)	
Signature of authorized official furnishing estimate				Date (MoDyYr)	Telephone number () -	
Typed name of authorized official				Title of authorized official		

Requester's Name and Address

Sources for Documentation of Military Earnings

ARMY	<p>DFAS Indianapolis Center ATTN: DFAS-FJESR 8899 East 56th Street Indianapolis, IN 46249-0875</p> <p>Telephone (317) 212-2813</p>
NAVY	<p>DIRECTOR DFAS Cleveland Center ATTN: FMAA 1240 East 9th Street Cleveland, OH 44199-2055</p> <p>Telephone (888) 332-7411 or (216) 522-5630</p>
AIR FORCE	<p>DFAS Indianapolis Center ATTN: DFAS-FJESR 8899 East 56th Street Indianapolis, IN 46249-0875</p> <p>Telephone (317) 212-2813</p>
MARINE CORPS	<p>USMC/DFAS USMC/JFLAFB 1240 EAST NINTH STREET CLEVELAND OH 44199 DSN580-8762 Telephone (216) 522-8762 Fax: (216) 522-5060</p>
COAST GUARD	<p>COMMANDING OFFICER U S COAST GUARD PAY & PER CTR 444 SE QUINCY STREET TOPEKA, KS 66683-3519 Telephone (785) 339-2200 FAX (785) 339-3784 Toll free (866) 772-8724</p>



Statement of Election to Purchase Military Service Credit in the
United States Marine Corps Nonappropriated Fund Employee Group Retirement Plan

I certify that I have not applied for, nor expect to apply for or expect to receive credit for the same military service under any other employer's or military retirement system. I certify this is a truthful statement. I further certify that within 30 days of making any future application for recognition of military service credit under another retirement plan, I will notify the Administrator of the USMC Nonappropriated Fund Employee Group Retirement Plan (USMC NAF Retirement Plan) of such application. I understand that if multiple use of military service credit occurs, I authorize the Administrator of the USMC NAF Retirement Plan to make appropriate adjustments to my benefit (or to the benefit of my survivor or beneficiary) from the USMC NAF Retirement Plan to include cancellation of military service credit under the USMC NAF Retirement Plan. I understand if I intentionally defraud the United States government or one of its instrumentalities, I may be prosecuted to the fullest extent of the law.

I further state that I intend to pay the deposit necessary to obtain credit for my military service after 1956. I understand that I must pay the entire deposit to the USMC NAF Retirement Plan before separation of active employment and that if I do not complete the full deposit at that time, the post 1956 military service will not be used to compute my annuity and my partial payment will be refunded (except that my survivor shall be afforded an opportunity to complete the deposit in a lump sum before payment of his/her entitlement). **I understand that payment must begin within 30 days of notification of amount due to purchase my military service.** If I do not pay the entire deposit within 24 months from the date of signature below, interest will begin to accrue and will be compounded annually on the unpaid balance until full payment plus interest is received. If my military service credit was incurred prior to 1956, I am not required to make a deposit to the USMC NAF Retirement Plan.

I understand that this military service credit will not be used to gain entitlement to a benefit from any other retirement plan, including a military retirement plan.

I understand that this military service credit will not be used to satisfy vesting requirements.

I understand that if I elect to cancel my election to purchase my eligible military service credit, I will not receive partial credit of military service purchase, the cancellation election is irrevocable and the refund of my military service credit contributions will not be made until termination of employment from MCCS or Miscellaneous NAF activity.

I authorize the Administrator of any retirement system to provide information to the Administrator of the USMC NAF Retirement Plan regarding crediting of my military service for retirement plan purposes.

- I elect to purchase military service credit
- I elect **not** to purchase military service credit. I understand waiving this election results in no future opportunity to request a military service buyback.

TYPED EMPLOYEE'S FULL NAME	TYPED EMPLOYEE'S SOCIAL SECURITY#
Employee Street Address	Employee Daytime phone number
Employee (City, State, Zip)	Employee Work Center
Signature of Employee	Date Signed

Return completed and signed form to your local personnel office.

<i>Completed by Employer</i>					
Empl ID:		Activity Number:		Company Code:	



PAYMENT AGREEMENT FOR MILITARY SERVICE CREDIT

Employee's Name:	Empl ID:	Activity Number:

I understand that –

- * *The total amount due for purchase of active duty military creditable service under the U.S. Marine Corps NonAppropriated Fund Retirement Plan is __, which includes interest if applicable.*
- * *The military service purchase amount is subject to interest accrual (5% compounded annually) if the amount due is not paid in full within two years from the date of election.*
- * *The military service credit amount will be recalculated to include additional interest on the remaining balance if payment is not completed by my Interest Accrual Date.*
- * *Payment must begin within 30 days of notification of amount due to purchase military service credit.*
- * *When full payment is received, retirement creditable service for calculation purposes, not vesting, will be reflected in my annual statements.*
- * *Failure to complete full payment before job termination will result in no military service credit for retirement calculation purposes.*
- * *Payments will continue until the total amount due (goal balance) is reached or until my job termination, whichever comes first.*
- * *There is no opportunity to voluntarily suspend payments.*

I wish to make payment as follows **(Check One)**:

- One Lump Sum Payment (Personal Check)** - I elect to pay the total amount due (\$_____) in one lump sum payment to be received by MCCS _____. (Make check payable to your local MCCS).
- One Lump Sum Payment (One-time biweekly payroll deduction)** – I elect to pay the total amount due (\$_____) in a one-time lump sum payroll deductions.
- Biweekly Payroll Deductions (\$50.00 minimum, but not to exceed two years)** – I elect to pay \$_____ biweekly for _____ pay periods, beginning ____/____/____

I have read and acknowledge the payment agreement requirements.

Employee Signature	Witness Signature	Date

- I elect **not** to purchase prior creditable military service credit under the Retirement Plan. *I understand that this decision is irrevocable. No further opportunity will be granted for the duration of this employment period.*

Employee Signature	Witness Signature	Date



RETIREMENT PLAN MILITARY SERVICE CREDIT QUESTIONS AND ANSWERS

Q. Is there a deadline by which currently participating employees must elect military service credit?

A. Employees currently enrolled in the retirement plan must apply for military service credit within 90 days from date of enrollment.

Q. Will military service credit count toward vesting?

A. Military service credit will not be used to satisfy the 5-year vesting requirement of the retirement plan. It will be used for annuity computation purposes only.

Q. What is the cost to purchase military service credit for retirement calculation purposes?

A. For applications submitted on or after January 1, 2011, the cost is 5% of all military service earnings after December 31, 1956, plus 5% interest on any unpaid balance compounded annually to commence two years from the date the statement of election was signed. The interest accrual date is 24 months from the election date to purchase military service credit for retirement calculation purposes. This means there is a two-year grace period in which the employee can make the deposit for military service credit without paying interest.

Q. Do employees pay the full amount in one lump sum?

A. A lump sum payment for military service credit is acceptable. All lump sum payments are made directly to the local MCCS activity before date of separation (except that a surviving spouse will have the opportunity to complete the deposit before receiving a benefit). You may also elect payment through biweekly payroll deductions. **Payment must begin within 30 days from notification of the amount due to purchase military service credit.**

Q. Does this affect the employees who are receiving Voluntary Separation Incentive (VSI) or who received a Servicemen's Separation Benefit (SSB) payment?

A. VSI and SSB are not considered annuities. They are considered separation incentives. Military members with those benefits are still eligible to apply for military service credit.

Q. What if the military service was before December 31, 1956?

A. Pre-1957 military service time is creditable, but there is no charge to the participant because military earnings were not subject to Social Security tax at the time.

Q. Is there a limit to the number of military service years for which an employee can apply?

A. No. However, if partial credit has already been used under another NAF Component (Army MWR, Air Force MWR, and AAFES) or Military Service Retirement Plan, only the difference is eligible for credit under the Marine Corps NAF Retirement Plan.

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RETIREMENT PLAN MILITARY SERVICE CREDIT QUESTIONS AND ANSWERS

Q. If an employee previously elected military service credit under civil service, would the employee still be eligible to apply for military service credit under the Marine Corps NAF Retirement Plan?

A. No. However, if the employee can provide evidence that not all of his or her military service was credited to CSRS or FERS or if the employee can provide evidence of a refund for the military service deposit, the difference or all of the refunded service may be creditable.

Q. If an employee is currently receiving or is expecting to receive a military annuity for the same service, would the employee still be eligible to apply for military service credit under the Marine Corps NAF Retirement Plan?

A. No. Provisions of the Plan require that purchased military service credit be used as credited service under one retirement system. If this service is considered under any other retirement plan, it is ineligible for consideration under this Plan.

Q. Is active reserve service creditable under military service credit?

A. Yes, provided you are not receiving or expect to receive a military annuity using the same service.

Q. If an employee is receiving combat-related military disability, is the employee eligible to apply for military service credit?

A. Yes

Q. If an employee paid for military service credit, and then terminated before becoming vested in the retirement plan, would the full payment of the military service credit be refunded?

A. Yes

Q. What types of military separations are considered honorable?

A. The following types of separations are honorable: Under honorable conditions; Separation because of hardship; Transfer to retired list because of age or disability; Transfer to Fleet Reserve; Furlough to Reserve Forces; and General discharge under Honorable Condition.

Q. If I elect NOT to purchase military service credit, can I change my election at a later date, such as after I become vested in the retirement plan?

A. No. An election NOT to purchase military service credit is considered a waiver. All waivers are irrevocable, even if re-hired in the future.