



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).
- Acknowledgement of Receipt.** (If eligible - Sign, Date and Submit to HR)
- A copy (not an original) of your DD214 (Member 4 copy) for all periods of active duty service.** If you do not have a copy of your DD214, recently separated veterans may be able to find their records through the joint [Department of Veterans Affairs and Department of Defense eBenefits Portal](#).

Or, you may complete the enclosed SF180 Request Pertaining to Military Records and forward to:

National Personnel Records Center
(Military Personnel Records)
1 Archives Drive
St. Louis, MO 63138

- A copy of your military service earnings for all periods of active duty service.** 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 Election (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 Benefits 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 total post-56 estimated active-duty military service earnings as follows: Total estimated military adjusted to whole years only (not to exceed 5 whole years) multiplied by the total of current employee contribution rate plus current employer contribution rate plus current actuarial rate of return (not less than 7.5%). HQMC/MRG Benefits will notify your local personnel office of the amount due.

Step 3 – Payment Election

Submit completed payment election form to your local personnel office.

- Due Date –Payment must begin within 30 days of notification of amount due to purchase military service credit.** Full payment is due before date of termination of active employment or within 24 months from date of election, whichever comes first. Incomplete payments will result in military service credit proportionate to the amount paid (except that a pre-retirement survivor spouse 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 #:	Empl ID #:
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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: _____



INSTRUCTIONS FOR APPLICATION OF MILITARY SERVICE CREDIT ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that the Human Resources (HR) Office has provided me with the Instructions for Application of Military Service Credit.

Provided I'm eligible to apply for military service credit, I understand that –

- It is my responsibility to immediately request my estimated military earnings from Defense Finance and Accounting Services (DFAS)
- The repayment deadline schedule is 24 months from the date the Statement of Election is signed
- The Statement of Election must be signed and dated no later than 90 days from date of enrollment in the retirement plan
- If the estimated military earnings are not received within 90 days from date of enrollment in the retirement plan, the Statement of Election must be submitted to HR without the estimated military earnings
- Delay in estimated military earnings will reduce the number of months allowed for the repayment
- The 24-month maximum repayment schedule begins the day the Statement of Election is signed.
- I must be enrolled in the Pension Plan, if I dis-enroll from the pension plan any time prior to completing payments, I will automatically be ineligible to purchase back my Military time.
- Military service does not count towards vesting, I understand I must be vested in the Pension Plan to receive credit for my Military Service time.

Employee Signature	Witness Signature	Date



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
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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)
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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 () -
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Typed name of authorized official	Title of authorized official
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Requester's Name and Address



Sources for Documentation of Military Earnings

<p>ARMY</p>	<p>DFAS-Indianapolis Center ATTN: Verifications Section (Estimated Earnings) 8899 East 56th Street Indianapolis, IN 46249-0865 Phone: 1-800-729-3277 (Select option #4) Fax Coversheet: https://corpweb1.dfas.mil/civpaywf/coversheet Title: ESTIMATED EARNINGS - ARMY Fax: 866-401-5849 *Utilizing coversheet expedites processing time*</p>
<p>NAVY</p>	<p>DFAS- Indianapolis Center - JFVBB ATTN: Verifications Section (Estimated Earnings) 8899 East 56th Street Indianapolis, IN 46249-0875 Fax Coversheet: https://corpweb1.dfas.mil/civpaywf/coversheet Title: ESTIMATED EARNINGS - NAVY Fax: 866-401-5849 *Utilizing coversheet expedites processing time*</p>
<p>AIR FORCE</p>	<p>DFAS-Indianapolis Center ATTN: Verifications Section (Estimated Earnings) 8899 East 56th Street Indianapolis, IN 46249-0875 Phone: 1-800-729-3277 (Select option #4) Fax Coversheet: https://corpweb1.dfas.mil/civpaywf/coversheet Title: ESTIMATED EARNINGS – AIR FORCE Fax: 866-401-5849 *Utilizing coversheet expedites processing time*</p>
<p>MARINE CORPS</p>	<p>DFAS-Indianapolis Center - JFVBB ATTN: Verifications Section (Estimated Earnings) 8899 East 56th Street Indianapolis, IN 46249-0875 Fax Coversheet: https://corpweb1.dfas.mil/civpaywf/coversheet Title: ESTIMATED EARNINGS – MARINE CORPS Fax: 866-401-5849 *Utilizing coversheet expedites processing time*</p>
<p>COAST GUARD</p>	<p>Commanding Officer (SES) Coast Guard Pay and Personnel Center 444 Southeast Quincy Street Topeka, KS 66683-3591 Phone: 785-339-2200 Fax: 785-339-3780 US Coast Guard Website E-mail: PPC-DG-CustomerCare@uscg.mil</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 pre-retirement survivor spouse) 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 within 24 months (52 pay periods) from the date of signature below or before separation of active employment, whichever is first. **I understand that payment must begin within 30 days of notification of amount due to purchase my military service, provided the payment schedule does not exceed 24 months (52 pay periods).** If I do not pay the entire deposit within 24 months (52 pay periods) from the date of signature below or before separation of active employment, whichever is first, military service credit will be granted proportionate to the amount paid at the time the 24 months (52 pay periods) is completed. Except that a pre-retirement survivor spouse will be afforded an opportunity to complete the payment. I understand that no extensions to the 24-month (52 pay period) payment schedule. 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 make payments through biweekly payroll deduction, I may not cancel the biweekly deduction amount. At any time, I may increase the biweekly deduction amount or make an accelerated lump sum payment to pay the remaining balance in full.

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 OR DECLINATION FOR MILITARY SERVICE CREDIT

Table with 6 columns: Employee's Name, LAST NAME, FIRST NAME, Activity Number, 000-0, Empl ID, 0000

I understand that - Read all and initial

- Checkboxes for: Total Amount Due (\$14,677.23), 24 months deadline, interest on leave, payment start date, additional service credited (4.000000 years), military service credit use, failure to pay consequences, payment continuation, termination requirements, election date (12/14/2018), payment deadline (12/14/2020), military buy back date (12/14/2018), payment election deadline (01/13/2019), biweekly deduction amount, failure to make election by deadline.

Election - Check One

- Checkboxes for: I elect not to purchase prior active duty military service... I elect to purchase activity duty military service credit under the Retirement Plan and elect the Payment Option below:

Payment Options/Agreement - Check One

- Checkboxes for: One Lump Sum Payment (Personal Check), One Lump Sum Payment (One-time biweekly payroll deduction), Biweekly Payroll Deductions (Minimum Biweekly Deduction = \$306.00). Includes text: Current Net Pay must be high enough to accommodate the Minimum Biweekly Deduction Amount.

I have read and acknowledge the payment agreement requirements. I understand that failure to honor this payment agreement will result in irrevocable cancellation of this military service credit opportunity.

Employee's 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, 2019, the calculation will be based on your total post-56 estimated military service earnings as follows: Total estimated military earnings adjusted to whole years only (not to exceed 5 whole years) multiplied by the total of current employee contribution rate plus current employer contribution rate plus current Actuarial Rate of Return (AROR) (not less than 7.5%). For example, the 2019 cost to purchase military service credit is adjusted estimated military earnings multiplied by 15.5% (1% employee contribution rate plus 7% employer contribution rate plus 7.5% AROR).

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. Effective January 1, 2019, the minimum biweekly payment is the total cost divided by the number of pay periods remaining within the 24-month payment schedule deadline. **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. Yes, the employee may purchase up to 5 years in whole years (no partial years).

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

A. Yes, if it is documented as such.

Q. Does my normal reserve duty (drill duty, etc.) count?

A. No, only "active" duty reserve service is eligible.



RETIREMENT PLAN MILITARY SERVICE CREDIT QUESTIONS AND ANSWERS

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

A. No. However, if partial credit has been used under CSRS, FERS, another NAF Component's Retirement Plan (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 (whole years only). If the employee can provide evidence of a refund for the military service deposit, 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.

Q. If I terminate or transfer from NAF employment to APF employment and elect to continue Marine Corps NAF retirement system coverage, can I continue to make bi-weekly payments toward purchase of my military service credit?

A. No. If you transfer to an APF employment position, you'll be required to remit payment in full for the balance of your military service obligation. Biweekly payments cease at the time of NAF termination of employment. Note: Transfer to another MCCS NAF position are not considered terminations under the Plan.



RETIREMENT PLAN MILITARY SERVICE CREDIT QUESTIONS AND ANSWERS

Q. If I elect to purchase eligible service, will it retroactively change my pension plan enrollment date?

A. No, it will not change your enrollment date. Military service credit is added to retirement credited service for retirement calculation purposes only.

Q. How long do I have to repay the military service credit?

A. The maximum repayment timeline is 24 months from the date the Statement of Election was signed.

Q. How will late submittals of estimated military earnings affect the 24-month payment schedule?

A. The maximum repayment timeline of 24 months from the date the Statement of Election was signed will NEVER change, nor will it be extended due to late submittals of estimated military earnings.

Q. What happens if I don't repay the total amount due within the 24-month repayment schedule?

A. Incomplete payments will result in military service credit proportionate to the amount paid.

Q. How will my military earnings be considered to purchase credited service?

A. Your total post-56 estimated active-duty military service earnings (even if the period exceeds 5 years) will be averaged, then applied toward the current milbuy cost formula.

Q. If I begin making milbuy payments by payroll deduction, then go on leave without pay (LWOP), will I be charged interest?

A. Yes, LWOP periods will accrue interest, which will be payable in addition to the original obligation amount. To avoid interest, manual payments are acceptable.

Q. How will late receipt and submittals of estimated military earnings affect the 24-month payment schedule?

A. The maximum repayment timeline of 24 months from the date the Statement of Election was signed will NEVER change, nor will it be extended due to late submittals of estimated military earnings. Once the election form is signed, the 24 months commences.