



OKLAHOMA POLICE PENSION AND RETIREMENT SYSTEM

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SERVICE CREDIT PURCHASE APPLICATION (FOR MILITARY SERVICE UNDER USERRA)

TO BE COMPLETED BY MEMBER (Please read carefully before completing this application)

To Applicant: The maximum purchase of credited service for military service leave is for five years except:

- Service required beyond five years to complete an initial period of obligated service.
- Service from which a person, through no fault of the person, is unable to obtain a release within the five year limit.
- Required training for reservists and National Guard members.
- Service under an involuntary order to, or to be retained on, active duty during domestic emergency or national security related situations.
- Service under an order to, or to remain on, active duty (other than for training) because of a war or national emergency declared by the President or Congress.
- Active duty (other than for training) by volunteers supporting “operational missions” for which Selected Reservists have been ordered to active duty without their consent.
- Service by volunteers who are ordered to active duty in support of a “critical mission or requirement” in times other than war or national emergency and when no involuntary call up is in effect.
- Federal service by members of the National Guard called into action by the President to suppress an insurrection, repel an invasion, or to execute the laws of the United States.

You are eligible to purchase credited service for purposes of benefit accrual under the Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”) if you are absent from a position of employment because of “service in the uniformed services.” “Service in the uniformed services” means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority, including:

- Active duty
- Active duty for training
- Initial active duty for training
- Inactive duty training
- Full-time National Guard duty
- Absence from work for an examination to determine a person’s fitness for any of the above types of duty
- Funeral honors duty performed by National Guard or reserve members
- Duty performed by intermittent disaster response personnel for the Public Health Service, and approved training to prepare for such service

For purposes of credited service under USERRA, “uniformed services” consists of the following:

- Army, Navy, Marine Corps, Air Force, or Coast Guard
- Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve
- Army National Guard or Air National Guard
- Commissioned Corps of the Public Health Service
- Any other category of persons designated by the President in time of war or emergency

Please submit a copy of any internal application for reemployment with your Participating Municipality (if available), Historical Payroll Record for Military Service Leave (Form 130) provided by your Participating Municipality, and a copy of your military discharge papers, if not previously submitted.

Member Understandings

I understand the following:

- I may make a lump-sum payment for the cost of the credited service for purposes of benefit accrual, or I may pay this amount through a trustee-to-trustee transfer from a §403(b) annuity, a governmental §457 plan within Oklahoma and/or a §401(a) qualified plan after submitting the Election to Purchase Service form.
- I may make installment payments, by payroll deduction, after submitting the Election to Purchase Service form.
- I am responsible for making the payments as indicated below.
- I may purchase credited service for purposes of benefit accrual over a time period equal to three times the period of qualified military service (but not greater than five years). This is called the “make-up period.”
- I understand that if I enter another period of qualified military service before I finish paying for my credited service, the make-up period will not be tolled (extended).
- If I cease to make payments, terminate, retire or die before completing the payments, I shall receive prorated credited service for purposes of benefit accrual for only those payments made.

Section I: Member Information – Please Type or Print Clearly

Member Name _____ SSN _____
 Mailing Address _____
 City, State, Zip Code _____
 Telephone _____ Email _____

Section II: Payment Election for Purchase of Credited Service for Purposes of Benefit Accrual

I elect to purchase credited service for the time period of _____, through _____, and understand that the purchase will be in accordance with this application and the forthcoming Election to Purchase Service form.

Payment Methods (please select all that apply)

- 1. Payroll Deductions** Number of Deductions: _____ Start Date: _____ End Date: _____
- 2. One-Time Payment** (check or money order)
- 3. Trustee-to-Trustee Transfer** (must originate from a §403(b) annuity, an Oklahoma governmental §457 plan, or a §401(a) qualified plan)
- Type of Plan: _____ Pre-Tax Amount: \$ _____ Post-Tax Amount: \$ _____

As the applicant named above, I have read the foregoing application and its contents, and certify that the statements made therein are true and correct.

Member Signature _____ Date _____

Section III: Acceptance by Current Municipality

I acknowledge and affirm that the applicant is an employee of the Participating Municipality indicated below. Payroll deductions, if applicable, will be made in accordance with the Election to Purchase Service form on file.

Participating Municipality _____
 Authorized Municipal Signature _____ Date _____