

EMPLOYEES' RETIREMENT SYSTEM  
OF THE STATE OF HAWAII  
201 Merchant Street, Suite 1400  
Honolulu, Hawaii 96813-2980  
Website: ers.ehawaii.gov

**REQUEST TO ACQUIRE PREVIOUS MILITARY SERVICE CREDIT**

A member who rendered honorable active military service in the armed forces of the United States can acquire up to four years of membership service credit for the military service as follows:

- A member with 8 years of credited service with the Employees' Retirement System (System) can acquire up to 2 years of military service if hired before June 18, 1996.
- A member with 10 years of credited service with the System can acquire up to 2 years of military service if hired after June 17, 1996.
- A member with 20 years of credited service with the System can acquire up to 3 years of military service.
- A member with 25 years of credited service with the System can acquire up to 4 years of military service.

Any retiree who returns to service, is reenrolled as a member of the System, and has at least 3 years of credited service in the System during the reemployment period, can acquire military service as specified above.

Active military service in the Reserve or National Guard is not considered active military service unless the service occurred in time of war or declared national or State emergency.

For your first four years of active duty military service that is within your current employment period, please contact your personnel office to initiate the Servicemen's Act process.

Detailed information can be found in the Military Service Credit brochure, which is available at all ERS offices or on the ERS website.

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Name \_\_\_\_\_ S.S. No. \_\_\_\_\_

Name used while in the service, if other than above \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Branch of Service \_\_\_\_\_

Period of Military Service \_\_\_\_\_ to \_\_\_\_\_

If you filed a retirement application, please indicate the effective date of retirement \_\_\_\_\_

**A COPY OF YOUR DD214 (Armed Forces of the United States Report of Transfer or Discharge) OR  
CERTIFIED ORDERS MUST BE ATTACHED.**

Date \_\_\_\_\_ Signature \_\_\_\_\_