

# OHIO NATIONAL GUARD PRIOR SERVICE FORM

For Verification FAX To: 614-360-3531

**Application to Claim Annual Leave Accrual Credit for Prior Service in the Ohio National Guard or the State Defense Force.** The employee requesting prior service credit should complete Section I and forward to the fax number indicated, along with any service record or DD214. The Ohio National Guard or State Defense Force must complete Section II and return it to the contact info provided at the bottom of the form. Please keep records of all prior service documents and proof of submission (e.g., fax, email) including dates. **PLEASE NOTE:** The effective date of service adjustments will be the first day of the pay period immediately following the date in which DAS receives the ePAR. Only employees who submit proof of prior service within 90 days after the date of the employee's initial hiring will receive retroactive accrual or longevity adjustment for the time before the director's approval of prior service credit. The effective date for employees who submit proof more than 90 days after their start date will be the first day of the pay period immediately following the date on which DAS receives the ePAR. An employee who retires from any retirement plan offered by the state of Ohio is ineligible for prior service for the purpose of computing vacation leave or longevity pursuant to ORC 9.44(C), ORC 124.181(E)(2) or collective bargaining agreement. The ineligibility begins on the effective date of retirement.

References:

- Section 9.44 Ohio Revised Code
- Section 124.181(E) Ohio Revised Code
- OCSEA Arbitration Award #1508
- Section 124.11(A)(6) Ohio Revised Code
- Section 5923.01 Ohio Revised Code

## Section I – Completed by employee

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(if applicable during previous employment)

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

Check the applicable branch of National Guard service:  Army  Air  
**OR** State Defense Force:  Military Reserve  Naval Militia  Cyber Reserve

\_\_\_\_\_  
Date of initial entry or transfer to Current Unit of Assignment  
ONG or State Defense Force

Have you retired from any Ohio Public Retirement System (i.e., PERS, STRS, SERS, OP&F, HPRS)?  
 Yes  No If yes, please identify the retirement system: \_\_\_\_\_ Date of retirement: \_\_\_\_\_

*\*I understand that if at any time I retire, I MUST notify my agency immediately, and that prior service will be adjusted based on my retirement.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section II – Completed by Ohio Adjutant General's Department

Service History Dates (including all branches of Ohio National Guard and/or State Defense Force)

From _____ To _____	Total Credit Claimed (Days, Months, Years)
From _____ To _____	
From _____ To _____	

Information in Section II has been verified by:

Print Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

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

**Please return completed form to:** Opportunities for Ohioans with Disabilities, ATTN. Human Resources  
150 E. Campus View Blvd, Columbus, OH 43235  
Fax to 614-985-8971