

How to Verify Military Service or Training

An employer has the right to request that a person who is absent for a period of service of 31 days or more provides documentation described below. (While USERRA does not address documentation of shorter periods of military service, if doubt exists, an employer could contact the employee's military command with questions about a specific period of service.)

If a person does not provide satisfactory documentation because it is not readily available or does not exist, the employer still must promptly reemploy the person. The employer may assist the employee or request information via the online database if employee does not have or does not supply documentation. If, after reemploying the person, documentation becomes available that shows one or more of the reemployment requirements were not met, the employer may terminate the person and any rights or benefits that may have been granted. *Uniformed Services Employment and Reemployment Rights Act, Section 4312*

Documentation Provided by Employee

In general, the following documents have been determined by the Secretary of Labor to satisfy proof of eligibility for reemployment. One of these must accompany a request for reemployment:

- | | |
|--|--|
| <input type="checkbox"/> Discharge papers | <input type="checkbox"/> School completion certificate |
| <input type="checkbox"/> Record of separation | <input type="checkbox"/> Endorsed orders |
| <input type="checkbox"/> Leave and earnings statements | <input type="checkbox"/> Letter from a proper military authority |

Documentation Obtained by Online Database

If the employee does not provide the above documentation or if further verification is desired, employers (Campus HR office or departments) may be able to obtain certain records via the databases below or assist the employee in securing records. Such access is a right rendered by the Freedom of Information Act.

- U.S. Veteran Compensation Programs (USVCP) Verify Service at <http://veteranprograms.com/id1523.html>. (Only card holders of the [Veteran ID Card](#) issued by can be verified via USVCP.)
- National Resource Directory https://www.nrd.gov/other_services_and_resources/military_service_records.
- Military Service Record Request (DD Form 214 & SF-180) <http://www.archives.gov/veterans/military-service-records/>

To make a request from a database listed above the following information is necessary:

- Veteran's complete name
- Social security number or service number
- Branch of service
- Approximate dates of service
- Birth location

FORM: Verification of Military Service or Training

This form is used by Indiana University Human Resources to document the military service or training for an IU employee in order to verify benefits such as retirement and paid time off.

This form verifies that an employee has served in Active Duty, the National Guard, or Military Reserves beginning and ending on the dates provided below. Verification is not complete unless documentation is attached. Copies of the below records are proof of service and must include beginning and ending dates.

- Discharge papers
- Record of separation
- Leave and earnings statements
- School completion certificate
- Endorsed orders
- Letter from a proper military authority

Employee Information

Employee Name (Last, First, Middle) PLEASE PRINT		IU Employee ID
Telephone	Email	

Select one:

- Active Duty National Guard Military Reserves

Date(s)

Activation Date	Inactivation Date	Return from Leave Date (reemployment date)

Certification

I certify that the information supplied on this form is true and complete, and I understand that any false information or statements made on this form will be grounds for Indiana University to void my benefits and/or terminate my employment.

Employee Signature

Date

Scan and send this form along with proper documentation to recben@iu.edu or fax to (812) 855-3409.

For Internal Use Only

UHR Representative Signature

Date