{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: PURCHASE OF MILITARY SERVICE UNDER USERRA**

Dear {stdMbrSalutation}:

NDPERS received your request regarding obtaining service for the{TotalTimeToPurchase} months from {USERRAActiveMilitaryDutyStartDate} to {USERRAActiveMilitaryDutyEndDate} that you do not have credit for in NDPERS. This lapse in service is due to your active duty in the military and, therefore, qualifies for purchase under the USERRA federal law.

The cost for you to purchase this service is computed by using the monthly gross salary that you would have accrued during the months you were on active duty. Your employer has verified each month’s salary and enclosed is a copy of the form that they completed to provide this information. This monthly salary is then multiplied by the {EEContributionForPlan}% employee contribution and {ERContributionForPlan}% employer contribution to determine the total amount required to obtain the credit for each month. Your employer is responsible for paying any portion of the {EEContributionForPlan}% employee contribution that they would have paid had you not been activated, if any. They are also responsible for paying the {ERContributionForPlan}% employer contribution. Therefore, the cost for you to purchase these months is ${TotalPurchaseCost}. If you elect to purchase, please complete and return the enclosed Purchase Payment Election prior to making payment. Upon receipt of your first payment, NDPERS will bill your employer for the required employer contribution for each month of credit.

If not already submitted, a photocopy of your **DD214** is required before we can process your request. You may purchase with a lump sum payment of the total or you may purchase service in installments. According to USERRA, you have the lesser of 3 times the number of months of active duty or 5 years to complete the purchase. Therefore, you have a total of {qu NoOfMonthsForCompletion} months from the date of your return in order to pay for this service. The purchase must be paid in full before your account will be credited with the months of service.

If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Accounting Division

{tmp SFN-53757}