

# VERIFICATION OF ACTIVE MILITARY DUTY

Please print or type.

last name

first name

middle name

maiden

social security number

I have personally examined the honorable discharge of this individual and taken from it the following information:

Branch of service: \_\_\_\_\_

Date of induction or enlistment: \_\_\_\_\_  
month, day, year

Date of honorable discharge or separation: \_\_\_\_\_  
month, day, year

Total time of active service: \_\_\_\_\_  
years months days

\_\_\_\_\_  
signature of superintendent

\_\_\_\_\_  
school district

\_\_\_\_\_  
date

## **Salary Increment Credit for Military Service: Policy and Procedure**

---

---

*Professional school personnel whose work is interrupted by active military service are eligible for salary increment credit for the time of active service.*

---

---

Salary increment credit for active military service that interrupts professional school experience is based on G.S. 115-151 enacted in 1945. The statute reads:

The State Board of Education, in fixing the State Standard Salary schedule for teachers, principals, and superintendents as authorized by law, shall provide that teachers, principals, and superintendents who entered the armed or auxiliary forces of the United States after September 16, 1940, and who left their positions for such service, shall be allowed experience increments for the period of such service as though the same has not been interrupted thereby, in the event such persons returned to the position of teachers, principals, or superintendents in the public schools of the State after having been honorably discharged from the armed or auxiliary forces of the United States.

A copy of military separation papers (DD214 or equivalent) can be substituted for this form to claim salary increment credit for active military service.