

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) INFORMATION SHEET

The USERRA employee information sheet and checklist assists Idaho National Guard Federal Employees in understanding and determining what elections and options are available to them at the time they elect to be Absent-US or separate from the agency to perform service in the uniformed services.

This information sheet is for the employee to keep for their records.

PRIVACY ACT STATEMENT

AUTHORITY: Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 43, 61, and Executive Order 9397.

PRINCIPAL PURPOSE: To properly process the USERRA election and document an employee's benefits elections and performance of service in the uniformed services.

ROUTINE USE(S): The information provided will be used to process the Absent-US or Separation-US election through the Defense Civilian Personnel Data System (DCPDS), electronic Official Personnel Folder (eOPF), Defense Civilian Payroll System (DCPS), and ensure that the documentation is correctly filed.

MANDATORY OR VOLUNTARY: Voluntary. However, failure to provide all the requested information could lead to a delay in processing the action and also impact any benefit elections.

REQUIRED DOCUMENTS FOR PROCESSING AN ABSENT-US OR SEPARATION-US ACTION

In order to enter Absent-Uniformed Service (Absent-US) or Separation-US (SEP-US) status, the following documents must be submitted to the Human Resource Office:

- 1) *Request for Personnel Action – Standard Form (SF) 52*
- 2) *The USERRA Absent-US/SEP-US checklist and related forms*
- 3) *A copy of the original orders and any and all amendments or additional orders issued by military departments or agencies outside of the Idaho National Guard.*

RESERVIST DIFFERENTIAL

If you are in support of *contingency* operations or other operations as designated by the President and/or Secretary of Defense, you may be eligible to receive a "Reserve Differential" payment if your civilian "basic pay" normally exceeds the amount of your military pay during a pay period. You may receive a differential sum equal to the amount of your civilian salary to offset your military pay as long as you are in authorized non-pay status. Additional information can be found at <http://www.opm.gov/reservist/>. More information will be available when you return to duty.

I. INDIVIDUAL INFORMATION

In order to properly process your USERRA election, Section I must be filled out in its entirety and all entries must be clear and legible.

Providing an alternate point of contact will enable the agency to notify the person you designate in case any issues arise once you have entered active duty.

Appointing someone as your power of attorney is something to consider, in the event decisions need to be made in your absence on your behalf. It is advisable to consult with an attorney or your Legal Office.

The Employee Assistance Program (EAP) may be able to help find an attorney in your area to assist you with designating someone with the authority to act as your power of attorney. Please refer to the Employee Assistance Program section below for more information.

II. USERRA ELECTION TYPE

An employee absent because of service in the uniformed services is to be carried on leave without pay unless the employee elects to use other leave or freely and knowingly provides written notice of intent not to return to a position of employment with the agency, in which case the employee can be separated. (Note: A separation under this provision affects only the employee's seniority while gone; it does not affect his or her restoration rights.) (Reference 38 USC Chapter 43, Section 4316(b)(1)(a) & 5 CFR 353.106)

Service in the uniformed services means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period for which a person is absent from employment for the purpose of examination to determine fitness to perform such duty.

You must provide Military Orders or compatible notification with this checklist or as soon as possible. The effective date of your USERRA election must coincide with the effective date of or after and not prior to entering service in the uniformed services.

AN EMPLOYEE CANNOT BE ORDERED TO RESIGN OR TO ELECT SEPARATION-US. HE/SHE MUST FREELY ELECT TO SEPARATE.

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II. USERRA ELECTION TYPE (Continued)

Notes on effective date of election:

- 1) If you elect **Absent-US** and you are using **regular compensatory time** while on orders, the regular compensatory time **must be used immediately upon entry into military duty** and your election for Absent-US will be effective the day after you finish using compensatory time. If you elect **SEP-US** and are using your compensatory time (regular and for travel), annual or military leave prior to separating, the effective date of your **SEP-US** will be the last day in a paid leave status. You may not use compensatory time after being placed in Absent-US or Separation-US
- 2) If the authority code on your orders entitles you to the Reservist Differential, you cannot use compensatory time while on active duty. You will have to use any compensatory time prior to the start date of your orders.

ABSENT – UNIFORMED SERVICE (Absent-US): This election places Technicians in approved/authorized absence (whether in pay or non-pay status) to perform duty with the uniformed services and have reemployment rights under USERRA. You may choose this option if you expect to return to employment after service in the uniformed services with seniority rights to the position.

SEPARATION – UNIFORMED SERVICES (SEP-US): This election is a form of resignation, allowing you to retain USERRA protection, but not necessarily to your former position. You may choose this option if you do not expect to return from service in the uniformed services. This selection does not prevent you from applying for reemployment with the agency.

III. RESTORATION PERIODS

There are three different restoration periods, depending on the length of the military orders:

- 1) If military orders are for **less than 31 days**, you must report back to work at the **beginning of the next regularly scheduled workday** following completion of service in the uniformed services.
- 2) If military orders are for **more than 30, but less than 181 days**, you must apply for reemployment no later than **14 days** following completion of service in the uniformed services.
- 3) If military orders are for **more than 180 days**, you must apply for reemployment no later than **90 days** after completion of service in the uniformed services to apply for restoration.

Non compliance with the above listed timelines for restoration rights will not necessarily terminate your restoration, but you may be subject to appropriate disciplinary action just as any other employee who doesn't appropriately report to duty.

If military orders exceed a **cumulative total of five (5) years** there are **NO RE-EMPLOYMENT RIGHTS. Unless specifically exempted by law**, your employment will be terminated effective the day after the **5-year** limit has been reached.

IV. EARNED LEAVE

Entitlement to Use Leave

ABSENT-US members – You may elect to keep or use your earned leave (annual leave, compensatory time off for travel, paid military leave, Time Off Awards, and sick leave if appropriate) at any time while on Absent-US. Should you wish to use any of your earned leave, you must coordinate your requests through your Supervisor and/or Time & Attendance Representative. **(Title 32 Technicians on AGR orders over 180 days may not use Military Leave)**

SEP-US members – You may elect to use any annual leave, military leave, earned compensatory time, and earned compensatory time off for travel **PRIOR** to separating. Should you wish to use any of your earned leave prior to separating, you must coordinate your requests through your Supervisor and/or Time & Attendance Representative. Any leave used after the effective date of your separation but prior to the separation being processed will be a valid debt which must be paid back to the Defense Finance and Accounting Service (DFAS).

Annual Leave

ABSENT-US members – Your earned leave will be saved in the pay system unless you elect to use it while on Absent-US or you elect to receive a lump sum payout when you enter Absent-US status.

SEP-US members – Any annual leave not used prior to separating will be paid out in a lump sum.

Sick Leave

ABSENT-US members – Your earned sick leave will be saved in the pay system and is available for use if appropriate.

SEP-US members – Your earned sick leave will be saved in the pay system. Should you return to Federal employment at a later date, your sick leave will be restored at that time.

Military Leave

ABSENT-US members – you must coordinate your requests through your Supervisor and/or Time & Attendance Representative. Permanent/Indefinite employees that are members of the Reserve Component or National Guard are eligible for up to 120 hours of military leave each fiscal year. **(Title 32 Technicians may not use Military Leave while serving on specific military orders see HR Policy Letter 19-001).**

SEP-US members – Military leave may be used **PRIOR** to your separation. Once separated, you cannot use military leave.

Compensatory Time

ABSENT-US and **SEP-US** members – Regular Compensatory Time cannot be used while on military duty. Regular Compensatory Time can be used prior to entering Absent-US or prior to separating.

Compensatory Time Off for Travel

ABSENT-US members – Earned compensatory time off for travel can be used at any time while on Absent-US.

SEP-US members – Earned compensatory time off for travel must be used prior to separating or it will be forfeited and cannot be restored.

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IV. EARNED LEAVE (Continued)

Time Off Awards

ABSENT-US and **SEP-US** members – Time Off Awards (TOAs) can be used while on military duty.

Forfeiture of earned leave

ABSENT-US members –

(1) A maximum of **240 hours** of Military Leave can be conserved. Military Leave over 240 hours will be forfeited and cannot be restored.
(2) A maximum of **240 hours** of Annual Leave can be conserved. Annual Leave Over 240 hours will be forfeited, but can be restored upon request. (3) Compensatory time and Time Off Awards cannot be conserved or restored and will be forfeited if not used within **one (1) year** of earning them.

SEP-US members – If using earned leave, your separation effective date will be the last day of your earned leave.

Otherwise:

(1) Paid military leave, compensatory time, and Time Off Awards will be forfeited if not used prior to separation and cannot be restored.
(2) Annual leave – you will automatically receive a lump sum payment.

Time Off Awards

ABSENT-US and **SEP-US** members – Time Off Awards (TOAs) will be forfeited if not used within one year of award.

V. CIVILIAN PAY

Normal Deductions, Investments, and/or Garnishments

ABSENT-US members – Any automatic deductions, investments and/or garnishments such as normal employment benefits or investments (Health Benefits, Life Insurance, Thrift Savings Plan, and Loans) established on your federal civilian pay will temporarily halt during your non-pay status and will be automatically restored upon your return to duty or during times when you are in an active pay status (i.e. while using accrued leave, military leave, etc). If you have child support payments/garnishments established against your federal civilian pay, you must ensure DFAS has a copy of the court order. DFAS contact number is **(866) 859-1845**.

If any type of leave is used while Absent-US (i.e. annual leave, military leave, earned compensatory time off for travel, or sick leave) your normal deductions will automatically be deducted if sufficient funds are available. i.e. if you elect to keep your FEHB coverage while Absent-US, your normal FEHB premium will be either deducted from your pay or you will be debted for that amount. The agency does not pay for your premiums when you enter an active pay status for any amount of time during a pay period, unless you are on contingency military orders.

SEP-US members – Your federal civilian pay and all employee benefits; such as automated deductions, investments and/or garnishments will be discontinued. You will receive a separation packet containing forms and directions instructing you how to handle your former benefits and/or pay information. It is **your** responsibility to coordinate with DFAS or make other arrangements to meet your deduction or garnishment requirements/obligations.

To manage your pay information (i.e. Address, Direct Deposit, LES delivery, and Allotment information) you will need to access the DFAS MyPay Web Site at <https://mypay.dfas.mil/mypay.aspx>.

VI. NATIONAL GUARD ASSOCIATION OF THE UNITED STATES (NGAUS) DISABILITY INSURANCE

The NGAUS Disability and/or Term Life Insurance provider (5 Star Life Insurance Co.) needs to be notified when an employee who is enrolled in either type of insurance enters military service that exceeds **30 days**. This enables the suspension of the insurance premiums for the disability coverage and allows the member to be billed directly for the term life insurance premiums. You must notify **5 Star Life Insurance Co.** that you have entered active duty. **1-800-462-7441**

VII. OFFICE OF THE WORKER'S COMPENSATION PROGRAM (OWCP)

This section helps HRO identify employees who have sustained work related injuries during federal civilian status prior to and after military service. It identifies and removes military Line of Duty information that conflicts with OWCP claims.

VIII. EMPLOYEE ASSISTANCE PROGRAM (EAP)

When preparing for active duty, a number of issues may arise for you and/or your family members. To assist you and your family with transitioning between civilian and military life, the Employee Assistance Program (EAP) is available and may provide up to six free counseling sessions for you, your spouse, and your children. There are also legal and financial services available as well as several other services and benefits.

The EAP is provided through ComPsych. For more information, please visit the EAP website: www.guidanceresources.com. The EAP phone number is **1-888-290-4327**. Counselors are available 24/7/365 and are highly trained to assist you and your family members during this time of transition.

**For employees with no benefits, skip to the checklist.
For employees with benefits (Health, Life, TSP, Retirement, etc) this information sheet continues on the next page.**

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The remaining sections are only for those employees with benefits.

IX. FEDERAL EMPLOYEE HEALTH BENEFITS (FEHB)

All FEHB termination effective dates will coincide with the effective date of Absent-US. Cancellations do not allow for a 31-day extension of coverage; however, terminations do allow for a 31-day extension of coverage.

SEP-US members – You will have your FEHB coverage terminated on the effective date of separation. For additional information regarding the differences in benefits between non-contingency and contingency, please review the below information.

Cancellations

- 1) You may cancel your FEHB as long as cancellation is effective no earlier than the date of entering military service and is the same as the date entering Absent-US status; and service in the uniformed services is more than 30 days.
- 2) Members have up to **60 days** after being placed in non-pay status to cancel FEHB. If you request to cancel your FEHB, but do not coordinate with Army Benefits Center – Civilian (ABC-C), you will continue to have FEHB Coverage and may incur a debt if not on a contingency operation.

If electing to cancel your FEHB, you must make your election through the GRB Platform (<https://www.abc.army.mil/>) or by calling ABC-C at 1-877-276-9287

ABSENT-US –

You may terminate your FEHB effective the date you are entering Absent-US status and not prior; and military service is more than 30 days.

If electing to terminate your FEHB, you must make your election on the USERRA checklist. If terminating FEHB to enter military service, your FEHB will immediately be reinstated upon restoration to civilian employment. You may waive immediate reinstatement of FEHB if you have coverage under the Transitional Assistance Management Program (TAMP) and complete the Waiver of Immediate Reinstatement of FEHB Form upon your return to civilian service. You may revoke your waiver request at any time during the 180-day TAMP period.

24 Month Coverage

You may also elect to retain FEHB for up to **24 months** during your **ABSENT-US / SEP-US** status whether in support of Contingency Operations or not. After **24 months**, your FEHB coverage will automatically terminate with no option to retain it, but you will be eligible to enroll in FEHB upon your return to duty/reemployment.

Non-contingency Operations

If you are entering military service for non-contingency operations such as Active Guard Reserve, Active Duty for Special Work, Military School, etc, you may continue FEHB for up to **24 months**. During the first **12 months** you must pay your share of the premiums.

If your military service goes beyond **12 months**, you may continue your FEHB for an additional **12 months** by paying **102 percent of the premium**. This includes your share of the premium, the Government's share of the premium, and a two percent administrative fee.

Payments should include the member's SSN and annotate USERRA FEHB payment on checks. Otherwise, **ABSENT-US** members may elect to incur a debt and repay it upon return to duty. If electing to continue FEHB coverage, you may pay the premiums by check made payable to:

**DFAS- CLEVELAND
DSSN 8552
ATTN: J3DCBB/555
1240 East 9th Street
Cleveland, OH 44199-8019**

Contingency Operations

If you are in support of *contingency* operations such as Bosnia, Iraqi Crisis, Kosovo, Enduring Freedom, and Noble Eagle, etc., your FEHB premiums (both the employee and government contributions) will be paid by the agency for up to **24 months** as long as you are/were:

- (1) Called or ordered to active duty (voluntarily or involuntarily) in support of contingency operation as defined in 10 USC, section 101(a)(1)(3); **and**,
- (2) Placed in either **ABSENT-US** or **SEP-US** to perform active duty; **and**, (3) Serving on active duty for a period of more than **30 consecutive days**.

NOTE: Any pay period where you use any type of paid leave will result in the agency not paying for your share of the premium for that entire pay period.

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X. FEDERAL EMPLOYEES DENTAL and VISION INSURANCE PROGRAM (FEDVIP)

FEDVIP is separate from FEHB but does mirror the same coverage stipulations. You may elect to continue FEDVIP coverage, cancel, or have it automatically terminated at the time you enter service in the uniformed services.

Continued Coverage / Direct Billing

ABSENT-US members – You may elect to continue FEDVIP coverage throughout the duration of your service in the uniformed services. After two consecutive pay periods in non-pay status, payment for FEDVIP coverage will no longer be electronically withdrawn. The FEDVIP will bill you directly. Your bill must be paid by sending in a check payable to BENEFEDS for the amount due. Failure to do so may cause you to default on your coverage.

Cancellations

ABSENT-US and **SEP-US** members – You may cancel your FEDVIP so long as cancellation is effective the date of or after and **not prior** to entering service in the uniformed services. There is no stipulated time frame to cancel your coverage; therefore, if you forget to submit your cancellation request, your coverage is subject to automatic termination. There is no **30-day** continuation of coverage once your coverage has been cancelled.

Terminations

ABSENT-US members – Failure to comply with FEDVIP's direct billing procedures or to submit your cancellation request may cause your coverage to be automatically terminated.

SEP-US members – Your FEDVIP coverage will automatically terminate on the day you are separated unless you elect to cancel at an earlier date.

FEDVIP Contact

You must contact BENEFEDS Customer Service by email at Service@BENEFEDS.com or call (877) 888-FEDS (877-888-3337) to coordinate all payment requirements and/or cancellation requests. Additional information can be found at www.benefeds.com.

XI. FLEXIBLE SPENDING ACCOUNTS (FSAFEDS)

Upon receiving orders of **31 days** or more, employees enrolled in any of the three Flexible Spending Accounts (FSAFEDS) **must notify FSAFEDS immediately** of the change in employment status by calling **1-877-372-3337**. Enrollees may accelerate the pre-tax deductions prior to entering Absent-US or Sep-US status.

Absent-US members that have not pre-paid their election will have their account frozen while on Absent-US and will not be eligible for reimbursement of any HCFA expenses incurred during the period of Absent-US until the Benefit Period ends or until being returned to duty and begin making allotments again, whichever occurs first.

SEP-US members will have their FSA terminate as of the date of separation and there are no extensions. Any health care expenses incurred after the date of separation are not reimbursable. For DCFSA, claims can be submitted until the end of the Benefit Period or until my account balance is used up, whichever occurs first.

Under the Heroes Earnings Assistance and Relief Tax (Heart ACT) employees may receive a taxable disbursement of the unused HCFA balance now as a Qualified Reservist Distribution (QRD). The funds are taxable income in the year funds are received and that there is a time limit to request a QRD beginning with the date of the orders and ending on the last day of the FSAFEDS grace period. Requests for a QRD must be made by contact FSAFEDS directly at **1-877-372-3337**.

For more information please visit their website at www.FSAFEDS.com

XII. FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP)

If enrolled in the Federal Long Term Care Insurance Program (FLTCIP) premiums payments must be current to avoid cancellation of coverage – enrollees are not allowed to incur a debt. To coordinate direct billing, contact a LTC representative at **1-800-582-3337** to discuss and/or change my payment option. If you are deployed, direct billing may not be feasible. Having a payroll deduction or automatic bank withdrawal may be the best option.

XIII. FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI)

ABSENT-US and **SEP-US** members – FEGLI coverage may continue for up to **24 months** in accordance with the FEGLI Handbook as long as you have reemployment rights under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

FEGLI will continue for up to **12 months** at no cost to you and will discontinue after reaching 12 months in a nonpay status. However, you may continue FEGLI for an additional 12 months if the uniformed service is beyond 12 months. To qualify, you must pay both the employee and agency share of premiums for basic coverage and pay the entire cost for any optional insurance (there is no agency share) for the additional months of coverage. Failure to pay the premiums as specified will constitute a voluntary cancellation of your coverage, subject to the 31-day extension of coverage and the right to convert to an individual policy.

FEGLI coverage can be decreased while on Absent-US. The appropriate election can be made in section XIII below on the checklist. The decrease in coverage is only for the period of active duty beyond the first **12 months**. The previous level of FEGLI coverage will be restored when the returned to duty action is processed. Additional information can be found at www.opm.gov/insure/life.

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XIV. THRIFT SAVINGS PLAN (TSP)

Contributions to Military TSP Accounts

While on military duty, you may contribute to the TSP from your military basic pay, incentives, and bonuses. If deployed to a tax-exempt zone, all of the contributions made to TSP will be permanently tax-exempt. You must make your military election via MyPay or by submitting a TSP-U-1 to your military pay technician. Only contributions from your military basic pay will be counted towards the agency matching contributions upon your return to duty to your federal civilian position.

Loan Information

ABSENT – US members – If you have TSP Loan(s), pay deductions will temporarily be frozen while in non-pay status. The TSP-41, Notification to TSP of Non-Pay Status will be filled out by your HR Sepcialist Representative. Once completed, it will be sent to TSP in order to notify TSP of your entrance into military service and placement in a non-pay status. This will suspend your TSP loan payments until you return from service in the uniformed services.

SEP – US members – You will have any TSP loan deductions discontinued. You may contact the TSP Office at **1-877-968-3778** to make other payment arrangements. If the loan is not paid off within **90 days**, it will become a taxable disbursement.

XV. ACHD COMMUTERIDE

Each employee entering Absent-US or SEP-US status must complete this portion if they are enrolled in the ACHD COMMUTERIDE Program and will be advised on any action required based upon the length of military orders.

XVI. RETIREMENT BENEFITS / MILITARY SERVICE DEPOSIT

ABSENT-US members will have death and disability benefits continued under their current retirement system.

SEP-US members will have their death and disability benefits discontinued upon the date of separation.

Members are eligible to make military deposits for military service which may be potentially creditable. To obtain federal retirement coverage for military service, once members have been returned to duty and/or released from active duty, your agency will complete a RI 20-97 (Estimated Earning During Military Service) form, attach a DD-214, and submit it to DFAS for initial processing.

XVII. EMPLOYEE SIGNATURE

Each employee entering Absent-US or SEP-US status must sign that they have read and understand all of the USERRA rights, options, benefits, elections, and conditions. By signing, they are certifying that they are providing a copy of their Leave and Earnings Statement to their HR Remote Designee for review and verification of benefits and leave entitlements.

PROGRAM LINKS

For more information on the various benefits programs, please visit the below websites:

For in formation on:	Go to:
FEHB (Health Insurance)	www.opm.gov/insure/health
FEGLI (Life Insurance)	www.opm.gov/insure/life
FEDVIP (Dental/Vision)	www.benefeds.com
FSAFEDS (Flexible Spending Accounts)	www.fsafeds.com
TSP (Thrift Savings Plan)	www.tsp.gov
NGAUS (Technician Disability and Term Life Insurance)	http://www.ngaus.org/ngausit/technicians-insurance www.ssli.org
FLTCIP (Long Term Care)	http://www.ltcfeds.com/
Idaho National Guard Human Resource Office	http://inghro.idaho.gov/default.htm

HRO contact numbers for Technicians whose last names begin with:

A thru H	SFC Richard Eisele	richard.d.eisele.mil@mail.mil	DSN 272-4222 (208 area code)
I thru Q	SPC Marta Ortiz	marta.ortiz3.mil@mail.mil	DSN 272-4228 (208 area code)
R thru Z	Zenella Sablan	zenella.k.sablan.civ@mail.mil	DSN 272-4225 (208 area code)

AN EMPLOYEE CANNOT BE ORDERED TO RESIGN OR TO ELECT SEPARATION-US. HE/SHE MUST FREELY ELECT TO SEPARATE.

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

ABSENT – US / SEP – US EMPLOYEE CHECKLIST

I. INDIVIDUAL INFORMATION

You are required to initial all applicable blocks to indicate your elections and that you have read and understand your options/conditions. Refer to instructions/information in first six pages for each section prior to initialing or signing this form.

Name:	SSAN:	Unit:	Pay Plan-Series-Grade:	
Street Address:	City:	State:	Zip:	
Phone Number:	Email:			
Contact Person in case I cannot be reached:	Relationship	Has Power of Attorney? Circle One: Yes / No		
Street Address:	City:	State:	Zip:	
Phone Number:	Alternate Phone Number:			

II. USERRA Election Type

Initials X	The effective date of my orders is:		
Select and Initial either the Absent-US or SEP-US option and include an effective date.			
ABSENT – UNIFORMED SERVICE			
	I am using REGULAR compensatory time from _____ to _____		
X	I ELECT ABSENT – UNIFORMED SERVICE		Effective Date: X
SEPARATION – US			
	I am using annual leave, military leave, and/or earned compensatory time off for travel PRIOR to my separation date from _____ to _____.		
	I ELECT SEPARATION – US. I am FREELY electing to separate and understand I still retain USERRA protections.		Effective Date:

III. RESTORATION PERIODS

Initials X	I understand my responsibility to return to work within the required time limitations.
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IV. EARNED LEAVE

Initials X	I understand that I may use annual leave, earned compensatory time off for travel, and sick leave (if appropriate) while on Absent-US (if applicable to order type) but must coordinate my requests with my supervisor and the timekeeper.
	I understand that if I elect SEP – US , any leave entered in the Time and Attendance system after the effective date of my SEP – US will become a valid debt that I must pay back to DFAS.
MILITARY LEAVE: Select and Initial ONLY ONE option: (Title 5 employees may use military leave on AGR orders over 180 days)	
	Yes I can utilize Military Leave based on my order type and length. Order Type _____ Order Length _____
	No I cannot utilize Military Leave based on my order type and length. Order Type _____ Order Length _____

V. CIVILIAN PAY

Initials X	I understand my absence, separation, or use of leave while on active duty will have certain affects on my federal civilian pay.
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VI. NATIONAL GUARD ASSOCIATION OF THE UNITED STATES (NGAUS) DISABILITY INSURANCE

Select and Initial ONLY ONE:

Initials	I have reviewed my leave and earnings statement and I am not currently enrolled in NGAUS Disability or Term Life Insurance.
	I am currently enrolled in NGAUS Disability and/or Term Life Insurance and will contact 5 Star Life Insurance Co. directly.

VII. OFFICE OF THE WORKER’S COMPENSATION PROGRAM (OWCP)

Select and Initial any of the following:

Initials	I have an open / closed (circle one) OWCP claim on file.	Claim #:
	I do not have/don’t know if I have an OWCP claim on file.	

VIII. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Initials X	I understand that the Employee Assistance Program is available for me and my family to use.
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For employees with no benefits – skip the next page and go directly to section XVI

The following sections are for Permanent, Indefinite, and Temporary Employees with benefits only

USERRA ABSENT – US / SEP – US EMPLOYEE CHECKLIST

Name:

Unit:

IX. FEDERAL EMPLOYEE’S HEALTH BENEFITS (FEHB)

Select and Initial **ONLY ONE**:

Initials	I have reviewed my leave and earnings statement and I do NOT have FEHB. Skip to Part X.
	I understand my FEHB conditions and elect ONE of the following options:

Select and Initial **ONLY ONE**:

Initials	
	I elect to terminate my FEHB. I understand my FEHB will be reinstated upon my return or if eligible I must complete a Waiver Form.
	I elect to retain my current FEHB coverage and will initial the appropriate box below for non-contingency or contingency operations.

MILITARY SERVICE NOT IN SUPPORT OF A CONTINGENCY OPERATION

	I elect to retain FEHB and incur a debt.
	I elect to retain FEHB and pay on a continuing basis during my absence and will pay the premiums directly to DFAS.

MILITARY SERVICE IN SUPPORT OF A CONTINGENCY OPERATION ONLY

	I elect to retain FEHB. I am aware the agency will cover for my FEHB premium not to exceed 24 months.
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X. FEDERAL EMPLOYEES DENTAL and VISION INSURANCE PROGRAM (FEDVIP)

Select and Initial **ONLY ONE**:

Initials	I have reviewed my leave and earnings statement and I do NOT have FEDVIP coverage. Skip to part XI.
	I understand my FEDVIP options and will contact the BENEFEDS Customer Service regarding my elections and options.

Select and Initial **ONLY ONE**:

XI. FLEXIBLE SPENDING ACCOUNTS

Initials	I have reviewed my leave and earnings statement and I am NOT enrolled in FSAFEDS. Skip to Section XII.
	I understand that I must notify FSAFEDS immediately of the change in employment status.

Select and Initial **ONLY ONE**:

XII. FEDERAL LONG TERM CARE INSURANCE PROGRAM

Initials	I have reviewed my leave and earnings statement and I am NOT enrolled in FLTCIP. Skip to Section XIII.
	I understand that I must notify LTC immediately of the change in employment status.

XIII. FEDERAL EMPLOYEE’S GROUP LIFE INSURANCE (FEGLI)

Select and Initial **ONLY ONE** option:

Initials	I have reviewed my leave and earnings statement and I do NOT have FEGLI. Skip to part XIV.
	I understand my FEGLI options and elect only ONE of the following:

Select and Initial **ONLY ONE** option:

Initials	I elect to discontinue my FEGLI coverage after the initial 12 months. A FEGLI Change will be processed after reaching 12 months in a nonpay status and my FEGLI coverage will be reinstated upon my return to duty.											
	I elect to continue my current FEGLI coverage.											
	I elect to reduce my FEGLI coverage after the initial 12 months. My new coverage while on active duty is :											
	<table border="1"> <tr> <td>Basic</td> <td></td> <td></td> <td>Initials</td> <td>Option A</td> </tr> <tr> <td>Option B</td> <td># of Multiples (up to 5):</td> <td></td> <td></td> <td>Option C</td> <td># of Multiples (up to 5):</td> </tr> </table>	Basic			Initials	Option A	Option B	# of Multiples (up to 5):			Option C	# of Multiples (up to 5):
Basic			Initials	Option A								
Option B	# of Multiples (up to 5):			Option C	# of Multiples (up to 5):							
	I elect to convert to a private individual policy. I will coordinate with the HRO for additional information.											

XIV. THRIFT SAVINGS PLAN (TSP)

Initials	I understand I may contribute to TSP from my military pay and can make the election via MyPay.
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Initial and **CIRCLE ONLY ONE**:

Initials	I DO / DO NOT (CIRCLE ONE) have a TSP loan.
	I have reviewed my leave and earnings statement and I am not contributing to TSP. Skip to Section XV.

XV. ACHD COMMUTERIDE

Initials	I AM / AM NOT (CIRCLE ONE) enrolled in the ACHD COMMUTERIDE Program.
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**UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)
ABSENT-US / SEPARATION-US EMPLOYEE CHECKLIST**

Name:	Unit:
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XVI. RETIREMENT BENEFITS / MILITARY SERVICE DEPOSIT

Initials	I understand that I must pay a military deposit for this period of military duty to count towards my retirement. I would _____ I would not _____ like to do my military deposit upon my Return to Duty.
<input checked="" type="checkbox"/>	

XVII. TECHNCIAN SIGNATURE

Initials	Pay, Allotments, and garnishments (Initial that you understand) I understand prior to entering a LWOP status, I am responsible for notifying payees of any allotment(s) or garnishment(s) normally deducted from my pay of my military duty and/or keeping current on such payments as required. General examples of these deductions are: child support, Chapter 13 trustee payments, personal allotments, and personal garnishments.
<input checked="" type="checkbox"/>	

I have read and understand my USERRA options, benefits, elections, and conditions.

Signature:	Date:
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Comments:

**HUMAN RESOURCE OFFICE REPRESENTATIVE USE ONLY
NOTE: THE HUMAN RESOURCES REPRESENTATIVE MUST REVIEW THE USERRA PACKAGE FOR
COMPLETENESS AND ACCURACY**

OUTPROCESSING	HR Rep -Initial off each item to verify completion:	Completed by (Name):
	Absent-US SF-52 completed and attached	Signature/Date
	Military Orders or compatible notification attached	
	SF 2810 attached (If applicable) FEHB Code: _____	
	TSP-41 is attached (if applicable)	
	I have reviewed Dashboard for all members benefits, deductions, and leave balances	
	If available, only regular compensatory time is being used prior to the effective date of this action. (EXCEPTION: if the member is eligible for Reservist Differential)	
	Member has NGAUS Insurance: YES / NO FEGLI Code: _____	
	Member is enrolled in ACHD YES / NO Placed on Hold YES / NO	

HR Office ONLY

INPROCESSING	Complete and initial off each item to verify completion:	Completed by (Name):
	RTD SF -52 attached	Signature/Date
	TAMP Election: YES / NO Suspense Date: _____ Outlook Reminder _____	
	For FEHB Terminations: DCPDS updated: _____ SF 2810 Faxed: _____	
	Remedy ticket submitted: # _____	
	FEHB code: _____	
	FEGLI Code: _____	
	TSP-41 Submitted (if applicable)	
	TSP Matching/Make-up Contributions: YES / NO	
	Pay Status in DCPDS checked to ensure action flowed successfully	
	Estimated Earnings Requested YES / NO	
	Pay Status in DCPDS checked to ensure action flowed successfully	
	Reinstate ACHD YES / NO	