



**IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4794 FARMAN ST., BLDG 442
BOISE, IDAHO 83705-8112**



J1/HR

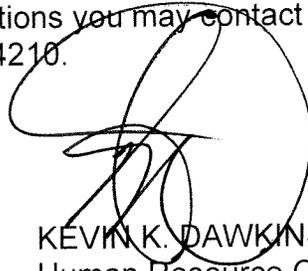
17 September 2010

MEMORANDUM FOR Idaho National Guard Federal Technicians

SUBJECT: HR Policy Ltr 10-04, Ordered to Active Duty – ABSENT-US

1. On 29 March 2010, The Office of Personnel Management (OPM) revised the translation of the Nature of Action Code (NOAC) 473 from LWOP-US to Absent-Uniformed Service. Chapter 15 of the Guide to Processing Personnel Actions dictates how the HRO will document the performance of military duty. All periods of military absence, regardless of the number of days, requires placement in Absent-Uniformed Services status (whether in a technician pay or non-pay status). The effective date will be the date the orders begin. This requirement does not apply to absences related to Inactive Duty Training (IDT).
2. Commanders and Supervisors must ensure their technician employees receive pertinent information regarding their rights and responsibilities before they enter into an Absent-US or Separation-US status. Upon notification that a technician will be entering active duty, whether for a deployment, AGR tour, military school, or other Active Duty assignments, commanders and supervisors will use the following procedures:
 - a. Notify HRO that you have employee(s) pending active duty service.
 - b. Schedule an appointment for the employee(s) to receive a briefing by HRO personnel either over the phone or in person regarding their rights and benefit entitlements. If there are a large number of employees affected, HR personnel will come to your site to conduct the briefing. Employees are required to bring a copy of the active duty orders to the briefing.
 - c. Technicians performing military duty must be permitted, upon request, to use any accrued leave, military leave, time-off awards, compensatory earned and travel compensatory time earned, during such service. Please note that regular compensatory time earned has recently been approved by National Guard Bureau.
 - d. Technicians who are in an ABSENT-US status for 30 days or more, and who are on an alternate technician work schedule will convert to a normal eight (8) hour technician schedule. The normal basic work week is established as a minimum of 40 hrs, 8 hours per day, Monday through Friday.

3. If you have any additional questions you may contact Mrs. Gayle Hinrichs, Employee Benefits Specialist at 208-272-4210.

A handwritten signature in black ink, appearing to read 'K. Dawkins', is written over a large, faint circular stamp or watermark.

KEVIN K. DAWKINS, Lt Col, IDANG
Human Resource Officer