

**UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT
USERRA RETURN TO DUTY TECHNICIAN CHECKLIST**

The USERRA Return To Duty (RTD) Technician Checklist assists Idaho National Guard Federal Employees who entered military service in ABSENT – UNIFORMED SERVICES to understand and determine what elections and options are available to them at the time they RTD from military service. This checklist, a Standard Form (SF) 52 (Request for Personnel Action), and a copy of military orders (if available)/DD-214 or compatible notification from the Military Unit stating a release from military service must be completed and submitted to the Joint Force Headquarters, Human Resources Office in Building 442 for appropriate processing.

You are required to initial all applicable blocks to indicate your elections and that you have read and understand your options/conditions.

I. INDIVIDUAL INFORMATION

1. Name:	2. SSAN:	3. Technician Unit:	4. Pay Plan-Series-Grade:	
5. Home Address:	6. City:		7. State:	8. Zip:
9. Phone Number:	10. Email:			

II. RETURN TO DUTY (RTD)

This section identifies the date and intent of your return status, whether physically or administratively. Returning Technicians must understand all RTD prerequisites.

Validity of Discharge

You must provide military orders or documentation such as your DD-214 which indicates you were discharged or pending discharge from military service under honorable conditions. If you are unable to provide ANY documentation prior to or upon your RTD, the HRO will still honor your request. However, you are still obligated to provide the agency proof on the validity and type of discharge at a later time. If your documentation indicates your discharge is under other than honorable conditions, you are subject to a denial of reemployment or be terminated from employment.

Restoration Periods

Upon release from military service, you have a specific time limit to report back to your technician position once released from your Military Orders:
 1) Less than 30 days, must report back to work at the beginning of the next regularly scheduled workday after release.
 2) More than 30 but less than 181 days, must notify supervisor no later than 14 days after release.
 3) More than 180 days, must notify supervisor no later than 90 days after release.

Terminal Leave/Transition Leave

If you are on terminal/transition leave pending separation from or release from military service (under honorable conditions), you can elect to RTD and receive your technician pay in addition to the unexpired portion of your military service.

Initials	Select and initial your election and include an effective date.	
	I ELECT to Return To Duty. I have been released or am pending release from military service under honorable conditions and within the time period(s) listed above.	Effective Date:

III. PRESIDENTIAL LEAVE

Technicians returning from Title 10 military duty in support of (OCO) Overseas Contingency Operations such as Operations Enduring Freedom, New Dawn, Noble Eagle, or any military operation subsequently established under Executive Order 13223 are granted five days of excused absence each time Technicians RTD from such military service.

Eligibility

(1) You must have spent at least 42 or more consecutive days in active military service. An accumulation of 42 or more days with breaks does not constitute eligibility for the Five Day Excused Absence.
 (2) The Five Days Excused Absence is limited to one time per every 12-month period which begins on the first day of the excused absence and ends 365 days later.

Conditions of use

(1) You must use the Five Day Excused Absence at the time you RTD and prior to your actual resumption of your duties. You will RTD administratively and will report physically to work following the five days.
 (2) You must use the Five Day Excused Absence consecutively and cannot save it for a later date or use it cumulatively on separate days. If you are/were unable to use the excused absence at the time of your RTD, you may request and schedule the excused absence at a time mutually agreeable to you and your supervisor.
 (3) You must coordinate with your Supervisor and/or Time & Attendance Representative for approval and submission of your excused absence.

Initials	Select and Initial ONLY ONE :
	I DID NOT SERVE IN SUPPORT OF OPERATION ENDURING FREEDOM, NEW DAWN, NOBLE EAGLE, OR ANY MILITARY OPERATION.
	I understand the Presidential Leave conditions and requirements and will make the necessary coordination for its use.

IV. EARNED LEAVE

You will resume earning leave as normal effective on your RTD date.

Cached Leave

All earned leave (Annual, Compensatory, paid Military Leave, Sick, and Time Off Awards) which were cached during your Non-Pay status will resume effective on your RTD date unless leave was forfeited or requires restoration.

Forfeiture of Leave

- 1) Compensatory Time and Time Off Awards which were not used within 1 year of earning them may have been forfeited and cannot be restored.
- 2) Military Leave which exceeded the maximum amount of 240 hours may have been forfeited cannot be restored.

Restore Leave

Accrued Annual Leave which exceeded the maximum amount of 240 hours may have been forfeited, but can be restored upon request depending on the time it was lost. Reference Technician Personnel Regulation Chapter 630, Leave and Absences for details on how to request leave restoration(s).

Initials _____

I understand my earned leave conditions and requirements and will take the necessary steps as appropriate.

V. TECHNICIAN PAY

All allotments, deductions, and garnishments such as normal employment benefits or investments (Health Benefits, Life Insurance, Thrift Savings Plan, and Loans) established on your technician pay will resume effective on your RTD date.

It is **your** responsibility to review, coordinate, and/or reestablish any obligated or any additional allotments, deductions, and/or garnishments.

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>.

Initials _____

I understand my Technician Pay conditions and requirements and will take the necessary steps as appropriate.

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

FEGLI coverage, whether terminated or not, will resume effective on your RTD date. If FEGLI coverage has been terminated the FEGLI coverage in place when your non-pay status began will be reinstated automatically upon your Return to Duty.

Initials Select and Initial **ONLY ONE**:

I DO NOT HAVE FEGLI COVERAGE.

I understand my FEGLI coverage becomes active upon my RTD.

VII. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB)

FEHB coverage will resume effective on your RTD date. If your FEHB was previously cancelled per your request, was automatically terminated after having exceeded the 24 month or simply did not have FEHB prior to you entering military service, you may elect to waive, reinstate or enroll in FEHB.

Reinstatement/Enrollment

You have 60 days after returning to duty to reinitiate or enroll in FEHB. Your HRO office will complete and submit a Standard Form 2810 or 2809.

Waiver

Upon returning to duty, you may waive FEHB reinstatement or enrollment due to military TRICARE coverage so long as you complete the *Waiver of Immediate Reinstatement of FEHB* form.

Initials Select and Initial:

I understand my FEHB options and elect **ONE** of the following:

Initials Select and Initial **ONLY ONE**:

I ELECT TO CONTINUE my current FEHB coverage.

I ELECT TO ENROLL/REINSTATE FEHB coverage HRO will submit a SF 2809 or SF 2810 with this checklist.

I ELECT TO WAIVE FEHB coverage at this time and understand I must complete the *Waiver of Immediate Reinstatement of FEHB* form.

VIII. RETIREMENT (MILITARY DEPOSIT)

You are eligible to make Military Deposits for military service which may potentially be creditable. In order to obtain federal retirement coverage for military service, your HRO office will need to complete an RI 20-97 form, attach a copy of your DD-214, and submit them to DFAS.

These forms must be submitted in order to obtain credit for retirement purposes for the period on orders. Please contact MSgt Jeff Guzi at 272-4225 for additional information.

Initials

I understand my Retirement/Military Deposit conditions.

IX. THRIFT SAVINGS PLAN (TSP)

TSP Missed Contributions

You may make up any missed TSP contributions by contacting your HRO Representative. The request must be made within 60 days of returning to duty. After the 60 days has passed, the request cannot be processed and will be returned without action. The agency will provide the associated matching funds as missed TSP contributions are made up.

Any TSP Loan(s) and their appropriate pay deductions will resume effective on your RTD date. A TSP-41, Notification to TSP of Non-Pay Status form will be generated on your behalf notifying TSP of your RTD.

Initials

I understand that **I must request to do a TSP Make-Up Request within 60 days** of returning to duty to make up missed TSP contributions and to receive agency matching funds for the missed contributions.

Initials Select and Initial **ONLY ONE**:

I DO NOT HAVE a TSP Loan.

I HAVE a TSP Loan.

XI. TECHNICIAN SIGNATURE

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

Signature:

Date:

Mass Transit - Army and Air Technicians

Remarks:

- Please contact the Army Mass Transit POC Mrs. Patricia Barth at 272-4223
- There is a six week wait from the date of enrollment before disbursement of the commuter fare.
- For all Air requests please contact Timothy Gibson at 422-5575

Completed by:

Name:

Signature/Date

HUMAN RESOURCES USE ONLY

Complete/check off each item to verify completion:

- SF -52 attached
- Orders (compatible notification) attached
- TSP Loan – TSP-41 Submitted: (Date) _____
- Waiver of FEHB completed/SF 2810 completed on: (Date) _____
- SF 2809 attached
- Make-Up TSP Contribution Request Form and LES's present
- TSP 1% Agency Automatic Contributions

Additional Remarks: