

REFERENCE HRO POLICY LETTER 13-10b, 19 July 2013

Updated May 2015

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) USERRA TECHNICIAN CHECKLIST			
<p>The USERRA Technician Checklist assists Alaska National Guard Federal Employees to understanding and determining what elections and options are available to them at the time they elect to be ABSENT or SEPARATE from the agency to perform Military Service(s). This checklist, a Standard Form 52 (Request for Personnel Action) and a copy of military orders must be completed and submitted to the Joint Force Headquarters, Human Resources Office prior to entering Military Active Service for appropriate processing.</p> <p><i>You are required to initial all applicable blocks to indicate your elections and that you have read and understand your options/conditions.</i></p>			
I. INDIVIDUAL INFORMATION			
1. Name:	2. SSN:	3. Technician Unit:	4. Pay Plan-Series-Grade:
5. Street Address:	6. City:	7. State:	8. Zip:
9. Phone Number(s): (personal & work)	10. Emails: (work & personal)		
11. Supervisor' Name:	12. Supervisor's Phone #:	13. Supervisor's Email:	
II. USERRA Election Type			
<p>ABSENT – UNIFORMED SERVICE (US): This election places technicians in approved/authorized absence in either a paid or non-paid status regardless of the paid leave you use while on Active duty. Reference HRO Policy Letter dated 19 July 2013.</p> <p>SEPARATION – UNIFORMED SERVICE (US): This election is to separate from the agency while retaining USERRA protection. This selection allows you to request reinstatement to the agency. Reference HRO Policy Letter dated 19 July 2013.</p> <p>NOTE: (1) A copy of your Military Orders must accompany this checklist. (2) Effective dates of USERRA elections will not be prior to start date of orders.</p>			
Initials	Select and Initial ONLY ONE option and include an effective date.		
	I ELECT ABSENT – UNIFORMED SERVICE (US) I elect to enter into Non-Pay status.		Effective Date:
	I ELECT SEPARATION – UNIFORMED SERVICE (US) I elect to separate and understand I still retain USERRA protection.		Effective Date:
III. RESTORATION PERIODS			
Initials	Initial All		
	I understand if I serve less than 31 days , I must report back to work at the beginning of the next regularly scheduled workday following completion of my service		
	I understand if I serve more than 30, but less than 181 days , I must apply for reemployment no later than 14 days following completion of my service.		
	I understand if I serve more than 180 days , I must apply for reemployment no later than 90 days after completion of service to apply for restoration.		
	I understand I have NO RE-EMPLOYMENT RIGHTS with the Alaska National Guard if I serve more than a cumulative total of 5 years of military service (Unless mobilized under orders which are exempt).		
IV. EARNED LEAVE			
<p>You may elect to maintain or use the following available leave while in ABSENT - US: Military, Annual, Compensatory Leave for Travel and/or Time-off Award. You may request in writing to receive a lump sum payment of any unused Annual Leave credited to your account at the start date of the USERRA period. Leave requests (at the beginning of your tour or intermittent) will be accomplished through your Supervisor and processed through regular Time & Attendance procedures.</p> <p>Use of Accumulated Leave ABSENT – US Members: (1) For non-qualified Reservist Differential, the effective date of ABSENT-US will be the first day of non-pay status. (2) For qualified Reservist Differential, the effective date of ABSENT-US must be the same as your orders. SEPARATION – US Members. Your Annual Leave will be paid out in a lump sum. Military Leave must be exhausted before SEPARATION-US.</p> <p>Forfeiture of earned leave ABSENT – US Members: (1) Military Leave over 240 hours will be forfeited and cannot be restored. (2) Annual Leave over 240 hours will be forfeited, but may be restored after meeting certain conditions for restored leave. (3) Compensatory Time and Time-off Awards cannot be conserved nor restored and will forfeited if not used within 1 year of the anniversary date accrued and cannot be restored.</p>			

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SEPARATION – US Members. Effective date will be the first day of non-pay status. Otherwise:

- (1) 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 for any unused annual leave

Lump Sum Payout

ABSENT – US Members. Defense Finance and Accounting Services (DFAS) will provide a lump sum payment of your Annual leave on the first Leave and Earning Statement (LES) received upon entering ABSENT-US if electing a lump sum payment.

SEPARATION – US Members. You will automatically receive a lump sum payment paid out by DFAS on your last LES.

Initials

I understand my available leave options.

Initials Select and Initial **ONLY ONE** option:

I AM Requesting a lump sum payment of any unused annual leave.
**You will zero out your annual leave balance.*

I DO NOT request lump sum payment of any unused annual leave.
**This option will allow you to keep your annual leave (under the maximum 240 hours) for use at a later date.*

V. TECHNICIAN PAY

ABSENT – US Members. You may have certain automated deductions, investments and/or garnishments from your technician pay. These deductions will temporarily halt when in a non-pay status. All regular deductions will be automatically restored during times when you are in Active Pay status (i.e. while using accrued leave, military leave, etc) or upon your return to duty. You must ensure DFAS has a copy of the court order if you have **child support** payments established on your technician pay. Contact the USPFO/A&F Customer Service Representative, respectively for further instructions on court orders.

You may be eligible to receive a “Reservist Differential” payment if your civilian “basic pay” normally exceeds the amount of your military pay during a pay period if you are in support of *contingent* operations as Iraqi Crisis, Enduring Freedom, New Dawn and Noble Eagle (Title 10 USC 331, 332, 333, 688, 12301 (a), 12302, 12304, 12305, or 12406). 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/>. It is your responsibility to notify the HRO if you believe you qualify for Reservist Differential.

SEPARATION – US Members. Your Technician Pay and all Employee Benefits such as automatic deductions, investments and/or garnishments will discontinue on the effective date of your separation. You will receive a separation letter regarding your technician benefits. Questions regarding specific pay information should be directed to the finance office. It is your responsibility to meet your legal obligations.

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

Initials

I understand it is my responsibility to ensure legally required payments are made while in ABSENT-US.

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

The FEGLI coverage continues free for 12 months if you are in non-pay status on the agency rolls. Your FEGLI coverage continues for 12 months or until 90 days after military service ends, whichever date comes first. The coverage terminates at that time subject to a 31 day extension of coverage and the right to convert to an individual policy. The law allows you to continue the FEGLI coverage for an **additional** 12 months. During the additional 12 months of coverage, you must pay both the employee and agency share of premiums for Basic coverage and the full premium for any Optional coverage (There is no agency contribution). The law allows coverage to continue only for the additional 12 months.

You have two choices: (1) Elect to have your FEGLI coverage terminate at the end of the first 12 months of non-pay status **or** (2) elect to continue the coverage for an additional 12 months and agree to pay the premiums for this additional time period.

TERMINATION: Your FEGLI coverage will be terminated at the end of 12 months of non-pay status if you indicate that you elect to terminate coverage. Coverage will continue for an additional 31 days at no cost to you. During those 31 days, you will be eligible to convert to an individual policy and you will be given information regarding your right to convert.

CONTINUE COVERAGE: You must pay the employee and agency share of your premiums if you elect to continue your FEGLI coverage for Basic coverage and the full premium for any Optional coverage, for the additional 12 months. Payment arrangements must be made before you leave for active duty service.

Your current FEGLI elected options will be automatically restored in upon your return to duty or reemployment.

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

Initials Select and Initial **ONLY ONE**:

I DO NOT HAVE FEGLI. SKIP TO PART VII.

I understand my FEGLI benefits and elect only **ONE** of the following:

Initials Select and Initial **ONLY ONE** option:

I ELECT TO TERMINATE my FEGLI coverage at the end of my 12 month free period.

I ELECT TO CONTINUE my FEGLI coverage for an additional 12 months at my own expense for employee share.

I ELECT TO CONVERT to a private individual policy. I will coordinate with the Human Resources Office for additional information.

VII. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB)

CONTINUE COVERAGE:

(1) ABSENT – UNIFORMED SERVICE. You will continue to have FEHB Coverage and may incur a debt unless you elect to terminate.

(2) SEPARATION – US members. You will continue to have FEHB coverage until your date of separation.

TERMINATION:

(1) ABSENT – US. You may terminate your FEHB providing: (1) military service is more than 30 days and (2) termination is effective the date of or after entering military service. The HRO will complete a Standard Form (SF) 2810 along with this checklist to terminate your FEHB if elected. **ONLY ABSENT – US members** have the option for up to 60 days after being placed in non-pay status to cancel FEHB.

(2) SEPARATION – US members. You will have your FEHB coverage automatically terminated on the day you are separated unless you elect to cancel at an earlier date.

**All FEHB terminations effective dates will coincide with the date of or after entering military service.
However, all FEHB terminations allow for a 31 day extension of coverage.**

Reinstatement/Enrollment

You have 60 days after returning to duty/reemployment to reinitiate/enroll in FEHB unless you elect to submit a waiver if eligible for extended TriCare coverage.

Waiver

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

24 Month Coverage

You may also elect to retain FEHB for up to 24 months during your Non-Pay status/separation whether in support of Contingent Operations or not. After 24 months, your FEHB coverage will automatically terminate with no option to retain it, but you are eligible to reinitiate/enroll in FEHB upon your return to duty/reemployment.

Non-contingent Operations

If you are entering military service for non-contingent operations such as Active Guard Reserve, Active Duty for Special Work, Military School, etc, you may continue FEHB for up to 12 months and pay the share of your premiums. You may continue your FEHB for an additional 12 months by paying 102 percent of the premium: (1) you pay your premium share, (2) the Government's share, and (3) a 2 percent administrative fee if your military service goes beyond 12 months. If electing to continue FEHB coverage, you may pay the premiums on a current basis. **Checks are made payable to DFAS Disbursing Officer, P.O. Box 998009, Cleveland, OH 44199-8019. Payments should include the member's SSN and annotate USERRA FEHB payment on checks.** Otherwise, ABSENT–US Members can elect to incur a debt and repay it upon return to duty.

Contingent Operations

Your FEHB premiums (both the employee and government contributions) will be paid by the agency up to 24 months if you are in support of *contingent* operations such as Iraqi Crisis, Enduring Freedom, New Dawn and Noble Eagle, so 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).
- (2) Placed in either ABSENT-US or SEPARATION–US to perform active duty.
- (3) Serving on active duty for a period of more than 30 consecutive days.
- (4) Intermittent Leave: FEHB premiums are not paid in any pay period you receive paid leave.

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Initials	Select and Initial ONLY ONE :	
	I DO NOT HAVE FEHB. SKIP TO PART VIII.	
	I understand my FEHB benefits and elect ONE of the following options:	
Initials	Select and Initial ONLY ONE option.	
	I ELECT TO TERMINATE my FEHB	Effective Date:
NOT IN SUPPORT OF A CONTINGENT OPERATION		
	I ELECT TO RETAIN FEHB and incur a debt upon return to duty.	
	I ELECT TO RETAIN FEHB and pay direct to DFAS on a continuing basis during my absence.	
IN SUPPORT OF A CONTINGENT OPERATION		
	I ELECT TO RETAIN FEHB. I am aware the agency will cover for my FEHB premium not to exceed 24 months and that regular FEHB deductions will occur any pay period I use paid leave.	

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

FEDVIP is separate from FEHB and does mirror the same coverage stipulations, except for government paid benefit when on contingent orders. You may elect to continue FEDVIP coverage, cancel, or have it automatically terminated at the time you enter military service.

Continued Coverage / Direct Billing

ABSENT – UNIFORMED SERVICE Members. You may elect to continue FEDVIP coverage throughout the duration of your military service. After two consecutive pay periods in Non-Pay status, payment for FEDVIP coverage will no longer be electronically withdrawn, but will receive your FEDVIP billing in the mail known as Direct Billing. 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 SEPERATION – US Members. You may cancel your FEDVIP so long as cancellation is effective the date of or after and not prior to entering military service. 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, per instructions below. You must cancel directly with FEDVIP (see FEDVIP contact info below).

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

SEPARATION – US Members. You will have your FEDVIP coverage automatically terminated 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.

Initials	Select and Initial ONLY ONE :	
	I DO NOT HAVE FEDVIP.	
	I understand my FEDVIP options and will take the necessary steps as appropriate.	

IX. RETIREMENT BENEFITS

ABSENT – US Members will have death and disability benefits continued under their current retirement system
(5 years for CSRS, 18 months for FERS)

SEPARATION – US Members will have their death and disability benefits discontinued upon the date of separation

Initials	Select and Initial ONLY ONE :	
	I DO NOT HAVE RETIREMENT BENEFITS	
	I understand my Retirement Options	

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X. MILITARY DEPOSITS

The time on active duty military service does not automatically count towards retirement service credit. For the period to be creditable, you will need to make a military service deposit prior to retirement. The only exception to this is if you were first employed under the CSRS prior to October 1, 1982. For these technicians, the active duty military service is creditable for retirement. However, if the deposit is not made and the technician is eligible for Social Security benefits at age 62, the retirement annuity will be recomputed to remove the active duty service. Contact HRO/Benefits Section for instructions to make military deposit.

Initials

I am required to make a military deposit in order to receive credit for retirement

XI. THRIFT SAVINGS PLAN (TSP)

ABSENT – US Members. If you have TSP Loan(s), pay deductions will temporarily be stop during any pay period in which you receive no pay. A TSP-41, Notification to TSP of Non-Pay Status form will be generated on your behalf notifying TSP of your entrance into military service.
SEPARATION – US members. You will have any TSP loan deductions discontinued. You may contact the TSP Office at 1-TSP-YOU-FRST (1-877-968-3778). Either pay the loan in full or have it processed as a disbursement.

MILITARY TSP – Military TSP contributions may be used as credit to receive agency retroactive matching contributions upon my return to technician status. You may also make retroactive contributions and elections to your TSP account if your military contributions are less than the missed technician amount. To do this, you must contact the HRO within 60 days of your return to civilian service. To receive matching contributions you must show proof of contributions to your military TSP to the HRO, Military LESs with TSP deductions qualify as proof.

Initials

Initial ONLY ONE

I DO NOT HAVE A TSP LOAN.

I HAVE A TSP LOAN. HRO will submit a TSP-41, Notification to TSP of Non-Pay Status to TSP.

Initial ALL

MATCHING CONTRIBUTIONS. I understand Military TSP contributions have to potential to be used as credit for Civilian TSP agency matching contributions.

RETROACTIVE CONTRIBUTIONS. I understand I may make retroactive contributions and elections to my TSP account by submitting a written request to the HRO Services Section within **60** days of my return to civilian service if I exercise restoration rights.

XII. OTHER BENEFITS

Initials Select and Initial any of the following. Put N/A if it does not apply to you.

FLEXIBLE SPENDING ACCOUNTS (FSA): I understand I must contact the vendor directly at www.fsafeds.com or 1-877-372-3337 regarding my FSA.

MILITARY ONE SOURCE: I understand my family and I are eligible for the Military One Source program. www.militaryonesource.com

SURVIVOR BENEFITS: I understand there may be designate beneficiaries on file and have made any desired changes to my designation.

PRESIDENTIAL LEAVE: I understand the agency will grant me 5 working days of excused absence (only contingency deployment over 42 days) upon reactivation but prior to resumption of duties (duty status) if I was activated for military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation New Dawn or any other military operations subsequently established under Executive Order 13223. I understand I am eligible for this benefit only once every 12 months. The actual date the employee reports to duty is 5 workdays after the effective Return to Duty date on the SF-52.

TECHNICIAN SIGNATURE

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

Date:

PERSON TO NOTIFY IN EVENT OF EMERGENCY

NAME:

PHONE:

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HRO USE ONLY

HRO Staff/Liaison complete/check off each item to verify completion:

- | | |
|--|--|
| <input type="checkbox"/> SF-52 attached | <input type="checkbox"/> Orders (compatible notification) attached |
| <input type="checkbox"/> FEHB code: _____ | <input type="checkbox"/> SF 2810 attached/submitted to carrier |
| <input type="checkbox"/> TSP Loan (IA) | <input type="checkbox"/> Annual Leave Lump Sum (IA) |
| <input type="checkbox"/> Notify Classification | |

Completed by:

Date: