

**UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT  
(USERRA) INFORMATION SHEET UPON ENTRY INTO LEAVE WITHOUT PAY STATUS**

The USERRA technician information sheet and checklist assists California National Guard Federal Employees in understanding and determining what elections and options are available to them at the time they elect to be absent, resign or separate from the agency to perform service in the uniformed services.

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

**ALL PERIODS OF ACTIVE DUTY IN EXCESS OF 30 DAYS MUST SUBMIT THE REQUIRED DOCUMENTS**

**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 a Technician'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:** Providing your SSN is 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, you must submit the below documents as a package through your Human Resources Remote Designee and/or the Human Resource Office directly, if you have no Human Resources Remote Designee.

*Must be electronically submitted through the Defense Civilian Personnel Data System (DCPDS)*

- 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 California National Guard.*

Except for employees separating, military service less than **30 days** need not submit the above items mentioned.

**ALL PERIODS OF ACTIVE DUTY IN EXCESS OF 30 DAYS MUST SUBMIT THE REQUIRED DOCUMENTS**

**RESERVIST DIFFERENTIAL**

If you are in support of *contingency* operations such as Iraqi Crisis, Enduring Freedom, and Noble Eagle, 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.

**OPM USERRA TRAINING**

Training regarding the Uniformed Services Employment and Reemployment Rights Act (USERRA) is available and is an annual **mandatory** requirement for all technicians.

The training is available at: <http://www.calguard.ca.gov/HRO/Documents/Training/USERRATraining.pdf>

**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 there are any issues once you have entered active duty.

Having someone designated with a power of attorney is important so that he/she can make legal decisions on your behalf. Prior to granting someone a power of attorney it is recommended that an attorney specializing in drafting powers of attorney be consulted.

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.

## USERRA INFORMATION SHEET

### II. USERRA ELECTION TYPE

#### 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 you enter Absent-US or Separation-US status.

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 or upon being returned to duty.

#### **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 has reemployment rights under USERRA. You can 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 can 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.

Not complying with the above listed restoration rights will not necessarily terminate your restoration, but you may be subject to appropriate disciplinary action as any other employee who doesn't report to duty would be similarly treated.

If military orders exceed a **cumulative total of 5 years** (unless specifically exempted by law) there are **NO REEMPLOYMENT RIGHTS** after 5 years have been reached and you 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.

**SEP – US** members – You may elect to use any annual leave, military leave, earned compensatory time, Time Off Award, 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 - 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 - Earned sick leave will be saved in the pay system and is available for use if appropriate.

**SEP – US** members - 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 back to you at that time.

#### **Military Leave**

**ABSENT – US** members - Should you wish to use any of your earned leave, you must coordinate your requests through your Supervisor and/or Time & Attendance Representative.

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

**USERRA INFORMATION SHEET**  
**IV. EARNED LEAVE (CONTINUED)**

**Compensatory Time**

**ABSENT – US** and **SEP – US** members – Regular Compensatory Time cannot be used while in Absent-US status. 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.

**Time Off Awards**

**ABSENT – US** and **SEP – US** members - Time Off Awards (TOAs) can be used while on military duty but will be forfeited if not used within one year of award or prior to separation.

**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 if forfeited due to not being used within **1 year** of earning them are eligible to be restored upon being returned to duty. Members will have to request that the regular compensatory time be restored when they return to duty.

**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.

**V. TECHNICIAN 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 technician 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 on your technician pay, you must ensure DFAS has a copy of the court order.  
DFAS contact number is **(888) 332-7411**.

**At any time while on Absent-US that any type of leave is used (i.e. annual leave, military leave, earned compensatory time off for travel, or sick leave) all of your normal deductions will automatically be deducted if sufficient funds are available.** I.e. if you elect to keep your FEHB coverage while on 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.

**SEP – US** members - You will have your Technician pay and all employee benefits such as automated deductions, investments and/or garnishments discontinued. You will receive a separation packet containing forms and directions informing 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 (ReliaStar) needs to be notified when a technician that is enrolled in either type of insurance enters military service that is over **30 days**. This is in order to suspend the insurance premiums for the disability coverage and bill the member directly for the term life insurance premiums. You must complete the NG 76 and submitted with your USERRA package to notify ReliaStar that you have entered active duty. Unless you specifically want to terminate your coverage, only fill out the following sections: Technician, Notification of Active Duty, and Signature Box.

## USERRA INFORMATION SHEET

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

This section helps HRO to identify Technicians who have sustained work related injuries during Technician 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 come up 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 to assist you by providing up to six free counseling sessions for you, your spouse, and your children. There are also legal and financial services available as well as a whole host of other services and benefits.

The EAP is provided through Federal Occupational Health (FOH) for non-dual status technicians and through Military One Source for dual status employees. For more information, please visit the EAP website: [www.FOH4You.com](http://www.FOH4You.com) or <http://www.militaryonesource.mil>. The EAP phone number is **1-800-222-0364** for FOH and **1-800-342-9647** for MOS. Counselors are available 24/7/365 and are highly trained to assist you and your family during this time of transition.

### IX. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB)

**SEP – US** members – You will have your FEHB coverage automatically terminated on the effective date of your Separation-US. You may also elect to continue FEHB coverage for up to **24 months**. For additional information regarding the differences in benefits between non-contingency and contingency, please review the below information.

**All FEHB cancellation and/or termination effective dates must/will coincide with the date of entering Absent-US or SEP-US status.**

**Cancellations do not allow for a 31-day extension of coverage; however, terminations do allow for a 31-day extension of coverage.**

#### Cancellations

##### **ABSENT – US -**

- 1) You may cancel your FEHB so 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 uniformed service 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 submit your SF 2809 to HRO, you will continue to have FEHB coverage and may incur a debt.

If electing to cancel your FEHB, you **must** submit a SF 2809 with your **ABSENT – US** package.

#### Terminations

##### **ABSENT – US -**

- 1) You may terminate your FEHB so long as the termination is effective the date of or after entering military service and 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.

#### 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 can 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 Disbursing Officer  
P.O. Box 998019  
Cleveland, OH 44199-8019.**

**FEHB information continued on next page.**

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### IX. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB) (continued)

#### 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 up to **24 months** 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); **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.

### 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](mailto: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](http://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 HCFSA 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 HCFSA 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](http://www.FSAFEDS.com)

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### 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 will continue for up to **24 months** in accordance with (IAW) the Department of Homeland Security (DHS) Appropriations Act 2008, Section 1102, so long as military service is for more than **30 days**.

FEGLI will continue for up to **12 months** at no cost to you and will discontinue automatically. However, you may continue FEGLI for an additional **12 months** if your service in the uniformed services 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 VIII 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](http://www.opm.gov/insure/life).

### 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 Technician 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 form must be filled out (see below form) and submitted with this package. Once it is received, 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.

For more information on the TSP, please visit the TSP website ([www.tsp.gov](http://www.tsp.gov)).

### XV. RETIREMENT BENEFITS

**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.

Both 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, you must complete a [RI 20-97](#) (Estimated Earning During Military Service) form, attach a DD-214, and submit it to [DFAS](#) for initial processing.

***THIS DEPOSIT MUST BE MADE PRIOR TO SEPARATING AS A TECHNICIAN.***

### XVI. EMPLOYEE AND SUPERVISOR USERRA TRAINING & BRIEFING CERTIFICATION

Employees and supervisors are required to take annual USERRA training. The Office of Personnel Management (OPM) has developed a USERRA PowerPoint training, which is available on the California National Guard (CNG) Human Resource Office (HRO) Training and Development webpage (<http://www.calguard.ca.gov/cahr/Documents/Training/USERRATraining.pdf>).

As part of the requirement that each employee be properly briefed on his/her USERRA rights, responsibilities and entitlements, each employee and his/her supervisor must certify that they have reviewed the information provided in this checklist as well as the OPM USERRA training and that they understand their rights, responsibilities and entitlements.

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)

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

**USERRA INFORMATION SHEET****XVII. TECHNCIAN SIGNATURE**

Each Technician 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, WEBSITES, PHONE NUMBERS, AND FORMS**

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

<b>For information on:</b>	<b>Go to:</b>
<b>FEHB (Health Insurance)</b>	<a href="http://www.opm.gov/insure/health">www.opm.gov/insure/health</a>
<b>FEGLI (Life Insurance)</b>	<a href="http://www.opm.gov/insure/life">www.opm.gov/insure/life</a>
<b>FEDVIP (Dental/Vision)</b>	<a href="http://www.benefeds.com">www.benefeds.com</a> (877) 888-FEDS (877-888-3337)
<b>FSAFEDS (Flexible Spending Accounts)</b>	<a href="http://www.fsafeds.com">www.fsafeds.com</a> 1-877-372-3337
<b>TSP (Thrift Savings Plan)</b>	<a href="http://www.tsp.gov">www.tsp.gov</a> 1-877-968-3778
<b>NGAUS (Technician Disability and Term Life Insurance)</b>	<a href="http://www.ngaus.org/ngausit/technicians-insurance">http://www.ngaus.org/ngausit/technicians-insurance</a>
<b>FLTCIP (Long Term Care)</b>	<a href="http://www.ltcfeds.com/">http://www.ltcfeds.com/</a> 1-800-582-3337
<b>California National Guard Human Resource Office</b>	<a href="http://www.calguard.ca.gov/hro/">http://www.calguard.ca.gov/hro/</a> 1-916-854-3350
<b>Army Benefits Center – Civilian</b>	<a href="https://www.abc.army.mil/">https://www.abc.army.mil/</a> 1-877-276-9287
<b>Defense Finance and Accounting Service (DFAS)</b>	<a href="http://www.dfas.mil">www.dfas.mil</a> 1-888-332-7411
<b>MyPay</b>	<a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a>
<b>USERRA Training</b>	<a href="http://www.calguard.ca.gov/HRO/Documents/Training/USEERRATraining.pdf">http://www.calguard.ca.gov/HRO/Documents/Training/USEERRATraining.pdf</a>
<b>Human Resource office (HRO)</b>	<a href="http://www.calguard.ca.gov/hro">www.calguard.ca.gov/hro</a> 1-916-854-3350
<b>Employee Assistance Program (EAP):</b>	
<b>Military One Source (MOS) (For Dual-Status Technicians)</b>	<a href="https://www.militaryonesource.mil/">https://www.militaryonesource.mil/</a> 1-800-342-9647
<b>Federal Occupational Health (FOH) (For Non-Dual Status Technicians)</b>	<a href="http://www.foh4you.com/">http://www.foh4you.com/</a> 1-800-222-0364

**FORMS:**

NG 76 - NGAUS

SF 2809 - [http://www.opm.gov/forms/pdf\\_fill/sf2809.pdf](http://www.opm.gov/forms/pdf_fill/sf2809.pdf)

**UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)  
ABSENT – US / SEP – US TECHNICIAN 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.*

**ALL PERIODS OF ACTIVE DUTY IN EXCESS OF 30 DAYS MUST SUBMIT THIS CHECKLIST**

Refer to instructions/information in first six pages for each section prior to initialing or signing this form.

Name (Last, First, MI):	SSAN:	Technician 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? Check One: Yes / No		
Street Address: <small>Check this box if address is the same as above</small>	City:	State:	Zip:	
Phone Number:	Alternate Phone Number:			

**II. USERRA Election Type**

Initials	<b>The effective date of my orders is:</b>
Select and Initial <b>either</b> the <b>Absent-US</b> or <b>SEP-US</b> option and include an effective date.	

**ABSENT – UNIFORMED SERVICE**

	I am using <b>REGULAR</b> compensatory time from _____ to _____	
	I ELECT <b>ABSENT – UNIFORMED SERVICE</b> (the effective date of the orders or no later than the day <b>AFTER</b> regular compensatory time is used)	Effective Date:

**SEPARATION – UNIFORMED SERVICE**

	I am using annual leave, military leave, and/or earned compensatory time off for travel <b>PRIOR</b> to my separation date from _____ to _____.	
	I ELECT <b>SEPARATION – US</b> . I am <b>FREELY</b> electing to separate and understand I still retain <b>USERRA</b> protections.	Effective Date:

**III. RESTORATION PERIODS**

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

Initials	I understand that I can use annual leave, military leave, earned compensatory time off for travel, and sick leave (if appropriate) while on Absent-US but must coordinate my requests with my supervisor and the timekeeper.
	I understand that if I elect <b>SEP – US</b> , any leave entered in the Time and Attendance system after the effective date of my <b>SEP – US</b> will become a valid debt that I must pay back to DFAS.

**FOR ABSENT-US ELECTIONS ONLY:** Select and Initial **ONLY ONE** option:

Initials	I elect to receive a lump sum payment of any unused annual leave
	I elect <b>not</b> to receive a lump sum payment of any unused annual leave.

**V. TECHNICIAN PAY**

Initials	I understand my absence, separation, or use of leave while on active duty will have certain affects on my Technician pay. <b>If I use leave, I understand that I am responsible to pay all of my normal deductions.</b>
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**VI. 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 have filled out the “Notification of Active Duty” section on the NG 76 form and attached it to this checklist.



**USERRA ABSENT – US / SEP – US TECHNICIAN CHECKLIST**  
**ALL PERIODS OF ACTIVE DUTY IN EXCESS OF 30 DAYS MUST SUBMIT THIS CHECKLIST**

Name:	Technician Unit:
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**VII. OFFICE OF THE WORKER’S COMPENSATION PROGRAM (OWCP)**

Select and Initial any of the following:

Initials	I have an <b>open</b> / <b>closed</b> ( <b>check one</b> ) 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	I understand that the Employee Assistance Program is available for me and my family to use.
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**IX. FEDERAL EMPLOYEE’S HEALTH BENEFITS (FEHB)**

Select and Initial **ONLY ONE**:

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

Select and Initial **ONLY ONE**:

Initials	I elect to <b>cancel</b> my FEHB and have submitted my SF 2809 with this Absent-US package. I understand that if I do not submit a SF 2809 to HRO, I will continue to have FEHB coverage and may incur a debt.
	I elect to <b>terminate</b> my FEHB. HRO will process the SF 2810 with the effective date of my AUS or SEPUS effective date.
	I elect to <b>retain</b> 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**

Initials	I elect to retain FEHB and incur a debt.
	I elect to retain FEHB and pay the premiums on a continuing basis directly to DFAS.

**MILITARY SERVICE IN SUPPORT OF A CONTINGENCY OPERATION ONLY**

Initials	I elect to retain FEHB. I am aware the agency will cover for my FEHB premium not to exceed 24 months unless I am in a paid status.
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**X. FEDERAL EMPLOYEES DENTAL and VISION INSURANCE PROGRAM (FEDVIP) 1-877-372-3337**

Select and Initial **ONLY ONE**:

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

**XI. FLEXIBLE SPENDING ACCOUNTS (FSAFEDS) (877) 888-FEDS (877-888-3337)**

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

**XII.FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP) 1-800-582-3337**

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

Continued on next page

**USERRA ABSENT – US / SEP – US TECHNICIAN CHECKLIST**  
**ALL PERIODS OF ACTIVE DUTY IN EXCESS OF 30 DAYS MUST SUBMIT THIS CHECKLIST**

Name:	Technician Unit:
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**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 <b>NOT</b> have FEGLI. <b>Skip to part XIV.</b>
	I understand my FEGLI options and elect only <b>ONE</b> of the following:

Select and Initial **ONLY ONE** option:

Initials	I elect to <b>discontinue</b> my FEGLI coverage after the initial 12 months.															
	I elect to <b>continue</b> my current FEGLI coverage for an additional 12 months.															
	I elect to <b>reduce</b> my FEGLI coverage after the initial 12 months. My new coverage while on active duty is:															
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;"><b>Basic</b></td> <td style="width:25%;"></td> <td style="width:10%;"></td> <td style="width:10%; text-align:center;">Initials</td> <td style="width:40%;"><b>Option A</b></td> </tr> <tr> <td><b>Option B</b></td> <td><b># of Multiples (up to 5):</b></td> <td></td> <td></td> <td><b>Option C</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><b># of Multiples (up to 5):</b></td> </tr> </table>	<b>Basic</b>			Initials	<b>Option A</b>	<b>Option B</b>	<b># of Multiples (up to 5):</b>			<b>Option C</b>					<b># of Multiples (up to 5):</b>
<b>Basic</b>			Initials	<b>Option A</b>												
<b>Option B</b>	<b># of Multiples (up to 5):</b>			<b>Option C</b>												
				<b># of Multiples (up to 5):</b>												
	I elect to convert to a private individual policy. I will coordinate with the HRO for additional information.															

**XIV. THRIFT SAVINGS PLAN (TSP) 1-877-968-3778**

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 **CHECK ONLY ONE:**

Initials	I <b>DO</b> / <b>DO NOT (check one)</b> have a TSP loan.
	I have reviewed my leave and earnings statement and I am not contributing to TSP. <b>Skip to Section XV.</b>

**XV. RETIREMENT BENEFITS**

Initials	I understand that I must pay a military deposit for this period of military duty to count towards my retirement and must pay the deposit <b><u>PRIOR TO SEPARATING</u></b> as a technician.
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**XVI. EMPLOYEE AND SUPERVISOR USERRA BRIEFING CERTIFICATION**

**EMPLOYEE USERRA TRAINING CERTIFICATION**

**I have completed the OPM USERRA training and understand my rights, responsibilities, and entitlements under USERRA.**

Date	<b>Signature</b>
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**SUPERVISOR USERRA TRAINING CERTIFICATION**

**I have completed the OPM USERRA training and understand my employee's and the agency's rights, responsibilities, and entitlements under USERRA. If my unit has no HR Remote Designee assigned, I will complete the “Human Resource Remote Designee” section below.**

Date	<b>Supervisor’s Title</b>	<b>Supervisor’s Phone Number</b>
	<b>Supervisor’s Signature (After completing the training)</b>	<b>Supervisor’s Email Address</b>

**Continued on next page**

**USERRA ABSENT – US / SEP – US TECHNICIAN CHECKLIST**  
***ALL PERIODS OF ACTIVE DUTY IN EXCESS OF 30 DAYS MUST SUBMIT THIS CHECKLIST***

Name:	Technician Unit:
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**XVII. TECHNCIAN SIGNATURE**

I have read and understand my USERRA options, benefits, elections, and conditions. **I understand I cannot be in a regular paid status while on military orders. I have provided a copy of my LES to my HR Remote Designee as verification of my current benefits and deductions as well as a copy of my orders.**

Signature:	Date:
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**HUMAN RESOURCE REMOTE DESIGNEE USE ONLY**  
**NOTE: THE HUMAN RESOURCES REMOTE DESIGNEE MUST REVIEW THE USERRA PACKAGE FOR COMPLETENESS AND ACCURACY**  
***If the unit has no HR Remote Designee, the Supervisor should complete this section***

Initial off each item to verify completion:	Completed by (Name):											
<table border="1" style="width:100%"> <tr> <td style="width:100%">Military Orders or compatible notification attached and/or uploaded to DCPDS</td> <td rowspan="8" style="width:30%; vertical-align: top;">Signature/Date</td> </tr> <tr> <td>SF-52 completed and attached and/or uploaded to DCPDS</td> </tr> <tr> <td>Verified SF 2809 attached (if applicable) IAW Technician’s health benefits election</td> </tr> <tr> <td>TSP-41 is attached</td> </tr> <tr> <td>I have reviewed the member’s LES for all benefits, deductions, and leave balances</td> </tr> <tr> <td>If available, only regular compensatory time is being used prior to the effective date of this action. <b>(EXCEPTION: if the member is eligible for Reservist Differential)</b></td> </tr> <tr> <td>Member has NGAUS Insurance:</td> </tr> <tr> <td> <table border="1" style="width:100%"> <tr> <td style="width:30%; text-align: center;"><b>YES / NO</b></td> <td style="width:40%; text-align: center;">If yes, NG 76 Form Attached</td> <td style="width:30%; text-align: center;"><b>YES / NO</b></td> </tr> </table> </td> </tr> </table>	Military Orders or compatible notification attached and/or uploaded to DCPDS	Signature/Date	SF-52 completed and attached and/or uploaded to DCPDS	Verified SF 2809 attached (if applicable) IAW Technician’s health benefits election	TSP-41 is attached	I have reviewed the member’s LES for all benefits, deductions, and leave balances	If available, only regular compensatory time is being used prior to the effective date of this action. <b>(EXCEPTION: if the member is eligible for Reservist Differential)</b>	Member has NGAUS Insurance:	<table border="1" style="width:100%"> <tr> <td style="width:30%; text-align: center;"><b>YES / NO</b></td> <td style="width:40%; text-align: center;">If yes, NG 76 Form Attached</td> <td style="width:30%; text-align: center;"><b>YES / NO</b></td> </tr> </table>	<b>YES / NO</b>	If yes, NG 76 Form Attached	<b>YES / NO</b>
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**DIRECTORATE OF HUMAN RESOURCES USE ONLY**

Complete and initial off each item to verify completion:	Completed by (Name):														
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