

**UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT  
(USERRA) RETURN TO DUTY INFORMATION SHEET AND CHECKLIST**

The USERRA Return To Duty (RTD) Technician Checklist assists California National Guard Federal Technicians who entered service in the Uniformed Services and elected to be placed on ABSENT – UNIFORMED SERVICES (Absent-US) to understand and determine what elections and options are available to them at the time they RTD from service in the Uniformed Services.

**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:** 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 A RETURN TO DUTY**

In order to return to duty, 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 RTD 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.*

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

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

When returning to duty from service in the uniformed services, 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 either Military One Source or Federal Occupational Health. For more information, please visit the Program Links section below. Counselors are available 24/7/365 and are highly trained to assist you and your family during this time of transition.

**LEAVE AND EARNINGS STATEMENT (LES)**

When returning to duty from service in the uniformed services, it is highly recommended that you check your first LES to ensure that all of your benefits elections (if appropriate) have been implemented.

If you served on a contingency operation where the agency should have paid for your health coverage and you see the following entry in your deductions section (PRE FEHB COL DEBT), please contact your local HR Remote Designee immediately. If you do not have a HR Remote Designee, contact the Human Resource Office immediately. The HRO will look into the specific situation and resolve it appropriately.

**If you used leave intermittently while on Absent-US, you are responsible for your share of the FEHB premiums for any pay period in which you are in a paid status for any amount of time.**

**I. INDIVIDUAL INFORMATION**

In order to properly process your USERRA RTD and benefits elections, Section I must be filled out in its entirety.

All entries must be clear and legible.

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**II. PRESIDENTIAL LEAVE**

Technicians returning from service in the uniformed services under Title 10 In Support Of (ISO) Global War on Terrorism (GWOT) such as Operations Enduring Freedom, Iraqi Freedom, Noble Eagle, or any military operation subsequently established under Executive Order 13223, are granted **five (5) days (one work week)** of excused absence each time Technicians RTD from service in the uniformed services with certain limitations. Presidential Leave will not be used on holidays.

See eligibility section below:

**Eligibility**

(1) You must have spent at least **42** or more **consecutive** days in active military service. An accumulation of **42** or more days 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 five **(5) work days or one work week**.

(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.

You must coordinate with your Supervisor and/or Time & Attendance Representative for approval and submission of your excused absence.

Examples of using Presidential Leave:

Normal Work Schedule						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Return to Duty 1st day of Presidential leave <b>(8 hours)</b>	2 <sup>nd</sup> day of Presidential leave <b>(8 hours)</b>	3 <sup>rd</sup> day of Presidential leave <b>(8 hours)</b>	4 <sup>th</sup> day of Presidential leave <b>(8 hours)</b>	5 <sup>th</sup> day of Presidential leave <b>(8 hours)</b>	<b>40 Total Hours of Presidential Leave</b>
	Physically report to work	Continue working or take leave.				

Normal Work Schedule - RTD in middle of week						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Return to Duty 1st day of Presidential leave <b>(8 hours)</b>	2 <sup>nd</sup> day of Presidential leave <b>(8 hours)</b>	3 <sup>rd</sup> day of Presidential leave <b>(8 hours)</b>	<b>40 Total Hours of Presidential Leave</b>
	4 <sup>th</sup> day of Presidential leave <b>(8 hours)</b>	5 <sup>th</sup> day of Presidential leave <b>(8 hours)</b>	Physically report to work	Continue working or take leave.		

Normal Work Schedule - RTD in middle of week with a holiday on Monday						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Return to Duty 1st day of Presidential leave <b>(8 hours)</b>	2 <sup>nd</sup> day of Presidential leave <b>(8 hours)</b>	3 <sup>rd</sup> day of Presidential leave <b>(8 hours)</b>	<b>40 Total Hours of Presidential Leave</b>
	Holiday	4 <sup>th</sup> day of Presidential leave <b>(8 hours)</b>	5 <sup>th</sup> day of Presidential leave <b>(8 hours)</b>	Physically report to work	Continue working or take leave.	

4/10 Alternate Work Schedule						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Return to Duty 1st day of Presidential leave <b>(10 hours)</b>	2 <sup>nd</sup> day of Presidential leave <b>(10 hours)</b>	RDO	<b>40 Total Hours of Presidential Leave</b>
	Holiday	3 <sup>rd</sup> day of Presidential leave <b>(10 hours)</b>	4 <sup>th</sup> day of Presidential leave <b>(10 hours)</b>	Physically report to work	RDO	
		Continue working or take leave.			RDO	

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**III. RETURN TO DUTY (RTD)**

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

Only a period of uniformed service that is characterized as “Honorable” provides the entitlement to return to duty under USERRA. Any other characterization (i.e. Bad Conduct Discharge, Dishonorable Discharge, etc) negates any reemployment rights under USERRA.

**Restoration Periods**

Upon release from service in the uniformed services, you have a specific time limit to report back to or reapply for your technician position:

- 1) **Less than 31 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 apply for reemployment no later than **14 days** after release.
- 3) **More than 180 days:** must apply for reemployment no later than 90 days after release.

If you do not return with the specified time frames, you do not lose restoration rights, but you may be subject to appropriate disciplinary action.

**Post Deployment Mobilization Respite Absence (PDMRA)**

You may not return to duty while on PDMRA. Your DD 214 should specify the dates that you are on PDMRA.

**Terminal Leave/Transition Leave**

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

**Actual RTD Effective Date**

Your actual RTD date will be either the first day that you use Presidential Leave (if you are entitled to use it), any date that you are on Terminal Leave from the military, or a date within the appropriate restoration period.

**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 the leave was forfeited or requires restoration.

**Forfeiture of Leave**

- 1) Compensatory time off which was not used within **1 year** of earning the hours will have been forfeited and can be restored through HRO. Notify your HRO Remote Designee or contact the HRO at (916) 854-3650 for more information.
- 2) Time Off Awards which were not used within **1 year** of earning them will have been forfeited and cannot be restored.
- 3) Military leave which exceeded the maximum amount of **240** hours may have been forfeited and cannot be restored.

**Restored Annual Leave**

Accrued annual leave which exceeded the maximum amount of **240** hours may have been forfeited, but can be restored upon request depending on when it was lost. Reference CNG FPR 630, Leave and Absences for details on how to request leave restoration(s).

**Lump Sum Payout**

If you received a lump sum payment of annual leave and returned to duty prior to the end of the period covered by the lump-sum payment, you are required to refund an amount equal to the pay that covers the period between the date of your RTD and the expiration of the lump-sum leave period.

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**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>.

If you were on a contingency operation, opted to retain your FEHB coverage, and used leave, you may have incurred a valid debt for your FEHB coverage. This debt cannot be waived.

**VI. MILITARY DISCHARGE - DD 214/DD 215**

**Validity of Discharge**

You must provide military orders or documentation such as your DD-214 which indicates you were discharged or pending discharge from service in the uniformed services 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 as soon as possible. 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.

Only a period of uniformed service that is characterized as “Honorable” provides the entitlement to return to duty under USERRA. Any other characterization (i.e. Bad Conduct Discharge, Dishonorable Discharge, etc) negates any reemployment rights under USERRA.

**VII. QUALIFIED 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.

To be eligible for the Reservist Differential, your orders must be under one of the following legal authority codes:

10 USC 331	10 USC 688	10 USC 12304
10 USC 332	10 USC 12301(a)	10 USC 12305
10 USC 333	10 USC 12302	10 USC 12406

If you qualify, 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/>.

You must request that your pay be reviewed by submitting CNG Form **353-2a** along with the following documents for the entire period of your service in the uniformed services:

- 1) military leave and earnings statements
- 2) civilian LES' leave and earnings statements
- 3) civilian time cards or civilian pay screens.
- 4) orders

Once the Human Resource Office has received all of the required documents, a Human Resource Specialist will compare your military pay and allowances with your civilian pay and calculate whether you are entitled to the Reservist Differential. If you are entitled to any money, a Human Resource Office Benefits Specialist will notify DFAS of your entitlement via a Remedy ticket.

**VIII. 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 returns from service in the uniformed services that is over **30 days**. This is to reinstate the insurance premiums for the disability and term life insurance and stop the direct billing for the term life insurance.

If currently enrolled in NGAUS Disability and/or Term Life Insurance the Demobilized from Federal Active Duty section in the Notification of Active Duty block on the NG 76 form must be filled out and attached to this checklist.

**IX. FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI)**

If FEGLI coverage was reduced and/or was automatically stopped due to member's election and/or exceeding 12 or 24 months of service, it will be reinstated to the level it was prior to entering active duty. No further action is required by the member.

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**X. 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 you simply did not have FEHB prior to you entering military service, you may elect to waive, reinstate or enroll in FEHB, as appropriate.

**YOU HAVE 60 DAYS FROM THE EFFECTIVE DATE OF YOUR RTD AND/OR EXPIRATION OF YOUR TAMP COVERAGE UNDER TRICARE TO MAKE AN ELECTION.**

**Re-Enrollment**

If you elected to cancel your FEHB enrollment when you entered Absent-US status, you have 60 days after returning to duty to re-enroll in FEHB. To re-enroll in FEHB coverage, you must make your election **by submitting a SF 2809: with your RTD package, with 60-days of RTD, or between 31 days prior to or up to 60 days after losing TRICARE TAMP coverage.**

**Reinstatement**

If you elected to terminate your coverage when you initially entered Absent-US status, the Human Resource Office will submit a SF 2810 on your behalf as part of the RTD process.

**Waiver**

Upon returning to duty from a contingency operation where you are enrolled in the Transitional Assistance Management Program (TAMP) through TRICARE, you may waive immediate reinstatement or enrollment in FEHB so long as you complete the [Waiver of Immediate Reinstatement of FEHB](#) (CNG Form 690-37) and submit it with this USERRA package. If you elected to cancel your FEHB coverage when you entered Absent-US status, you must submit a new election through HRO by submitting a SF 2809 within 31 days before or up to 60 days after the TRICARE coverage ends.

**Pre FEHB Col Debt**

If you were serving on a contingency operation and elected to keep your health coverage, and a "PRE FEHB COL DEBT" appears on your LES, contact your HR Remote Designee immediately. If you qualified for the agency to pay your health premiums and money has already been taken to cover the service in the uniformed services for a qualifying contingency operation, the money may be refunded to you.

**NOTE:** If you are performing service in the uniformed services for a qualifying contingency operation, 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.

Any break in health coverage (FEHB/TRICARE) beyond the 60-day mark may result in not being able to carry FEHB into retirement if you are within 5 years of retirement when the break in coverage occurs.

**XI. FEDERAL EMPLOYEES DENTAL and VISION INSURANCE PROGRAM (FEDVIP)**

FEDVIP is separate from FEHB but does mirror the same coverage stipulations. You may elect to re-enroll in dental and/or vision coverage within 60 days of returning to duty. To do so, you must contact Benefeds directly via email, phone, or online. Additional information can be found at [www.benefeds.com](http://www.benefeds.com).

**FEDVIP Contact**

You must contact BENEFEDS Customer Service to coordinate all payment requirements and/or cancellation requests by emailing them at [Service@BENEFEDS.com](mailto:Service@BENEFEDS.com) or by calling BENEFEDS at (877) 888-FEDS (877-888-3337).

**XII. FLEXIBLE SPENDING ACCOUNTS (FSAFEDS)**

Upon returning to duty, 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**. If an Open Season was missed while on active duty, you may be able to enroll in the FSAFEDS program by contacting FSAFEDS at the above number. The program's website is [www.fsafeds.com](http://www.fsafeds.com).

**XIII. 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 changing from direct billing to payroll deduction, you must contact a LTC representative at **1-800-582-3337** to discuss and/or change your payment option. The program's website is <http://www.ltcfeds.com/>.

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**XIV. THRIFT SAVINGS PLAN (TSP)**

**TSP Missed Contributions**

You may make up any missed TSP contributions by submitting a TSP Make-Up Contributions Request form. You must submit the request 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.

**Retroactive TSP Election**

Upon your return to duty, you are eligible to make a retroactive TSP election to the start date of your orders. This election can only be done when you RTD or within **60 days** of returning to duty. If you increase your TSP election beyond what you contributed militarily, you are incurring a voluntary debt. I.e. if you are increasing your TSP contributions to take advantage of the Agency Matching Contributions but only contributed an amount equivalent of less than 5% of your civilian pay, you will not receive the matching funds until you make up the difference.

**Agency Automatic 1% Contributions and Matching Funds**

You are entitled to the Agency Automatic 1% Contributions regardless of whether you were contributing to the TSP civilian account prior to entering Absent-US status or to your military TSP account while on uniformed service. You are also entitled to restored Agency Matching Contributions for periods of military service if you have:

- 1) contributed to your uniformed services TSP account from military BASIC PAY, or
- 2) elected to make up employee contributions when you returned from military service.

Note: Only contributions from your military basic pay are eligible to be matched on your civilian TSP account. Contributions from any special pay, bonuses, etc. that are not considered basic pay will not be counted towards the agency matching contributions.

**TSP Loans**

Any TSP Loan(s) and their appropriate pay deductions will resume effective on your RTD date. If you indicate that you have a TSP loan, a TSP-41, Notification to TSP of Non-Pay Status form will be generated on your behalf notifying TSP of your RTD. The TSP will then re-amortize your loan. If you have a TSP loan and do not indicate on that on the checklist, your loan may be declared a taxable disbursement by the TSP and the IRS will be notified. This may result in significant tax penalties and extra taxes being levied by the IRS.

**Taxable Disbursements**

If your TSP loan was declared a taxable disbursement while you were on Absent-US, contact your HRO Remote Designee or the Human Resource Office immediately. The decision made by the TSP may be able to be reversed.

**XV. RETIREMENT (MILITARY DEPOSIT)**

You are eligible to make Military Deposits for military service which may potentially be creditable towards retirement. In order to obtain federal retirement coverage for military service, you must complete an [RI 20-97](#) (Estimated Earning During Military Service) form, attach a DD-214, and submit them to the appropriate DFAS office. These forms must be submitted to avoid Catch-62 for CSRS employees. CSRS employees must make a deposit if first hired after October 1 1982 to have the time counted in the retirement annuity beyond age 62. All FERS employees must make a deposit for the time to be creditable for retirement purposes.

Upon returning to duty, you will have a two-year grace period where no interest accrues. Beginning at the start of the third year, interest will accrue. If the total deposit is paid in full prior to the end of the third year, no interest is due.

**THE MILITARY DEPOSIT MUST BE PAID IN FULL PRIOR TO SEPARATING AS A TECHNICIAN.**

Contact your local Human Resources Remote Designee or the Human Resources Office for additional information and the form(s) required.

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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> 1-866-859-1845
<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/USER_RATraining.pdf">http://www.calguard.ca.gov/HRO/Documents/Training/USER_RATraining.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
<b>FORMS:</b>	
<b>NG 76 - NGAUS</b>	<a href="http://www.calguard.ca.gov/HRO/Documents/Pubs/Forms/NG_76.pdf">http://www.calguard.ca.gov/HRO/Documents/Pubs/Forms/NG_76.pdf</a>
<b>SF 2809</b>	<a href="http://www.opm.gov/forms/pdf_fill/sf2809.pdf">http://www.opm.gov/forms/pdf_fill/sf2809.pdf</a>
<b>TSP MAKE-UP FORM</b>	<a href="http://www.calguard.ca.gov/HRO/Documents/Pubs/Forms/CNG_Form_690-40.pdf">http://www.calguard.ca.gov/HRO/Documents/Pubs/Forms/CNG_Form_690-40.pdf</a>

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*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. PRESIDENTIAL LEAVE**

Select and Initial **ONLY ONE**:

<input type="checkbox"/>	I did <b>not</b> serve in support of GWOT operations.
<input type="checkbox"/>	I understand the Presidential Leave conditions and requirements and have coordinated with my supervisor to use it immediately upon returning to duty but prior to physically reporting for work.

**III. RETURN TO DUTY (RTD)**

Select and initial your election and include an effective date.

<input type="checkbox"/>	I have verified on my DD 214 and/or orders that I am <b>NOT</b> on Post Deployment Mobilization Respite Absence (PDMRA)		
<input type="checkbox"/>	I have verified on my DD 214 and/or orders that I am on Post Deployment Mobilization Respite Absence (PDMRA)	<b>Start Date of PDMRA:</b>	<b>End Date of PDMRA:</b>
<input type="checkbox"/>	<b>(If applicable) I am using Presidential Leave from:</b>	<b>RTD Effective Date:</b>	<b>5 Business Days Later:</b>
<input type="checkbox"/>	<b>I ELECT</b> to Return To Duty. I have been released or am pending release from military service under honorable conditions and within the restoration time limits.		<b>Effective Date:</b>

**IV. EARNED LEAVE**

<input type="checkbox"/>	I understand my earned leave conditions and requirements and will take the necessary steps as appropriate.
<input type="checkbox"/>	I understand that if I forfeited compensatory time while I was on Absent-US that I can have it restored by contacting HRO.

**V. TECHNICIAN PAY**

<input type="checkbox"/>	I understand my Technician Pay conditions and requirements and will take the necessary steps as appropriate.
<input type="checkbox"/>	I understand that if I was on a contingency operation, retained my FEHB coverage, and used leave, I may have a valid debt that I have to repay.

**VI. MILITARY DISCHARGE - DD 214/DD 215**

<input type="checkbox"/>	I have contacted my unit to obtain a DD 214 and will send it to HRO through my HRO Remote Designee.
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**VII. QUALIFIED RESERVIST DIFFERENTIAL**

<input type="checkbox"/>	I have verified that I was not on orders that would make me eligible for the Reservist Differential. Skip to Section VIII.
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Select and Initial **ONLY ONE**:

<input type="checkbox"/>	I am eligible for the Reservist Differential and I request that my military and civilian pay be reviewed by an HR representative for eligibility for the Qualified Reservist Differential.
<input type="checkbox"/>	I have attached a CNG Form 353-4 with all required documentation as indicated on CNG Form 353-4.
<input type="checkbox"/>	I am eligible for the Reservist Differential and I will send my request at a later date using CNG Form 353-4 and will attach all required documentation to the form.

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

Select and Initial the appropriate statement(s):

<input type="checkbox"/>	I have reviewed my leave and earnings statement and I am not currently enrolled in NGAUS Disability or Term Life Insurance.
<input type="checkbox"/>	I am currently enrolled in NGAUS Disability and/or Term Life Insurance and have filled out the NG 76 form and attached it to this checklist.

**USERRA RTD CHECKLIST**

Name:	Technician Unit:
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**Initials** **IX. FEDERAL EMPLOYEE’S GROUP LIFE INSURANCE (FEGLI)**

Select and Initial **ONLY ONE**:

	I have reviewed my leave and earning statement and verified that I did <b>not</b> have FEGLI coverage prior to entering Absent-US status.
	I understand my FEGLI coverage becomes active upon my RTD at the coverage I had when I entered Absent-US status.

**Initials** **X. FEDERAL EMPLOYEE’S HEALTH BENEFITS (FEHB)**

Select and Initial:

	I am not eligible for FEHB coverage.
	I understand my FEHB options and elect <b>ONE</b> of the following:

Select and Initial **ONLY ONE**:

	I elect to <b>NOT</b> Enroll in FEHB.
	I elect to <b>continue</b> my current FEHB coverage.
	I elect to <b>enroll</b> in my FEHB coverage and understand I must complete a <b>SF 2809</b> and submit with this package, <b>within 60 days of returning to duty or between 31 days prior to or up to 60 days after losing TRICARE TAMP coverage.</b>
	I elect to <b>reinstate</b> my FEHB coverage.
	I elect to <b>waive</b> FEHB coverage at this time as I am under TAMP TRICARE coverage or covered by another family member. I understand I must submit the CNG Form <b>690-37 Waiver of Immediate Reinstatement of FEHB</b> form with this package.

**Initials** **XI. FEDERAL EMPLOYEE’S DENTAL AND VISION INSURANCE PROGRAM (FEDVIP)**

	I do not wish to enroll in dental and/or vision insurance at this time.
	I understand my FEDVIP options and will contact the BENEFEDS Customer Service to coordinate re-enrolling by calling FEDVIP at <b>(877) 888-FEDS (877-888-3337)</b> or via email at <a href="mailto:Service@BENEFEDS.com">Service@BENEFEDS.com</a> .

**Initials** **XII. FEDERAL FLEXIBLE SPENDING ACCOUNTS (FSAFEDS)**

	I do not wish to enroll in FSAFEDS at this time.
	I elect to enroll in FSAFEDS and that I <b>must notify FSAFEDS immediately</b> of the change in employment status by calling <b>1-877-372-3337</b> or online at <a href="http://www.fsafeds.com">www.fsafeds.com</a> .

**Initials** **XIII. FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP)**

	I do not wish to enroll in FLTCIP at this time.
	I understand that I <b>must notify LTC immediately</b> of the change in employment status by calling <b>1-800-582-3337</b> or by going online at <a href="http://www.ltcfeds.com">http://www.ltcfeds.com</a> .

**Initials** **XIV. THRIFT SAVINGS PLAN (TSP)**

	I understand that I must submit a TSP Make-Up Request form ( <b>CNG Form 690-39a</b> ) <b>within 60 days</b> of returning to duty to make up missed TSP contributions and to receive agency matching funds for the missed contributions.
	I wish to make a retroactive TSP election at this time and have enclosed a TSP-1 with my election indicated.

Select and Initial **ONLY ONE**:

	Please submit a TSP-41 on my behalf.
	If I have a loan, I will notify my local civilian payroll technician to restart the TSP loan payments.

**Initials** **XV. RETIREMENT (MILITARY DEPOSIT)**

	I understand that for this period of service in the uniformed services to count towards my retirement that I must submit a RI 20-97 to the appropriate DFAS office to start the military deposit process
	I understand <b>that I must pay the full deposit PRIOR TO SEPARATING</b> or the period of active duty will not count towards my technician retirement.
	I do not wish to start the military deposit process at this time and I understand that by delaying the military deposit process, I may incur significant interest which will be added to the deposit amount in order for the time to count towards retirement.
	I have submitted a <a href="#">RI 20-97</a> with my DD214/215 or orders to DFAS to obtain my estimate of earnings.

**USERRA RTD CHECKLIST**

Name:		Technician Unit:		
<b>Initials</b>				
<b>XVI. TECHNICIAN SIGNATURE</b>				
		<b>I have read and understand my USERRA options, benefits, elections, conditions, and responsibilities.</b>		
		I have provided a copy of my LES to my HR Remote Designee as verification of my current benefits and deductions.		
		<b>I understand that any changes made to this checklist after it has been processed may cause significant pay issues.</b>		
Signature:		Date:		
<b>Initials</b>				
<b>XVII. SUPERVISOR'S SIGNATURE</b>				
		I have reviewed the technician's Return to Duty package and it is complete.		
		I have verified that the technician is using his Presidential Leave immediately upon being returned to duty and prior to physically returning to duty (if eligible).		
Signature:		Date:		
<b>XVIII. REMOTE DESIGNEE USE ONLY (HR Remote Designees must complete this section)</b>				
Check off each item to verify completion:			Completed by:	
	SF-52 completed and/or uploaded to DCPDS			
	REFRAD military orders or compatible notification attached.			
	FEHB enrollment - SF 2809 attached if appropriate		Signature/Date:	
	Waiver of FEHB (if appropriate)			
	Make-Up TSP Contribution Request Form and all military LES' attached			
	I have reviewed the member's LES for a NGAUS deduction. Member has NGAUS Insurance: YES/NO If yes, NG 76 Form Attached			
	Member has submitted all required documentation for the Qualified Reservist Differential application.			
	I have provided a copy of the member's LES to verify all of his/her current benefits and deductions.			
<b>DIRECTORATE OF HUMAN RESOURCES USE ONLY</b>				
Complete/check off each item to verify completion:			Completed by:	
	Orders (compatible notification) attached or uploaded to DCPDS			
	DD 214/215 received	Date:		
	CNG Form 353-4 attached and properly filled out with all required documentation for QRD.		Signature/Date:	
	QRD Process completed	Remedy #		Date:
	NG 76 sent to ReliaStar (if applicable)			Date:
	FEGLI restored to prior Absent-US level.			
	Waiver of FEHB completed/SF 2810 completed	Date:		
	SF 2809 attached or SF 2810 completed and processed	Date:		
	DCPDS Updated with FEHB election	Date:		
	TSP-41	Date:		
	Make-Up TSP Contribution Request Form and MMPA's present	Remedy #		
	TSP 1% Agency Automatic Contributions	Remedy #		
	Retirement Service Computation Date has been changed in DCPDS.	Date GRB and DCPDS Updated:		
	Pay Status in DCPDS checked to ensure action flowed successfully			

**Reservist Differential (RD) Payment Application**

To qualify for the Reservist Differential Program, the employee must provide the Human Resources Office (HRO) with copies of Civilian Leave and Earnings Statement (LES), Military LES, Military Orders, and Technician timecards. Partial application packages will not be accepted or processed.

**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. APPLICABLE ACTIVE DUTY TOUR**

List the dates for the applicable Active Duty Tour:

Start Date :	End Date:
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**III. REQUIRED DOCUMENTS**

Employee is required to provide the following supporting documents for the above timeframe:

Initials	LES (Civilian)
	LES (Military)
	Military Orders
	Technician Timecards

<b>Employee Signature :</b>	<b>Date:</b>
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**IV. DIRECTORATE OF HUMAN RESOURCES USE ONLY**

Complete/check off each item to verify completion:		Completed by:
	LES (Civilian)	
	LES (Military)	
	Military Orders	
	Technician Timecards	
	DCPDS Input of NOA QRD?	
	Remedy Ticket Number and notes:	
	Eligible to apply (Select One):	Signature/Date:
	Reason(s) if not eligible:	