

**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. A DD 214 if available*
- 4) *Civilian Leave and Earnings Statement*

Except for employees separating, military service less than **30 days** need only submit the orders to document USERRA time.

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

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 [Military OneSource](http://www.militaryonesource.mil) for dual status employees. For more information, please visit the EAP website: <http://www.militaryonesource.mil>. The EAP phone number is **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.

LEAVE AND EARNINGS STATEMENT (LES)

It is highly recommended that you check your first LES to ensure that all of your benefits elections (if appropriate) have been implemented when entering Absent-US status.

As a reminder, 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. If you used leave intermittently while on Absent-US you may have a valid PRE FEHB COL DEBT on your LES.

NOTES: [Any changes made to this checklist after it has been processed may cause significant pay issues.](#)

USERRA TRAINING

Employees and supervisors are required to take annual USERRA training. This training is available on the California National Guard (CNG) Human Resource Office (HRO) GKO webpage. Select “USERRA Training” folder and review the PowerPoint training slides. (<https://gko.portal.ng.mil/states/CA/HRO/Shared%20Documents/Forms/AllItems.aspx>).

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

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RESTORATION PERIODS

You must return to duty or apply for restoration following separation from uniformed service. For orders:

- 1) **Less than 31 days**, you must report back to work on **the next regularly scheduled workday**.
- 2) **More than 30, but less than 181 days**, you must apply for reemployment no later than **14 days**.
- 3) **More than 180 days**, you must apply for reemployment no later than **90 days** after completion of service

Not complying with the above listed restoration rights will not necessarily terminate your USERRA rights, 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.

QUALIFIED RESERVIST DIFFERENTIAL

If you are in support of *contingency* operations 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" is normally greater than 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/>.

If you want the process to be accomplished each pay period, you will need to indicate that on the checklist and also arrange for someone to be the point of contact to send the military and civilian LES' to HRO for review and processing.

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 (POC) will enable the agency to notify the person you designate in case there are any issues once you have entered active duty. In addition, the POC you provide should be able to submit civilian and military LES' for QRD calculations.

Having someone designated with a power of attorney is important. HRO is requesting the information to determine if their elections have the same legal authority as your elections.

II. USERRA ELECTION TYPE

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. If you indicate that you have no intention of returning to your technician position, the agency can change your election from Absent-US to Separation-US.

SEPARATION – UNIFORMED SERVICES (SEP - US): This election is a form of resignation, allowing you to retain USERRA protections. 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 exercising your USERRA rights and applying for restoration with the agency.

Notes on effective date of election:

- 1) **Qualified Reservist Differential Orders**: If the authority code on your orders entitles you to the Reservist Differential, the effective date of your Absent-US will be the start date of your orders. You cannot use compensatory time while on active duty that qualifies you for Reservist Differential. You will have to use any compensatory time prior to the start date of your orders or upon being returned to duty.
- 2) **Non-Qualified Reservist Differential Orders**: 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 any/all paid leave. If you elect **SEP – US** and are using any paid 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.

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III. RETIREMENT BENEFITS

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 you have returned to 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.**

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.

IV. FEDERAL EMPLOYEE’S HEALTH BENEFITS (FEHB) ABC-C: 1-877-276-9287

Members electing SEPARATION – US or stating intention not to return to their technician position:

Your FEHB coverage will be automatically terminated on the effective date of your Separation-US.

You may also elect to continue FEHB coverage for up to **24 months** and must coordinate your request with ABC-C.

Members electing ABSENT – US AND intending to return to their technician position:

You may elect to terminate FEHB coverage, cancel FEHB coverage, or retain FEHB coverage for up to 24 months.

Terminations

If you elect to terminate your FEHB coverage, the effective date of the termination is the effective date of entering Absent-US status. Terminations provide a 31-day extension of coverage. If electing to terminate your FEHB coverage, you **must** make your election on the USERRA checklist. No further action is required on your part.

Upon returning to duty you will have the opportunity to either reinstate your previous coverage or waive immediate reinstatement of FEHB.

Cancellations

If you elect to cancel your FEHB coverage you must make your election via EBIS or by calling the Army Benefits Center – Civilian. All FEHB cancellations will be effective at the end of the pay period in which the form is received and is within 60 days after the effective date of the AUS. After 60 days after entering Absent-US, no election can be made except due to military exigent circumstances.

If you request to cancel your FEHB coverage but do not process your request via EBIS or by calling the Army Benefits Center - Civilian, you will continue to have FEHB coverage and may incur a debt.

Retaining FEHB Coverage

You may elect to retain FEHB coverage for up to **24 months** during your **ABSENT – US** status. After **24 months**, your FEHB coverage will automatically terminate with no option to retain it until you return to duty. If your coverage was terminated due to exceeding the 24-month period, you will be able to reinstate or waive coverage upon your return to duty.

Retaining FEHB Coverage for Non-Contingency Operations

If you elect to retain FEHB coverage and are entering military service for non-contingency operations, you must pay your share of the premiums for the first 12 months. If your military service goes beyond 12 months, you may continue your FEHB for an additional 12 months. **You will be required to pay 102 % of the premium.** This includes your share of the premium, the Government’s share of the premium, and a two percent administrative fee.

If you elect to pay DFAS directly, checks should include the member’s SSN and annotate USERRA FEHB payment on checks. Make checks payable to: **DFAS Disbursing Officer, P.O. Box 998019, Cleveland, OH 44199-8019.**

You can elect to incur a debt to be paid upon being returned to duty or make payments directly to DFAS.

To calculate the estimated debt, complete the boxes below.

1	Number of pay periods on orders in the first 12 months (maximum of 26):		Number of pay periods on orders in the second 12 months (maximum of 26):	
2	Bi-weekly FEHB Premium for first 12 months: (Employee share only)		Bi-weekly FEHB Premium for second 12 months: (Employee share plus government share plus 2% administrative fee)	
3	Sub-total: (lines 1 times line 2)		Sub-total: (lines 1 times line 2)	
4	Total Estimated Debt: (add both entries on line 3)			

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IV. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB) (CONTINUED)

Retaining FEHB Coverage for Contingency Operations

If you are in support of *contingency* operations as indicated on your orders, your FEHB premiums 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. The debt will appear as “PRE FEHB COL DEBT” on your LES. This is a valid debt and must be paid.

V. 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 may be counted towards the agency matching contributions upon your return to duty to your Technician position.

Loan Information

ABSENT – US members - HRO will submit a TSP 41 on your behalf if you indicate on the checklist that you have TSP Loan(s). This will suspend your TSP loan payments until you return from service in the uniformed services. If you have a loan and don't indicate it on the form, HRO will not send a TSP 41 to TSP and you may end up with a permanent taxable distribution, subject to all of the appropriate taxes and penalties for an early withdrawal.

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).

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

ABSENT – US and SEP – US members - FEGLI coverage will continue for up to **24 months** 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.

VII. FEDVIP, FSAFEDS, and FLTCIP

Employees must contact FEDVIP, FSAFEDS, and FLTCIP within 60 days of entering Absent-US status. Contact Benefeds for more information and whether you can continue, cancel, or terminate your current coverage.

Contact Benefeds directly via email Service@BENEFEDS.com, phone (877) 888-FEDS (877-888-3337), or online at www.benefeds.com to enroll/reinstate coverage or to obtain additional information. For direct contacts to **FEDVIP, FSAFEDS, and FLTCIP**, consult the Program Links on page six of these instructions.

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VIII. EARNED LEAVE

Members electing **ABSENT – US:**

Entitlement to Use Leave

You may elect to keep or use your earned leave (annual leave, compensatory time off for travel, paid military leave, 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.

Annual Leave You may elect to receive a lump sum payout when you enter Absent-US status.

Military Leave You may use military leave (either the 15-days under 5 USC 6323(a), 22 work-days under 5 USC 6323(b), and/or 44 work-days under 5 USC 6323(d)(1) as appropriate, except as noted below.

NOTES:

- 1) Title 32 Dual-Status military technicians on AGR orders (as defined in 10 USC 101(d)(6)) are not authorized to use the 15-days of military leave under 5 USC 6323(a).
- 2) Title 5 Federal Civilian Employees are authorized to use military leave during all qualifying federal uniformed service.

Compensatory Time Regular Compensatory Time cannot be used while in Absent-US status. Regular Compensatory Time can be used while on orders (except orders qualifying for Reservist Differential) and prior to entering Absent-US or prior to separating.

Time Off Awards (TOAs) TOAs can be used while on military duty but will be forfeited if not used within one year of award or prior to separation. TOAs can be restored by notifying the HRO upon being returned to duty.

Forfeiture of earned leave

- (1) Military Leave: A maximum of **240 hours** can be retained. Any amount over 240 hours will be forfeited and cannot be restored.
- (2) Annual Leave: A maximum of **240 hours** can be retained. Excess hours will be forfeited, but can be restored upon request.
- (3) Compensatory time is forfeited if not used within **1 year** of earning them. Forfeited compensatory time can be restored upon being returned to duty. Members will have to request restoration through HRO.

Members electing **SEPARATION – US and/or stating they do not intend to return to their technician position:**

You may elect to use any leave **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.

If using earned leave, your separation effective date will be the last day of your earned leave.

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).

Any annual leave not used prior to separating will be paid out in a lump sum. Except for Sick Leave, all other leave will be forfeited.

Sick Leave

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 should you return to federal employment.

IX. 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. **The deductions will automatically come out of your check when you use leave while on Absent-US or upon your return to duty.** 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**.

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>.

X. 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 and provided all required documents to their HR Remote Designee. Contact your HR Remote Designee or the HRO if you have questions regarding your rights, benefits, entitlements, responsibilities, and elections under USERRA.

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

PROGRAM LINKS, WEBSITES, PHONE NUMBERS, AND FORMS

For information on:	Go to:
FEHB (Health Insurance)	www.opm.gov/insure/health
FEGLI (Life Insurance)	www.opm.gov/insure/life
FEDVIP (Dental/Vision)	www.benefeds.com (877) 888-FEDS (877-888-3337)
FSAFEDS (Flexible Spending Accounts)	www.fsafeds.com 1-877-372-3337
TSP (Thrift Savings Plan)	www.tsp.gov 1-877-968-3778
FLTCIP (Long Term Care)	http://www.ltcfeds.com/ 1-800-582-3337
California National Guard Human Resource Office	http://www.calguard.ca.gov/hro/ 1-916-854-3350
Army Benefits Center – Civilian	https://portal.chra.army.mil/abc/ 1-877-276-9287
MyPay	https://mypay.dfas.mil/mypay.aspx
USERRA Training	https://gko.portal.ng.mil/states/CA/HRO/Shared%20Documents/Forms/AllItems.aspx
Employee Assistance Program (EAP): Military One Source (MOS)	https://www.militaryonesource.mil/ 1-800-342-9647

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

I. INDIVIDUAL INFORMATION

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

Name (Last, First, MI):	SSN:	Technician Unit:	Pay Plan-Series-Grade:	
Street Address:	City:	State:	Zip:	
Phone Number:	Email:			
Contact Person in case I cannot be reached:	Relationship <small>Select One</small>	Has Power of Attorney? Check One: Yes / No		
Street Address: <input type="checkbox"/> Check this box if address is the same as above	City:	State:	Zip:	
Phone Number:	Alternate Phone Number:			

II. USERRA Election Type

Initials	The effective date of my orders is:		
Select and Initial EITHER the Absent-US or SEP-US option and include an effective date.			
		ABSENT-US	SEP – US
	I am using <u>REGULAR</u> compensatory time	From:	
		To:	
	I am using paid leave PRIOR to my Absent-US or SEP-US effective date	From:	
		To:	
	I ELECT ABSENT – UNIFORMED SERVICE (the effective date of the orders or no earlier than the day AFTER use any/all paid leave)	Effective Date:	
	I ELECT SEPARATION – US. I am FREELY electing to separate and understand I still retain USERRA protections.		Effective Date:

III. 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 return to duty or apply for restoration in order to pay the deposit and it must be completed <u>PRIOR TO SEPARATING</u> as a technician.
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IV. FEDERAL EMPLOYEE’S HEALTH BENEFITS (FEHB) ABC-C: 1-877-276-9287

Select and Initial **ONLY ONE**:

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

Select and Initial **ONLY ONE**:

	I elect to terminate my FEHB effective the same date as my AUS or SEPUS effective date.
	I elect to cancel my FEHB and have processed my election via EBIS or the Army Benefits Center - Civilian. I understand that if I do not process my election via eBIS/ABC-C, my FEHB coverage continues and I may incur a debt.
	I elect to retain my current FEHB coverage and will initial the appropriate box below for non-contingency or contingency operations
	I elect to retain FEHB during uniformed service that is not in support of a contingency operation and will either pay the premiums directly to DFAS or incur a debt. Review your LES and the information sheet for the amount. My current premium is: _____ Total Estimated Premiums Owed: \$_____
	I elect to retain FEHB during uniformed service that is in support of a contingency operation and I am aware the agency will cover for my FEHB premium not to exceed 24 months unless I am in a paid status.

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

V. 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.
	I <input type="checkbox"/> DO / <input type="checkbox"/> DO NOT (check one) have a TSP loan.

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

Select and Initial your election: **If you do not have FEGLI on your LES, skip to part XIV**

Initials	I elect to discontinue my FEGLI coverage after the initial 12 months.		
	I elect to continue my current FEGLI coverage for an additional 12 months.		
	I elect to reduce my FEGLI coverage after the initial 12 months. My new coverage while on active duty is:		
Initials	Basic	Initials	Option A
	Option B # of Multiples (up to 5):		Option C # of Multiples (up to 5):
	I elect to convert to a private individual policy. I will coordinate with the HRO for additional information.		

VII. FEDVIP, FSAFEDS, & FLTCIP 1-877-372-3337

Initials	I will contact the BENEFEDS Customer Service regarding my elections and options if I am enrolled in FEDVIP, FSAFEDS, and/or FLTCIP.
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VIII. EARNED LEAVE

Initials	I understand that I can use various types of leave while on Absent-US and will coordinate my requests with my supervisor.
	I understand that if I elect SEP – US , any leave entered in the Time and Attendance system after the effective date of my SEP – US will become a valid debt that I must pay back to DFAS.

FOR ABSENT-US ELECTIONS ONLY:

Initials	I elect to receive a lump sum payment of the entire balance of my annual leave. Do not initial the block to the left if you do not wish to receive a lump sum payment of unused annual leave.
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IX. TECHNICIAN PAY

Initials	I understand my absence, separation, or use of leave while on active duty will have certain effects on my Technician pay. I understand that I am responsible to pay all of my normal deductions if I use leave. I understand that I cannot be in a regular pay status as both a technician while on military orders.
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X. TECHNICIAN SIGNATURE

Signature:	Date:	Phone #:
Email address:		Alternate Phone #

XII. SUPERVISOR’S SIGNATURE

I have reviewed the technician’s Absent-US package and it is complete.

Signature:	Date:	Phone #:
Email address:		Alternate Phone #

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

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):
	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	
	Verified member’s leave balances	
	Confirmed member’s effective date is correct	
	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. (EXCEPTION: if the member is eligible for Reservist Differential)	

DIRECTORATE OF HUMAN RESOURCES USE ONLY

Complete and initial off each item to verify completion:		Completed by (Name):	
	SF -52 attached	Signature/Date	
	Verify type of employment in Extra Information.		
	Orders (compatible notification) attached		
	Annual Leave Lump Sum Remedy ticket:		Ticket #
			Date Submitted:
	FEHB code:		
	For FEHB Terminations: DCPDS updated, SF 2810 completed, and Remedy ticket submitted		Remedy Ticket #
			Date Submitted:
	Current FEGLI Code:		
	TSP 41 – Date Faxed to TSP:		
	No pay was used after the effective date of this action. (SEP-US Only)		
	No actions (including temp extensions) were processed after the effective date of this action except WRIs, General Adjustments, or other auto-processing actions		
	Corrections to auto-processed actions are completed as required.		
	Technician wasn’t already in AUS status.		
	Pay Status in DCPDS checked to ensure action flowed successfully		

PRINT INSTRUCTIONS

SAVE CHECKLIST

PRINT CHECKLIST