

**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.*
- 4) *A current civilian LES*

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.

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.

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) review your leave usage on your LES'.

If you didn't use leave and still have the PRE-FEHB COL DEBT please send your LES to 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.

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: <https://nvti.org/training/courses-offered>

NOTES:

- Any changes made to this checklist after it has been processed may cause significant pay issues.
- Your supervisor should review your RTD package and verify that you are using Presidential Leave immediately upon being returned to duty and prior to physically returning to duty (if eligible).

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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.

II. PRESIDENTIAL LEAVE

Technicians returning from service in the uniformed services under Title 10 In Support Of (ISO) contingency operations 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 or regular days off.

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.
 - (2) You will RTD administratively and will report physically to work following five **(5) work days or one work week**.
 - (3) 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/submission of your excused absence.

Normal Work Schedule (40 Total Hours of Presidential Leave)				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Return to Duty 1st day of Presidential leave (8 hours)	2 nd day of Presidential leave (8 hours)	3 rd day of Presidential leave (8 hours)	4 th day of Presidential leave (8 hours)	5 th day of Presidential leave (8 hours)
Physically report to work	Continue working or take leave.			
Normal Work Schedule - RTD in middle of week (40 Total Hours of Presidential Leave)				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		Return to Duty 1st day of Presidential leave (8 hours)	2 nd day of Presidential leave (8 hours)	3 rd day of Presidential leave (8 hours)
4 th day of Presidential leave (8 hours)	5 th day of Presidential leave (8 hours)	Physically report to work	Continue working or take leave.	
Normal Work Schedule - RTD in middle of week with a holiday on Monday (40 Total Hours of Presidential Leave)				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		Return to Duty 1st day of Presidential leave (8 hours)	2 nd day of Presidential leave (8 hours)	3 rd day of Presidential leave (8 hours)
Holiday	4 th day of Presidential leave (8 hours)	5 th day of Presidential leave (8 hours)	Physically report to work	Continue working or take leave.
4/10 Alternate Work Schedule (40 Total Hours of Presidential Leave)				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		Return to Duty 1st day of Presidential leave (10 hours)	2 nd day of Presidential leave (10 hours)	RDO
Holiday	3 rd day of Presidential leave (10 hours)	4 th day of Presidential leave (10 hours)	Physically report to work	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

You may elect to return to duty while on terminal leave from active duty but you must provide proof of terminal/transition leave with your package.

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. RETIREMENT (MILITARY DEPOSIT)

You may be 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 or equivalent, and submit them to the appropriate DFAS office.

Upon returning to duty to a retirement-covered position, you will have a two-year grace period where no interest accrues. Interest will be applied on the third anniversary of the return to duty. No interest is due if the total deposit is paid in full prior to the third anniversary.

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.

V. FEDERAL EMPLOYEE’S HEALTH BENEFITS (FEHB)

Return to duty from a non-pay status of greater than 30 days and/or loss of other medical coverage (TRICARE) is a qualifying life event (QLE). **You have 31 days before through 60 days after a QLE to make an election.**

A break in health coverage (FEHB/TRICARE) may result in not being able to carry FEHB into retirement if you are within 5 years of retirement.

Continued FEHB Coverage

If you elected to retain your coverage while you were on Absent-US status, your coverage will automatically continue unless you elect to cancel your FEHB coverage. You cannot waive reinstatement if you kept your FEHB coverage while on Absent-US status.

Re-Enrollment

If you elected to cancel your FEHB enrollment when you entered Absent-US status, you have up to 60 days after a QLE to re-enroll in FEHB. To re-enroll in FEHB coverage, you must make your election using EBIS (<https://www.ebis.army.mil/>) or by calling the Army Benefits Center – Civilian (ABC-C) at **1-877-276-9287**. If you have any issues, please contact your HR Remote Designee or the HRO.

Reinstatement

If you elected to terminate your coverage when you initially entered Absent-US status and elect to reinstate the coverage upon RTD, the Human Resource Office will submit a SF 2810 on your behalf as part of the RTD process. Check your next two LES’ for the FEHB deduction.

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

Waiver

If you elected to terminate your FEHB coverage upon entering Absent-US status for a contingency operation, upon returning to duty you may waive immediate reinstatement of FEHB. You must complete the Waiver of Immediate Reinstatement of FEHB (CNG Form 353-3) and submit it with this USERRA package. Your FEHB coverage will be automatically reinstated if no waiver form is received by HRO.

VALID FEHB DEBT

You will have a valid debt and it will show up as a "PRE FEHB COL DEBT" on your LES if you were not on a contingency operation and elected to keep your FEHB coverage, and did not pay the premiums directly to DFAS.

If you were serving on a contingency operation, elected to keep your health coverage, and used leave, then "PRE FEHB COL DEBT" may appear on your LES as a valid debt.

To calculate the potential PRE FEHB COL DEBT, complete the boxes below.

1	Number of pay periods leave was used in the first 12 months (if on a contingency operation – otherwise use "26"):		Number of pay periods leave was used in the second 12 months (if on a contingency operation – otherwise use "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 Debt: (add both entries on line 3)			

VI. 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. The agency will provide the associated matching funds as missed TSP contributions are made up. After the 60 days has passed, the request can only be processed for matching contributions if you contributed to your military TSP from your military basic pay.

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.

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

If you are covered by FERS 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. You should automatically see this on your LES after your return to duty action is processed by HRO. You will also see it on your TSP statement.

TSP Loans

Any TSP Loan(s) and their appropriate pay deductions should 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.

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VII. 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" 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 **353-4** along with the following documents for the entire period of your service in the uniformed services:

- 1) military leave and earnings statements or equivalent
- 2) civilian LES' leave and earnings statements or equivalent
- 3) military 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. 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. Ensure your FEGLI coverage is reflecting on your LES and that it is the same coverage you had prior to entering AUS status. No further action is required by the member.

IX. NATIONAL GUARD ASSOCIATION OF THE UNITED STATES (NGAUS) DISABILITY 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.

The NG76 must be emailed to: NGAUSAdministration@voya.com

X. 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, Annual Leave, and Time Off Awards that were forfeited may be restored. Contact your HRO remote designee or the HRO at (916) 854-3350. Notify your HRO Remote Designee or contact the HRO at (916) 854-3350 for more information.

2) 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.

XI. TECHNICIAN PAY

All allotments, deductions, and garnishments established on your technician pay should 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. If there are concerns with benefits on your LES, provide your HR Remote Designee with your LES and supporting documentation. 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>.

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XII. 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.

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/Dishonorable Discharge, etc.) negates any reemployment rights under USERRA.

If no DD 214 will be issued then a statement of service that indicates the dates, title of orders, rank at the time of discharge, amount of time lost, and the character of service will temporarily serve the purpose of the DD 214.

XIII. FEDVIP, FSAFEDS, and FLTCIP

Upon returning to duty from Absent-US employees may enroll/reinstate coverage for FEDVIP, FSAFEDS, and FLTCIP within 60 days of returning to duty. Contact Benefeds for more information.

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

FEDVIP – FEDERAL EMPLOYEES DENTAL and VISION INSURANCE PROGRAM

FEDVIP is separate from FEHB but does mirror the same coverage stipulations.

The program’s website is www.benefeds.com

FSAFEDS – FLEXIBLE SPENDING ACCOUNTS

FSAFEDS allows employees to contribute pre-tax dollars for eligible medical expenses.

The program’s website is www.fsafeds.com.

FLTCIP – FEDERAL LONG TERM CARE INSURANCE PROGRAM

FLTCIP covers enrolled employees in the case of catastrophic injuries or other debilitating illnesses.

The program’s website is <http://www.ltcfeds.com/>.

PROGRAM LINKS, WEBSITES, AND PHONE NUMBERS

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

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
NGAUS (Technician Disability and Term Life Insurance)	http://www.ngaus.org/ngausit/technicians-insurance
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://www.abc.army.mil/ 1-877-276-9287
Defense Finance and Accounting Service (DFAS)	www.dfas.mil 1-866-859-1845
MyPay	https://mypay.dfas.mil/mypay.aspx
USERRA Training	https://nvti.org/training/courses-offered
Human Resource office (HRO)	www.calguard.ca.gov/hro 1-916-854-3350
Employee Assistance Program (EAP):	
Military One Source (MOS) (For Title 32 Employees)	https://www.militaryonesource.mil/ 1-800-342-9647
Federal Occupational Health (FOH) (Title 5 Employees)	http://www.foh4you.com/ 1-800-222-0364

If you have questions regarding how to complete this form and/or have questions regarding the impact of various choices, please contact either your local Human Resources Remote Designee or the Human Resource Office Benefits Section at (916) 854-3350 or via email at: ng.ca.caarng.list.j1-hro-benefits@mail.mil.

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READ THE INSTRUCTIONS CAREFULLY PRIOR TO COMPLETING THE CHECKLIST

You are required to initial all applicable blocks to indicate your elections

I. INDIVIDUAL INFORMATION

1. Name:

2. SSAN:

3. Technician Unit:

4. Email:

Initials

II. PRESIDENTIAL LEAVE

Select and Initial **ONLY ONE**:

If I am eligible for Presidential Leave I will coordinate using it with my supervisor.

I am using Presidential Leave from _____ to _____

Work schedule (circle one) 5/8s 8/9/8S 4/10s My RDO is: _____

Initials

III. RETURN TO DUTY (RTD)

Select and initial your election and include an effective date. The effective date is the first day of Presidential Leave (if applicable).

I ELECT to Return To Duty.

Effective Date:

Initials

IV. RETIREMENT (MILITARY DEPOSIT)

I understand the process to make a military deposit for this period of uniformed service and that the deposit must be paid in full prior to separating from the technician program or the period of active duty will not count towards my technician retirement.

Initials

V. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB)

I understand that if I was on a contingency operation, retained my FEHB coverage, and used leave, I may have a valid debt.
I understand that if I was not on a contingency operation and retained FEHB coverage, I will have a valid debt.

Check **ONLY ONE**: I have reviewed my eligibility from the instructions above and I elect to:

Reinstate my FEHB coverage

Enroll in my FEHB coverage

Continue my current FEHB coverage.

Waive immediate reinstatement of FEHB coverage

NOT Enroll in FEHB

Initials (if applicable)

VI. THRIFT SAVINGS PLAN (TSP)

I elect to make up missed TSP Contributions will submit the appropriate documents within 60 days of returning to duty.

I have a TSP loan. Please submit a TSP-41 on my behalf.

Initials (if applicable)

VII. QUALIFIED RESERVIST DIFFERENTIAL

I request an HR representative review my eligibility for the Qualified Reservist Differential and entitlement to RD funds.

Initials

VIII. FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FGLI)

I understand my FGLI coverage returns to the coverage I had when I entered Absent-US status.

Initials

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

If I am enrolled in NGAUS Insurance I will email the NG 76 according to the instructions in the NGAUS section above.

Initials

X. EARNED LEAVE

I understand that any annual leave or compensatory time forfeited while I was on Absent-US may be restored.

Initials

XI. TECHNICIAN PAY

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

Initials

XII. MILITARY DISCHARGE - DD 214/DD 215

I have contacted my unit to obtain a DD 214 or a statement of service and will email it to my HRO Remote Designee.

Initials

XIII. FEDVIP, FSAFEDS, and FLTCIP

If I elect to enroll/reinstate my **FEDVIP, FSAFEDS, and FLTCIP** I will notify BENEFEDS per the instructions above.

XIV. TECHNICIAN SIGNATURE

Signature:

Date:

For questions or concerns on my RTD elections please contact me at:

Phone #:

XV. SUPERVISOR'S SIGNATURE

I have reviewed the technician's Return to Duty package and it is complete.

Signature:

Date:

For questions or concerns on the RTD elections please contact me at:

Phone #:

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XV. REMOTE DESIGNEE USE ONLY (HR Remote Designees must complete this section)

Check off each item to verify completion:

Completed by:

SF-52 completed and/or uploaded to DCPDS

REFRAD military orders/DD 214/statement of service attached.

FEHB enrollment completed via EBIS/ABC-C or elected not to enroll (no documents needed)

Signature/Date:

Waiver of FEHB or SF 2809 is attached (if appropriate) or HRO needs to complete a SF 2810

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 emailed to VOYA on (date):

Member's orders qualify for Qualified Reservist Differential consideration and will submit all required documentation in a separate email.

I have provided a copy of the member's LES to verify all of his/her current benefits and deductions.

DIRECTORATE OF HUMAN RESOURCES USE ONLY

Complete/check off each item to verify completion:

Completed by:

Orders (compatible notification) attached or uploaded to DCPDS

DD 214/215/Statement of Service received

Date:

Signature/Date:

FEHB Election processed. DCPDS Updated with FEHB election (if applicable) Date:

Remedy ticket (if applicable):

Date:

FEGLI restored to prior Absent-US level.

TSP-41

Date:

Make-Up TSP Contribution Request Form and MMPA's present

Remedy ticket number:

NG 76 sent to VOYA (if applicable)

Date:

CNG Form 353-4 attached and properly filled out with all required documentation for QRD.

QRD Process completed

Remedy #

Date:

Pay Status in DCPDS checked to ensure action flowed successfully

Retirement Service Computation Date has been changed in DCPDS.

Date GRB and DCPDS Updated:

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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	All civilian Leave and Earnings Statements for entire period of the active duty tour
	All military Leave and Earnings Statements for entire period of the active duty tour
	Military Orders and DD 214
	All technician timecards for entire period of the active duty tour (including any retroactive changes)

Employee Signature :	Date:
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IV. DIRECTORATE OF HUMAN RESOURCES USE ONLY

Complete/check off each item to verify completion:			Completed by (Name, Signature, and Date)
	Member's Orders qualify for Reservist Differential?	YES NO	
	Reason if NO:		
	All civilian Leave and Earnings Statements for entire period of the active duty tour		
	All military Leave and Earnings Statements for entire period of the active duty tour		
	Military Orders and DD 214		
	All technician timecards for entire period of the active duty tour (including any retroactive changes)		
	Calculation completed:		
	Member owed money:	YES NO	
	Amount member owed:		
	DCPDS Input of NOA QRD? YES NO ??????????????????		Reviewed by (Name, Signature, and Date)
	Remedy Ticket Number:	Date Opened: Date Closed:	
	Calculation reviewed by Team Lead/Supervisor		