

**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.

**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 for qualifying orders immediately upon being returned to duty and prior to physically returning to duty (if eligible).

**06PRIVACY 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 Magellen. 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) AND DEBTS**

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://www.dol.gov/agencies/vets/programs/userra/onlinetraining>

**UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT  
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**I. INDIVIDUAL INFORMATION**

In order to process your USERRA RTD elections, Section I must be filled out completely and 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 <sup>nd</sup> day of Presidential leave (8 hours)	3 <sup>rd</sup> day of Presidential leave (8 hours)	4 <sup>th</sup> day of Presidential leave (8 hours)	5 <sup>th</sup> 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 <sup>nd</sup> day of Presidential leave (8 hours)	3 <sup>rd</sup> day of Presidential leave (8 hours)
4 <sup>th</sup> day of Presidential leave (8 hours)	5 <sup>th</sup> 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 <sup>nd</sup> day of Presidential leave (8 hours)	3 <sup>rd</sup> day of Presidential leave (8 hours)
Holiday	4 <sup>th</sup> day of Presidential leave (8 hours)	5 <sup>th</sup> 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 <sup>nd</sup> day of Presidential leave (10 hours)	RDO
Holiday	3 <sup>rd</sup> day of Presidential leave (10 hours)	4 <sup>th</sup> 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 blocks 1-6 of the [RI 20-97](#) (Estimated Earning During Military Service) form, attach a Member 2 or Member 4 copy of a DD-214 or equivalent, and submit them to the Benefits Section in the Human Resource Office. A copy of the RI 20-97 is located at the bottom of this form.

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. This process can take up to 6 months to complete, so please plan accordingly.

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

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.

**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.

**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.

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

**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.**

**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.

**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 12304b	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 the following documents for the entire period of your service in the uniformed services:

- 1) All military leave and earnings statements or equivalent
- 2) All civilian LES' leave and earnings statements or equivalent
- 3) All military orders and amendments

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.

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**IX. 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.

**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.

**22 Work days**

**44 Work days**

**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.

**X. 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>.

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

**Validity of Discharge**

You must provide military orders or documentation such as your Member 2 or Member 4 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 period of uniformed service is under honorable conditions, with the dates, title of orders, rank at the time of discharge, and the amount of time lost, will serve the purpose of the DD 214.

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**XII. 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](mailto:Service@BENEFEDS.com), phone (877) 888-FEDS (877-888-3337), or online at [www.benefeds.com](http://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](http://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](http://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)	<a href="http://www.opm.gov/insure/health">www.opm.gov/insure/health</a>
FEGLI (Life Insurance)	<a href="http://www.opm.gov/insure/life">www.opm.gov/insure/life</a>
FEDVIP (Dental/Vision)	<a href="http://www.benefeds.com">www.benefeds.com</a> (877) 888-FEDS (877-888-3337)
FSAFEDS (Flexible Spending Accounts)	<a href="http://www.fsafeds.com">www.fsafeds.com</a> 1-877-372-3337
TSP (Thrift Savings Plan)	<a href="http://www.tsp.gov">www.tsp.gov</a> 1-877-968-3778
FLTCIP (Long Term Care)	<a href="http://www.ltcfeds.com/">http://www.ltcfeds.com/</a> 1-800-582-3337
California National Guard Human Resource Office	<a href="http://www.calguard.ca.gov/hro/">http://www.calguard.ca.gov/hro/</a> 1-916-854-3350
Army Benefits Center – Civilian	<a href="https://www.abc.army.mil/">https://www.abc.army.mil/</a> 1-877-276-9287
Defense Finance and Accounting Service (DFAS)	<a href="http://www.dfas.mil">www.dfas.mil</a> 1-866-859-1845
MyPay	<a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a>
USERRA Training	<a href="https://nvti.org/training/courses-offered">https://nvti.org/training/courses-offered</a>
Human Resource office (HRO)	<a href="http://www.calguard.ca.gov/hro">www.calguard.ca.gov/hro</a> 1-916-854-3350
Employee Assistance Program (EAP):	
Magellan (For Title 5 Employees)	
Military One Source (MOS) (For Title 32 Employees)	<a href="https://www.militaryonesource.mil/">https://www.militaryonesource.mil/</a> 1-800-342-9647

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**READ THE INSTRUCTIONS CAREFULLY PRIOR TO COMPLETING THE CHECKLIST**

*You are required to check all applicable blocks to indicate your elections*

**I. INDIVIDUAL INFORMATION**

1. Name:	2. SSAN:	3. Technician Unit:	4. Phone #
Work Email:		Personal Email:	

**II. PRESIDENTIAL LEAVE**

Select and Initial **ONLY ONE**:

<input type="checkbox"/>	I have verified from the instructions in Section II above that I am eligible for Presidential Leave and will coordinate using it with my supervisor.
<input type="checkbox"/>	If I am eligible, I am using Presidential Leave from _____ to _____

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

The effective date is the first day of Presidential Leave (if applicable) or the date you actually report for work.

<input type="checkbox"/>	The effective date of my Return To Duty is:
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**IV. RETIREMENT (MILITARY DEPOSIT)**

<input type="checkbox"/>	I understand the process to make a military deposit for this period of uniformed service.
<input type="checkbox"/>	I understand the deposit must be paid in full prior to separating from the technician program or the period of active duty may not count towards my technician retirement.
<input type="checkbox"/>	I request HRO submit a RI 20-97 on my behalf to DFAS. The dates I used paid leave are entered in the block at the end of the next page.

**V. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB) ABC-C: 1-877-276-9287**

<input type="checkbox"/>	I understand that if I was on a contingency operation, retained my FEHB coverage, and used leave, or if I was not on a contingency operation and retained FEHB coverage, I will have a valid debt.		
Select and Initial <b>ONLY ONE</b> : I have reviewed my eligibility from the instructions above and I elect to:			
<input type="checkbox"/>	<b>Reinstate</b> my FEHB coverage	<input type="checkbox"/>	<b>Waive</b> immediate reinstatement and the waiver form is attached
<input type="checkbox"/>	<b>Continue</b> my current FEHB coverage		

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

<input type="checkbox"/>	I elect to make up missed TSP Contributions and will submit the appropriate documents within 60 days of returning to duty.
<input type="checkbox"/>	I have a TSP loan. Please submit a TSP-41 on my behalf.

**VII. QUALIFIED RESERVIST DIFFERENTIAL**

<input type="checkbox"/>	I request an HR representative review my eligibility for the Qualified Reservist Differential and entitlement to RD funds.
<input type="checkbox"/>	I have attached all of the military and civilian LES' to this package.

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

<input type="checkbox"/>	I understand my FGLI coverage returns to the coverage I had when I entered Absent-US status.
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**IX. EARNED LEAVE**

<input type="checkbox"/>	I understand that any annual leave or compensatory time forfeited while I was on Absent-US may be restored.
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**X. TECHNICIAN PAY**

<input type="checkbox"/>	I understand my Technician Pay conditions and requirements and will take the necessary steps as appropriate.
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**XI. MILITARY DISCHARGE - DD 214/DD 215**

<input type="checkbox"/>	I have contacted my unit to obtain a Member 2 or 4 DD 214 or a statement of service and will email it to my HRO Remote Designee.
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**XII. FEDVIP, FSAFEDS, and FLTCIP    Benefeds: 1-800-582-3337**

<input type="checkbox"/>	If I elect to enroll/reinstate my <b>FEDVIP, FSAFEDS, and FLTCIP</b> I will notify BENEFEDS per the instructions above.
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**XIII. TECHNICIAN SIGNATURE**

Signature:	Date:
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**XIV. SUPERVISOR'S SIGNATURE**

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

Supervisor Name:	Signature:	Date:
Email:	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:
<input type="checkbox"/>	SF-52 completed and/or uploaded to DCPDS	Signature/Date:
<input type="checkbox"/>	REFRAD military orders/DD 214/statement of service attached.	
<input type="checkbox"/>	Elected to reinstate FEHB or elected to not enroll (no documents needed)	
<input type="checkbox"/>	Waiver of FEHB attached (if appropriate)	
<input type="checkbox"/>	Make-Up TSP Contribution Request Form and all military LES' attached	
<input type="checkbox"/>	Member's orders qualify for Qualified Reservist Differential consideration and will submit all required documentation in a separate email.	

**DIRECTORATE OF HUMAN RESOURCES USE ONLY**

Complete/check off each item to verify completion:		Completed by:	
<input type="checkbox"/>	Orders (compatible notification) attached or uploaded to DCPDS	Signature/Date:	
<input type="checkbox"/>	DD 214/215/Statement of Service received		Date:
<input type="checkbox"/>	FEHB Election processed. DCPDS Updated with FEHB election (if applicable) Date:		
<input type="checkbox"/>	Remedy ticket (if applicable):		Date:
<input type="checkbox"/>	FEGLI restored to prior Absent-US level.		
<input type="checkbox"/>	TSP-41 sent to TSP		Date:
<input type="checkbox"/>	Make-Up TSP Contribution Request Form and MMPA's present		Remedy ticket number:
<input type="checkbox"/>	All military and civilian LES' attached for QRD processing.		
<input type="checkbox"/>	QRD Process completed		Remedy #
<input type="checkbox"/>	Pay Status in DCPDS checked to ensure action flowed successfully		

**EMPLOYEE USE ONLY**

For RI 20-97: enter any and all dates you used paid leave while on Absent-US here:

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