

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

USERRA PACKET OVERVIEW

September 1, 2015

Human Resources Office

SrA Melanie Marquez - HRA

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OBJECTIVES

- Understand Absent-US & RTD packet contents
- Remind employees that it is their responsibility to give advance notice to HRO of their deployments or when they're called to military duty
- Prevent future delays in process due to incomplete packages



TECHNICIANS HAS TWO OPTIONS

- ABSENT-US

- SEPARATION-US

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SF 52 – ABSENT-US

Technician elects to be placed on Absent-US with return rights to technician position

SF 52 – ABSENT-US

- Technician must complete the following sections:
 - PART A, #1, 3, 4, 5 SIGNED BY TECHNICIAN, #6 GROUP COMMANDER

Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested ABSENT - US (27 DEC 2013)		2. Request Number	
3. For Additional Information Call (Name and Telephone Number) NATHAN KOIDE, 448-8465		4. Proposed Effective Date 27 DEC 13	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) AWA.KALEN.M.1180159300 <small>Digitally signed by AWA.KALEN.M.1180159300 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USAF, cn=AWA.KALEN.M.1180159300 Date: 2013.11.22 12:55:13 -10'00'</small> Awa, Kalen SSgt, KC135 Aerospace Maint. Craftsman		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) CHANG.ZACHARY.M.1179789058 <small>Digitally signed by CHANG.ZACHARY.M.1179789058 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USAF, cn=CHANG.ZACHARY.M.1179789058 Date: 2013.11.20 14:08:11 -10'00'</small> GREGORY S. WOODROW, Col, 154 MXG/CC	

SF 52 – ABSENT-US

- PART B, #1-4,
5-A 473,
5-B ABSENT-US,
5-C Q3K,
5-D 5 CFR part 353
#7-14, #23-39

(INFORMATION CAN BE
RETRIEVED FROM CURRENT
APPOINTMENT SF 50 –
CHECK WITH SUPERVISOR
FOR MYBIZ+ACCESS

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)													
1. Name (Last, First, Middle) Awa, Kalen, Matsuo				2. Social Security Number ***-**-1825				3. Date of Birth 02 Jan 1985		4. Effective Date 27 DEC 13			
FIRST ACTION						SECOND ACTION							
5-A. Code 473		5-B. Nature of Action Absent-US				6-A. Code		6-B. Nature of Action					
5-C. Code Q3K		5-D. Legal Authority 5 CFR part 353				6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number TITLE: AIRCRAFT MECHANIC 135 AERO PDCN: D010000 POS#: 0879384						15. TO: Position Title and Number							
8. Pay Plan WG		9. Occ. Code		10. Grade or Level 10		11. Step or Rate		12. Total Salary		13. Pay Basis			
12A. Basic Pay			12B. Locality Adj.			12C. Adj. Basic Pay			12D. Other Pay				
14. Name and Location of Position's Organization 154 WG/MXS 360 Mamala Bay Drive JBPHH, HI 96853-5517						22. Name and Location of Position's Organization							
EMPLOYEE DATA													
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite				25. Agency Use		26. Veterans Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO			
27. FEGLI						28. Annuitant Indicator			29. Pay Rate Determinant				
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA													
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career				35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code 234100/KC-135			37. Bargaining Unit Status				
38. Duty Station Code USERRA PACKET OVERVIEW						39. Duty Station (City - County - State or Overseas Location) JBPHH, HI							

SF 52 – ABSENT-US

- PART D – Reason of military orders, provide start date and projected end date. Orders #, date of orders published.

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

Reason: SSgt Awa participation with Guam deployment, he has no military or civilian leave to cover active duty orders from 12/27/13 thru 01/07/14.

SO#: R-T000026

Dated: 18 Nov 2013

MILITARY ORDERS

MUST ATTACHED ALL AMENDMENTS OR MODIFICATION

ORIGINAL

R-T000026, 154TH MAINTENANCE SQUADRON, 18 Nov 2013

Command Code: 1L
Mean Code: 698
Tour Indicator: GB: CONTINGENCY BASE MISSION SPT
Executive Order: 80035A - AEF STEADY STATE (NOT ONE/OEF/OIF)

- CHECK WHAT TYPE OF ORDERS THE TECHNICIAN IS ON:
 - CONTINGENCY
 - NON-CONTINGENCY
 - AGR
 - MPA
- Overseas Contingency Operations (OCO) formerly known as Global War on Terrorism (GWOT)
 - Examples: OIF, OEF, OND –Title 10 USC 12301 (D), 12302

11. ~~ADDITIONAL INFORMATION. Based on these orders to Active Federal Service~~ for a period of 31 days or more in support of a contingency operation dated after 28 October 2004, members and eligible dependents may be eligible for TRICARE benefits. IAW (I), Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel, 20 Dec 02, para 1.19.4, it is the members responsibility to ensure their DEERS record reflects the proper active duty dates if orders are in excess of 30 days. Eligibility period for this benefit begins upon notification or receipt of Delayed-Effective-Date order to active duty or up to ninety (90) days prior to written or verbal notification of being placed on active duty. Benefits are effective the date you receive notification that you are (or will be) ordered to active duty for a period of 31 days or more in support of a contingency operation as defined in provisions of law, 10 U.S.C. 101(a)(13)(b). If service is 90 days continuous in support of a contingency, prior to deactivation, member must declare intent to enroll in TRICARE Reserve Select (TRS) Program. Members should contact their servicing MPF for eligibility and current benefit information regarding TRS. It is suggested members review their eligibility period by logging onto the Guard/Reserve portal at <https://www.dmdc.osd.mil/appj/esgr/index.jsp> before submitting claims to TRICARE. Claim procedures have been posted at <http://www.tricare.osd.mil/claims>. TRICARE enrollment procedures can also be found at the following site: <http://www.tricare.osd.mil/reserve>. This order contains information protected under the Privacy Act of 1974. This active duty order does not constitute authority to deploy from the activated location. If further deployment is required after reporting to the Commander of assigned unit, the applicable Contingency, Exercise, Deployment (CED) or TDY order must be published and furnished to the individual prior to departure. Deploying personnel must out-process through the servicing Military Personnel Flight as directed.

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SF 52 – RETURN TO DUTY

SF 52 – RETURN TO DUTY

- SIMILAR INFORMATION AS THE SF 52 FOR ABSENT-US
- ONLY DIFFERENCE IS ADDITIONAL INPUT ON PART B #15-22, #23-39
- REFER TO TECHNICIAN'S CURRENT/ LATEST SF 50 CAN BE RETRIEVED BY SUPERVISOR THROUGH MYBIZ+

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)															
1. Name (Last, First, Middle) Awa, Kalen, Matsuo				2. Social Security Number ***-**-1825				3. Date of Birth 02 Jan 1985		4. Effective Date 08 JAN 14					
FIRST ACTION						SECOND ACTION									
5-A. Code 292		5-B. Nature of Action RETURN TO DUTY				6-A. Code		6-B. Nature of Action							
5-C. Code Q3K		5-D. Legal Authority 5 CFR part 353				6-C. Code		6-D. Legal Authority							
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority							
7. FROM: Position Title and Number						15. TO: Position Title and Number									
TITLE: AIRCRAFT MECHANIC 135 AERO PDCN: D010000 POS#: 0879384						TITLE: AIRCRAFT MECHANIC 135 AERO PDCN: D010000 POS#: 0879384									
8. Pay Plan WG		9. Occ. Code 10		10. Grade or Level 10		11. Step or Rate		12. Total Salary		13. Pay Basis					
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.					
20C. Adj. Basic Pay		20D. Other Pay		16. Pay Plan		17. Occ. Code		18. Grade or Level		19. Step or Rate					
20. Total Salary/Award		21. Pay Basis		14. Name and Location of Position's Organization 154 WG/MXS 360 Mamala Bay Drive JBPHH, HI 96853-5517						22. Name and Location of Position's Organization 154 WG/MXS 360 Mamala Bay Drive JBPHH, HI 96853-5517					
EMPLOYEE DATA						24. Tenure									
23. Veterans Preference		1 - None		3 - 10-Point/Disability		5 - 10-Point/Other		0 - None		2 - Conditional					
2 - 5-Point		4 - 10-Point/Compensable		6 - 10-Point/Compensable/30%		1 - Permanent		3 - Indefinite		25. Agency Use					
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant		30. Retirement Plan		31. Service Comp. Date (Leave)		32. Work Schedule					
33. Part-Time Hours Per Biweekly Pay Period		POSITION DATA						35. FLSA Category		36. Appropriation Code					
34. Position Occupied		1 - Competitive Service		3 - SES General		E - Exempt		234100/KC-135		37. Bargaining Unit Status					
2 - Excepted Service		4 - SES Career		N - Nonexempt		38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)		JBPHH, HI					

SF 52 – RETURN TO DUTY

- PART D – Returning from military service, provide start date and end date. Orders #, date of orders published with any amendments. (If contingency, technician entitled to 5-day Presidential Leave) Must state first day of Presidential leave and that will determine RTD effective date

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

Technician returning from military orders effective 01-08-2014.
Orders started from 12/27/2013 to 01/07/2014.

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COMMON ISSUES

- Incomplete SF 52, missing signatures and critical information
- No USERRA Election Forms
- No military orders
- Change of supervisor and unable to access MyBiz+
- Incorrect Time and Attendance codes
- No TSP 41

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WHAT HAPPENS DOWN THE ROAD?

- FEHB Debt
- Personnel actions not processed accordingly
- Delayed inputs in DCPDS
- Unpaid technicians makes unhappy technicians
- Incorrect T&A codes leads to errors in system generated reports/
Corrections must be made before moving forward
- Multiple follow-ups that costs a lot of time

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QUESTIONS

- FEEDBACKS ARE HIGHLY ENCOURAGED FOR IMPROVEMENT PURPOSES



SEPARATION-US

Technician decides to Separate-US from technician position

- HRO WILL NEED THE SF 52 FOR SEPARATION-US
 - ENSURE TO COMPLETE PART E OF THE SF 52 (SIGNED)
 - ATTACHED MILITARY ORDERS
-
- [Back to Absent-US Option](#)