

DAVID Y. IGE  
GOVERNOR



ARTHUR J. LOGAN  
MAJOR GENERAL  
ADJUTANT GENERAL

KENNETH S. HARA  
BRIGADIER GENERAL  
DEPUTY ADJUTANT GENERAL

STATE OF HAWAII  
**DEPARTMENT OF DEFENSE**  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAII 96816-4495

NGHI-HRO

4 December 2015

MEMORANDUM FOR Hawaii National Guard (HING) Technicians

SUBJECT: Technician Rights and Benefits when Entering into Absent-Uniformed Service (AUS) Status to Perform Active Military Duty for Thirty (30) Days or more.

1. The information contained herein is to inform all HING technicians what documents to submit to properly process their USERRA election and document a technician's benefits elections and performance of service in the uniformed services. This applies when a permanent (includes indefinite) technician enters into AUS status to perform active military duty for thirty calendar (30) days or more. Temporary technician's re-employment rights are limited to the not to exceed date of the current employment period. Restoration rights associated with these actions are limited to a 5-year period of restoration rights back to technician status with this agency and can only be given if notice is provided to the employer; the request to entering AUS status is considered notification. The 5-year limit is cumulative and could include prior military tours. The separation from active duty must be under honorable conditions and not for cause.

2. AUS for 30 calendar days or more must be documented on a SF-50, (Notification of Personnel Action). The request must be processed through the Defense Civilian Personnel Data System (DCPDS) at least sixty (60) days prior to the effective date. Listed below are the following documents needed to process the AUS action. These documents must be submitted through your chain of command in order for them to process the action through DCPDS.

a. A copy of the military orders to include amendments. Amendments must be submitted to the Human Resources Office as soon as the amendment is received; if not, the action will be processed with the effective date listed on the USERRA election form received; delays may incur debts due to delayed processing.

b. A completed USERRA Election Form Checklist (Enclosure 1).

c. FEHB Premium Conversion Waiver/Election form (if applicable).

d. FEGLI Notice and Election Form (if applicable).

e. TSP – 41 (if applicable)

3. Supervisors, timekeepers, and technicians submitting AUS actions have a shared responsibility to ensure the right pay codes are being implemented and coincides with the

NGHI-HRO

SUBJECT: Technician Rights and Benefits when Entering into Absent-Uniformed Service (AUS) Status to Perform Active Military Duty for Thirty (30) Days or more.

effective dates of AUS actions. The effective date will be based on what you list on the USERRA election form. Pay codes not coinciding with effective dates listed on the USERRA election forms may cause errors in benefits and may also cause debt issues when the action is processed. It is pertinent that the "Military Furlough (LWOP)- Called to Active Duty" code, KG, is used for AUS actions and not "Personal LWOP", code KA.

4. Failure to provide all the requested information could lead to a delay in processing the action and impact benefit elections. It is advised that technicians keep a copy of the documents submitted to HRO.

5. Permanent, temporary, and indefinite technicians that want to process actions less than 30 days for credit towards their retirement or Thrift Savings Program may elect to process AUS actions but must do so accordance to the procedures listed in paragraph 2. These requests must be submitted to the Human Resources Office no later than sixty (60) days prior to the effective date of AUS.

6. This memorandum supersedes previous HING memorandums regarding processing USERRA actions.


7. If you have any USERRA actions for orders less than 30 calendar days that's currently outstanding or has yet to be processed and would like to proceed with your action, please send an email to the POC listed below no later than 30 days after the date of this memorandum. If your request isn't received by then, your action will not be processed.

8. If you have any questions, please call the HRO Customer Service at (808) 672-1234 or email [Lorajan.b.kaonohi.mil@mail.mil](mailto:Lorajan.b.kaonohi.mil@mail.mil).

FOR THE ADJUTANT GENERAL:

5 Encls

1. USERRA Election Form
2. FEHB Premium Conversion Waiver/  
Election Form
3. FEGLI Notice and Election Form
4. TSP-41
5. Hawaii National Technician Information and Election Rights

  
Brian S. Buhler, Col, HIANG  
Director of Human Resources

DISTRIBUTION:

NGHI-HRO-A  
NGHI-HRO-M