



HAWAII NATIONAL GUARD
HUMAN RESOURCES OFFICE

BULLETIN



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MANDATORY USERRA ONLINE TRAINING

1. Reference.

Public Law (P.L.) 110-389.

2. Purpose. Human Resource University (HRU) is offering OPM-approved USERRA training, which is mandatory for full time Army and Air personnel (AGR or Technician) working in the following roles: human resources professionals, hiring supervisors and managers, and any employee involved in interview panels, or review boards. In accordance with P.L. 110-389, OPM requires agencies to deliver USERRA training annually. USERRA is the federal law that establishes the rights and responsibilities of those serving in the Reserves, National Guard, or are subject to recall orders. USERRA protects the job rights of these individuals who voluntarily or involuntarily leave their civilian positions so they are not discriminated against upon their return.

3. Procedure.

a. Establish an individual HR University account at <http://hru.gov>. Launch the OPM approved USERRA Online Training at http://hru.gov/Course_Catalog.aspx?cid=204&mgr=false.

b. Suspense date will be 30 September of each fiscal year.

c. After the online training is complete, upload certificate and self-certify with a course title "USERRA" in MYBiz+. Send a copy of your certificate to the Human Resources Development Specialist, Mr. Joey Mariano at joey.mariano@us.af.mil.

12. HRO Points of Contact. Any questions or concerns regarding this training requirement may be directed to the HRO Development Specialist: 808-672-1248.