

**HAWAII NATIONAL GUARD, HUMAN RESOURCES OFFICE  
EMPLOYEE SERVICES SECTION**

**REQUEST FOR USERRA RETROACTIVE TSP CONTRIBUTIONS (FORM USERRA RETRO TSP)**  
(Revised July 2012)

**PRIVACY ACT STATEMENT**

AUTHORITY: PL 103-353, 1994, Uniformed Services Employment and Reemployment Rights Act (USERRA)  
 PRINCIPLE PURPOSE: For employees to make retroactive TSP contributions following periods of Absent-Uniformed Services (AUS)  
 ROUTINE USES: For employees to make retroactive TSP contributions following periods of Absent-Uniformed Services (AUS)  
 DISCLOSURE: Voluntary

**SECTION A – EMPLOYEE INFORMATION**

1. Employee's Name:	2. SSN:	3. Date of Birth:
4. <input type="checkbox"/> CSRS Employee		5. <input type="checkbox"/> FERS Employee

**SECTION B – EMPLOYEE CERTIFICATION**

**INSTRUCTIONS: First, complete either item 1 or 2. Next, complete item 3 either a or b.**

1.  I want to make retroactive payments to my Civilian TSP account. The missed contributions will be based on the TSP-1 form in effect at the time I entered on Absent-Uniform Services (AUS) as well as any TSP-1 forms I completed during my AUS period. I understand that I will have up to twice as many pay periods as I was in AUS to make up the missed contributions.
2.  I **DO NOT** want to make any Civilian TSP retroactive payments. **[NOTE:** If you are covered under FERS, you will be eligible to receive the Agency Automatic (1%) contributions plus any Agency Matching contributions based on what you may have contributed into your Military TSP during the period of AUS whether or not you elect to make up the missed Civilian TSP contributions. *You MUST submit copies of all your Military Leave and Earnings Statements (LES) or your Master Military Pay Account (MMPA) screens reflecting the amount of contributions withheld from your military pay*].
3. Military TSP (check either a or b).
- a.  I contributed to a Military TSP during my AUS period. I understand that this will offset the amount I am able to put back into my Civilian TSP. **Attached are copies of ALL of my Military Leave and Earnings Statements (LES) or my Master Military Pay Account (MMPA) screens reflecting the amount of contributions withheld from my military pay.**
- b.  I did not contribute to a Military TSP during my AUS period.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone No: \_\_\_\_\_

**SECTION C – CERTIFICATION BY HRO PERSONNEL**

1. Started ABSENT-US on: \_\_\_\_\_ 2. Returned to Duty on: \_\_\_\_\_  
 (Use a separate form for each period of ABSENT-US)
3. List of other personnel actions that occurred during the ABSENT-US period:

1. Name:	2. Official Title:	3. Address: Departments of the Army and Air Force National Guard of Hawaii Office of the Adjutant General (HRO-M) 3949 Diamond Head Road Honolulu, HI 96816-4495
4. Date:	5. Telephone Number:	
6. Signature:		