



# Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA)

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# Administrative Notes



- Keep your microphone on mute unless called upon
- Raise your hand if you have a question/ comment or use the chat bar
- If you cannot see the slides, you can download from the HRO Website or let us know so we can email to you



# Agenda



- What is USERRA?
- USERRA: Absent – Uniformed Services Packet Overview
- USERRA: Return-to-Duty Packet Overview



# What is USERRA?



- Effective 12 December 1994
- USERRA protects the job rights of individuals who voluntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed service.
- Limited to 5 cumulative years for Title 32 and Title 10. Exempted duty types below:

Exempted duty types include:

10 U.S.C (§ 688 Retired Members Ordered to Active Duty, § 12301(a) Congressional Declaration of National Emergency, § 12301(d) Direct/Indirect Support of National Emergency or Terror Attacks under POTUS Proclamation 7463, § 12301(g) Captive Status, § 12302 Partial Mobilization, § 12304 Presidential Recall, § 12304b SELRES In Support of Combatant Commands, § 12305 Suspension of Promotion, Retirement, or Separation, § 10147 ADT-AT and IDT) 38 U.S.C (§ 4312(c)(3) Duty Necessary for Professional Development)

14 U.S.C (§ 2127 Regular Officer on Retired List without Consent (formerly § 331), § 2128 Regular, Officer on Retired List with Consent (formerly § 332), § 2308 Enlisted Member on Retired List without Consent (formerly § 359), § 2309 Enlisted Member on Retired List with Consent (formerly § 360), § 2314 Retained Beyond Term of Enlistment (formerly § 367), § 3713 Domestic Response (formerly § 712)

38 U.S.C (§ 4312(c)(3) Duty Necessary for Professional Development)



# Absent-Uniformed Service



Benefits **CAN** be continued through military service but they are treated differently based on the type of orders the employee will be on. It is **up to the employee** to make elections that best suit their needs.

Next, we are going to go step-by-step through the checklist!

Note: The checklist is 4 pages, it is very important that you pay attention to each section and initial or put N/A if necessary.



# Setting the Effective Date

The Absent-US personnel action will be processed with an effective date the same as their military orders **UNLESS** the employee decides to use authorized available leave.

## EXAMPLE:

Employee orders start January 1, normally the Absent-US would be effective January 1 but the employee has 40 hrs of regular comp time they want to use so the effective date for the Absent-US (KG) is January 6 (1-5 on Comp).

**Instruction:** This checklist provides important information regarding your benefits. Fill in the blanks or initial as appropriate for each item listed below. Sign, date, and upload to Defense Civilian Personnel Data System (DCPDS) as well as your military orders to the Human Resources Office inbox within 31 days of the date you enter on active duty. You should also provide a copy of both documents to your immediate supervisor and your local or servicing personnel office, as well as keep a copy of your own records and future reference (all other versions are obsolete).

Full name (Print) \_\_\_\_\_ Supervisor: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date of Entry on Active Duty Specified in Orders: \_\_\_\_\_

Note: Technicians are responsible for providing notice of their deployment to their agency as far in advance as reasonable.

I want to be: (Initial one and provide effective date)

Placed on Absent-Uniformed Service, effective \_\_\_\_\_

Separated, effective \_\_\_\_\_

LEAVE: (Initial selections)

a)  I have military leave (Code: LM) that I want to use. Number of days: \_\_\_\_\_

b)  I want to use part of my annual leave. Number of days: \_\_\_\_\_

c)  I want my annual leave to remain to my credit.

OR

d)  I want to be paid a lump sum for my annual leave balance.

**HEALTH BENEFITS: (Initial to terminate or continue)** Note: You must contact your Human Resources Office as soon as you return to your technician position. It is the technician's responsibility to ensure that FEHB coverage and premiums resume upon return to duty.

My military service is for 30 days or less – My coverage will continue. I need make no further election regarding health benefits, unless my military service is later extended past 30 days.

I want to terminate my FEHB coverage effective the day before entering on active duty or the day I am separated, furloughed or placed on Absent – Uniformed Service.

OR

I want to continue my FEHB coverage: (Initial one)

I am being called to active duty in support of a contingency operation. My agency will pay my share of the FEHB premium for up to 24 months. The 24-month period starts the date I am placed on Absent – Uniformed Service.

My active duty is not in support of a contingency operation. I am entitled to up to 24 months of continued FEHB coverage beginning the date of my absence from my civilian position begins (i.e. the effective date of my entrance on active duty). I choose to pay for my FEHB by: (Initial one)

4/16/2020

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# Leave

Once HRO processes the AUS, employees will be hard coded as Absent-US (KG), timekeepers can still code the following types of leave while the employee is on orders:

- Military Leave **(LM)** under 5 U.S.C. 6323
- Annual Leave **(LA)** under 5 U.S.C. 6304
- Sick Leave **(LS)** (In accordance with regulation) 5 U.S.C. 6307

If paid leave is used while in Absent-US:

- FEHB is retained, premiums deductions will still occur
- FEGLI deductions will still occur
- TSP and all other deductions will still occur
- FERS (if applicable) deductions will also be deducted
- All paid leave will not be considered/ included for calculations for MSD

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# FEHB

Employees must elect to terminate or continue FEHB coverage during the military service period.

If FEHB is retained in a CONTINGENCY OPERATION:

- Premiums paid by agency for up to 24 months
- To receive FEHB coverage at no cost, must be:
  - 1.) ENROLLED
  - 2.) Reserve Component Member in a non-pay status
  - 3.) Called to duty in support of contingency operation (10 USC Section 101(a) (13) )
  - 4.) On active duty for more then 30 consecutive days

If FEHB is terminated:

- Dates are determined by the employee based on individual circumstances
- Termination is not a break in continuity of coverage for the purpose of eligibility to continue coverage as an annuitant
- Employee has 31 day extension of coverage
- Can Reinstate FEHB upon Return to Duty



# FEHB

If FEHB should continue based on a non-contingency operation, the employee has two options:

- 1.) Elect to pay the premium directly. Must be a minimum payment of the employee's share of the premium for two pay periods. Please make your check or money order payable to DFAS-Cleveland. Include on the check your name, social security number, note that the payment is for FEHB premium and the pay period(s) for which the payment is being made.
- 2.) Elect to incur a debt, the repayment of the debt is deducted from your pay when you return to a pay status.

\*\*\*first 12 months employee is responsible for their share of the premiums

\*\*\*second 12 months, employee is responsible for their share, plus the governments hare plus 2% for admin costs/fee

\*\*\*after 24 months, FEHB is terminated.

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\_\_\_\_ Incurring a debt to be paid upon my return to civilian duty (on a pre-tax basis if I participate in Premium Conversion) for the first 12 months. After the first 12 months, my share will be 102% of the cost and it must be paid on a current basis.

## PREMIUM CONVERSION (Initial that you understand)

\_\_\_\_ I understand that if I am participating in Premium Conversion, I have 60 days from the start of my Absent – Uniformed Service to waive that participation, which would allow me to cancel my FEHB coverage at any time later. If I do not waive my premium conversion within the 60-day limit, I cannot later cancel my FEHB except during the annual FEHB open season or within 60 days after another qualifying life event.

## TRANSITIONAL TRICARE (Initial that you understand)

\_\_\_\_ Upon my return to my civilian position I will notify my employing office if I want to waive reinstatement of FEHB coverage due to having transitional TRICARE coverage.

## LIFE INSURANCE: (If enrolled, Initial)

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## Flexible Spending Account (FSA): (if enrolled, initial that you understand)

\_\_\_\_ I am aware that I must notify FSAFEDS of my entrance on Absent – Uniformed Service as well as upon my return to duty by calling 1-877-372-3337.

\_\_\_\_ I understand that I may contact FSAFEDS to accelerate my pre-tax deductions prior to entering non-pay status. No contributions will be deposited into my account during my absence.

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# Premium Conversion

- “Premium conversion” is a pre-tax arrangement in which the part of an employee’s salary that goes for Federal Employees Health Benefits (FEHB) program premiums becomes non-taxable.
- This means that participants save on federal income tax and Social Security and Medicare taxes.
- In most cases, they also save on state income tax and local income tax.
- Conversion is automatic at enrollment unless waived and once you participate, your participation continues automatically unless you waive it.

Highly recommend all employees submit the Form HB-PC with your Absent-US checklist. It can be found here, ([https://dod.hawaii.gov/hro/files/2012/12/Encl-3\\_Form-HB-PC.doc](https://dod.hawaii.gov/hro/files/2012/12/Encl-3_Form-HB-PC.doc))

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# Transitional Tricare

- Contingency Operations may provide 180 days of Tricare once orders end

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# Federal Employees Group Life Insurance (FEGLI)

- Continues at no cost to the employee for up to 12 months in Absent-US status when in a non-pay status (if paid leave is taken, a debt occurs)
- Options:
  - Terminate at end of 12 months free coverage
  - Retain or Reduce Optional Coverage after end 12 months
    - \*\*If retained, employees pays premium payments for both agency AND employee share

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- It is the employees responsibility to contact FSAFEDS directly for any changes to FSA

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ARNG only →

The section below is only for the member of the Army National Guard.

I am a reservist and I understand that under the Heroes Earnings Assistance and Relief Tax (HEART) Act reservists may receive a taxable distribution of their unused health-care flexible spending account balances known as a Qualified Reservist Distribution (QRD).

I understand that return of the funds (QRD) is taxable income in the year that funds are received and that there is a time limit to request a QRD beginning with the date of the orders and ending on the last day of the FSAFEDS grace period. I understand I must request a QRD by contacting FSAFEDS directly at 1-877-372-3337.

Contact FEDVIP directly →

Federal Employees Dental and Vision Insurance Program (FEDVIP): (Initial that you understand)

I understand that in order to continue my FEDVIP enrollment, I must keep my premium payments current to avoid cancellation of my coverage; I may not incur a debt. I understand that it is my responsibility to contact a BENEFEDS representative at 1-877-888-3337 to arrange accelerated deductions and to discuss and/or change my payment option. I also understand that if I change my payment option from payroll deduction, I must contact BENEFEDS on return to civilian duty if I want payment by payroll deduction reinstated.

Contact FLTC directly →

Federal Long Term Care (LTC) Insurance (Initial that you understand)

I understand that in order to continue my LTC insurance, I must keep my premium payments current to avoid cancellation of my coverage; I may not incur a debt. I understand that it is my responsibility to contact a LTC representative at 1-800-582-3337 to discuss and/or change my payment option. I also understand that if I change my payment option from payroll deduction, I must contact a LTC representative on return to civilian duty if I want payment by payroll deduction reinstated.

Military Deposit: If you are a Federal Employee Retirement System (FERS) or Civilian Service Retirement System (CSRS) employee, the period of Absent-US for military duty is creditable toward potential civilian retirement only if you make a service-credit deposit to cover this period of service. (We will cover this during the RTD portion of this brief)

Retirement: (Initial that you understand)

I understand that if I am placed on Absent – Uniformed Service, death and disability benefits continue under my retirement system.

CSRS employees first hired on or after 10-01-82: I understand that a military deposit is required to receive credit for this period of military service toward civilian retirement and the deposit must be paid in full prior to retirement.

CSRS employees first hired before 10-01-82: I understand that if I will be eligible for a Social Security benefit at age 62, a military deposit is required to ensure continued credit in the computation of my retirement annuity. This deposit must be paid to the agency prior to retirement. If I will not be eligible for a Social Security benefit at age 62, there is no need to pay a deposit.

If I am restored under USERRA (return from military service within five years; exception during a period of national emergency), the deposit will be calculated using the lesser of the CSRS or FERS retirement contributions attributed to the period of military service, or the military deposit amount based on my military base pay.

If I am not restored under USERRA, the military deposit calculation would be based on my military base pay if my military service was performed under 10 U.S.C. If my military service was performed under 32 U.S.C., I will receive credit for six months for each calendar year while on Absent – Uniformed Service. (Military service performed under 32 U.S.C. is not creditable unless the employee returns to civilian duty via exercise of restoration rights under USERRA, and pays the military deposit.)



# Thrift Savings Program (TSP)

- If you choose not to submit an application to make Retroactive TSP Contributions you will not be eligible for any matching TSP contributions that you would have received if you had not been placed in an Absent-US status.

## Thrift Savings Plan: (Initial that you understand)

I understand that if I am restored to my civilian position under USERRA, I may make retroactive TSP contributions and elections, including missed catch-up contributions, if otherwise eligible. I understand that I will need to contact my employing office within 60 days of return to civilian duty to elect to make retroactive TSP contributions and elections.

I understand that my retroactive contributions and elections will be reduced if I contributed to TSP as a uniformed service member while on active duty. I understand that if I contribute to my uniformed services TSP account while on active duty, I am responsible for providing ALL my military LES forms as documentations those contributions.

I currently have an outstanding TSP loan. I request that my employee office notify TSP of my non-pay status under USERRA so that my loan payments will be suspended. I understand that I cannot make a loan payment to my civilian account as a deduction from my military pay, and that interest will accrue while my loan payments are suspended. I also understand that I must notify my employing office immediately upon return to civilian duty so they may notify TSP of same, in order to avoid a taxable distribution. My TSP loan number(s) is: \_\_\_\_\_.

Acknowledgement: My elections for this period of military active duty are marked above and I understand my elections. I understand that I must notify my supervisor and employee office when my tour is completed.

Print and Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Questions



- 5 min break
- Take a brief stretch and drop any questions in the chat bar.



# Return-to Duty (RTD)



When returning to duty you have three options on when to come back to your civilian position:

1. Return the day after your orders end.
2. Return while on terminal leave, but not PDMRA leave. (attach approved DA form 31 to SF 52)
3. Return within 14 days after orders end, for orders that are longer than 90 days but less than 180 days
4. Return up to 90 days after your orders end, for orders longer than 180 days

Packets should be submitted NLT 14 days prior to your return to work, but earlier is better, it will give us time to process prior to your first pay period. If you extend your orders after you submitted your RTD Packet, make sure to contact us.



# RTD

- Submit this form with all of your orders, mods/amendments, DD214 for the service period
- If you do not RTD within the listed time frame, you will be separated from your position without any reemployment rights.

Welcome Back! Please contact your supervisor to coordinate the effective date of your return to duty and any leave that will be taken prior to your return to work. Please indicate your elections and acknowledgment by placing your "INITIALS" in the spaces provided below (you only need to complete those items that are applicable to you), and provide it to your supervisor along with any other relative documents. ***It is important that all supporting documents are submitted in a timely manner or you could have an interruption in pay.***

PRINTED NAME: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_  
POSITION TITLE/GRADE: \_\_\_\_\_  
PRINTED SUPERVISOR'S NAME AND PHONE NUMBER: \_\_\_\_\_

1. **Reemployment/Restoration Rights.** (Refer to paragraph 8 of HING Technician Information and Election Rights) -- You must apply for reemployment/ restoration within the following time limits.

The length of my military service is:

Length of Military Service: time Limit to Report Back to Work

- Less than 31 days, RTD effective date will be first full regular workday following release from military service.
- More than 30 days but less than 181 days; RTD effective date will be within 14 days after completion of military service.
- More than 180 days; within 90 days after completion of military service.

2. **My Status (please initial all applicable entries on the remainder of this form). This portion involves information on leave that may have been taken intermittently during the duration of your tour:**

- (May involve leave taken intermittently) I have \_\_\_\_\_ hours of accrued military leave that I would like/or have used prior to being released from military service and returning to duty. I will use/have used these hours from \_\_\_\_\_ to \_\_\_\_\_.
- (May involve leave taken intermittently) I have \_\_\_\_\_ hours of accrued annual leave that I would like/or have used prior to being released from military service and returning to work. I will use these/or have used hours from \_\_\_\_\_ to \_\_\_\_\_.
- I am eligible for the 5 days of excused absence (Presidential Leave) and elect to use prior to physically returning to duty. I understand that the start of the 5-day period will be the effective date of my return to duty.
- My 5-day period will run from \_\_\_\_\_ to \_\_\_\_\_ and therefore, my "from" date will be my return to duty effective date. Proceed to paragraph 3.
- I am not entitled to presidential leave and elect to return to duty on (effective date) \_\_\_\_\_.

3. **Reservist Differential (RD).**

- I am eligible for a RD payment. I will complete the Application for Reservist Differential Payment and forward it to my supervisor along with all required supporting documentation for their review.

4. **Federal Employee Health Benefits (FEHB) Program.**

- If I was not enrolled in the FEHB or I would like to make changes to my enrollment (i.e., change from self-only to self and family), I understand that I have 60 days from the day I return to duty to enroll or make changes to my health coverage. I understand that I will need to make such a change in the Employees Benefits Information System (EBIS) located on the Army Benefits Center-Civilian (ABC-C) web site at [www.abc.army.mil](http://www.abc.army.mil).



# Determining your RTD Date

- You must annotate what will be your first day back at work

Welcome Back! Please contact your supervisor to coordinate the effective date of your return to duty and any leave that will be taken prior to your return to work. Please indicate your elections and acknowledgment by placing your "INITIALS" in the spaces provided below (you only need to complete those items that are applicable to you), and provide it to your supervisor along with any other relative documents. ***It is important that all supporting documents are submitted in a timely manner or you could have an interruption in pay.***

PRINTED NAME: [ ] ORGANIZATION: [ ]

POSITION TITLE/GRADE: [ ]

PRINTED SUPERVISOR'S NAME AND PHONE NUMBER: [ ]

1. **Reemployment/Restoration Rights.** (Refer to paragraph 8 of HING Technician Information and Election Rights) -- You must apply for reemployment/ restoration within the following time limits.

The length of my military service is:

Length of Military Service: time Limit to Report Back to Work

- [ ] Less than 31 days, RTD effective date will be first full regular workday following release from military service.
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- [ ] More than 180 days; within 90 days after completion of military service.

2. **My Status (please initial all applicable entries on the remainder of this form). This portion involves information on leave that may have been taken intermittently during the duration of your tour:**

- [ ] (May involve leave taken intermittently) I have [ ] hours of accrued military leave that I would like/or have used prior to being released from military service and returning to duty. I will use/have used these hours from [ ] to [ ].
- [ ] (May involve leave taken intermittently) I have [ ] hours of accrued annual leave that I would like/or have used prior to being released from military service and returning to work. I will use these/or have used hours from [ ] to [ ].
- [ ] I am eligible for the 5 days of excused absence (Presidential Leave) and elect to use prior to physically returning to duty. I understand that the start of the 5-day period will be the effective date of my return to duty.
- My 5-day period will run from [ ] to [ ] and therefore, my "from" date will be my return to duty effective date. Proceed to paragraph 3.
- [ ] I am not entitled to presidential leave and elect to return to duty on (effective date) [ ].

3. **Reservist Differential (RD).**

- [ ] I am eligible for a RD payment. I will complete the Application for Reservist Differential Payment and forward it to my supervisor along with all required supporting documentation for their review.

4. **Federal Employee Health Benefits (FEHB) Program.**

- [ ] If I was not enrolled in the FEHB or I would like to make changes to my enrollment (i.e., change from self-only to self and family), I understand that I have 60 days from the day I return to duty to enroll or make changes to my health coverage. I understand that I will need to make such a change in the Employees Benefits Information System (EBIS) located on the Army Benefits Center-Civilian (ABC-C) web site at [www.abc.army.mil](http://www.abc.army.mil).



# Reservist Differential

- You will only receive this if you make less as a member of the military than you make as a civilian.
- Federal employees who are in a leave without pay status due to a contingency operation will receive the difference in pay from their military pay to their civilian pay.
- Your Military Pay includes Basic Pay, BAS, BAH, FSA-II, Hardship Location, Hostile Fire pay
- You do not receive reservist differential if you use any type of leave during a pay period.

If an employee is entitled to reservist differential payment, upon returning to duty, the EMPLOYEE should provide any remaining military LESs and a copy of his/her DD 214 as soon as possible to the Employee Service Office.

Welcome Back! Please contact your supervisor to coordinate the effective date of your return to duty and any leave that will be taken prior to your return to work. Please indicate your elections and acknowledgment by placing your "INITIALS" in the spaces provided below (you only need to complete those items that are applicable to you), and provide it to your supervisor along with any other relative documents. ***It is important that all supporting documents are submitted in a timely manner or you could have an interruption in pay.***

PRINTED NAME: [ ] ORGANIZATION: [ ]

POSITION TITLE/GRADE: [ ]

PRINTED SUPERVISOR'S NAME AND PHONE NUMBER: [ ]

1. **Reemployment/Restoration Rights.** (Refer to paragraph 8 of HING Technician Information and Election Rights) -- You must apply for reemployment/ restoration within the following time limits.

The length of my military service is:

Length of Military Service: time Limit to Report Back to Work

- [ ] Less than 31 days, RTD effective date will be first full regular workday following release from military service.
- [ ] More than 30 days but less than 181 days; RTD effective date will be within 14 days after completion of military service.
- [ ] More than 180 days; within 90 days after completion of military service.

2. **My Status (please initial all applicable entries on the remainder of this form). This portion involves information on leave that may have been taken intermittently during the duration of your tour:**

- [ ] (May involve leave taken intermittently) I have [ ] hours of accrued military leave that I would like/or have used prior to being released from military service and returning to duty. I will use/have used these hours from [ ] to [ ].
- [ ] (May involve leave taken intermittently) I have [ ] hours of accrued annual leave that I would like/or have used prior to being released from military service and returning to work. I will use these/or have used hours from [ ] to [ ].
- [ ] I am eligible for the 5 days of excused absence (Presidential Leave) and elect to use prior to physically returning to duty. I understand that the start of the 5-day period will be the effective date of my return to duty.
- My 5-day period will run from [ ] to [ ] and therefore, my "from" date will be my return to duty effective date. Proceed to paragraph 3.
- [ ] I am not entitled to presidential leave and elect to return to duty on (effective date) [ ].

3. **Reservist Differential (RD).**

- [ ] I am eligible for a RD payment. I will complete the Application for Reservist Differential Payment and forward it to my supervisor along with all required supporting documentation for their review.

4. **Federal Employee Health Benefits (FEHB) Program.**

- [ ] If I was not enrolled in the FEHB or I would like to make changes to my enrollment (i.e., change from self-only to self and family), I understand that I have 60 days from the day I return to duty to enroll or make changes to my health coverage. I understand that I will need to make such a change in the Employees Benefits Information System (EBIS) located on the Army Benefits Center-Civilian (ABC-C) web site at [www.abc.army.mil](http://www.abc.army.mil).



# FEHB

Once you have Returned to Duty (RTD) you may enroll, cancel, or continue your (FEHB)

- If you choose to keep the FEHB election you had before you were placed in Absent-US you do not need to do anything but you can make changes to your existing FEHB

If you choose to enroll in FEHB you have three Qualifying Life Events (QLE's) on which you may enroll.

1. Returning to Duty- QLE 1F- only if you cancelled FEHB when you were placed in Absent-US (AUS) . You may enroll up to 60 Days after you RTD. Supporting documentation is your SF 50 for RTD.
2. When your Tricare converts to TAMPUS- QLE 1M- you may enroll up to 30 days before or 60 days after you are eligible for TAMPUS. Supporting documentation is a Tricare Certificate of Eligibility or DoD Dependent ID Card with a status of T-180.
3. When your TAMPUS ends- QLE 1M- you may enroll up to 30 days before or 60 days after you are eligible for TAMPUS. Supporting documentation is your DoD Dependent ID Card with a status of T-180.

#### 4. Federal Employee Health Benefits (FEHB) Program.

- If I was not enrolled in the FEHB or I would like to make changes to my enrollment (i.e., change from self-only to self and family), I understand that I have 60 days from the day I return to duty to enroll or make changes to my health coverage. I understand that I will need to make such a change in the Employees Benefits Information System (EBIS) located on the Army Benefits Center-Civilian (ABC-C) web site at [www.abc.army.mil](http://www.abc.army.mil).
- My health coverage continued while I was on military duty and I was not on a contingency operation. I understand that I am responsible for repaying the debt upon my return to a pay status.
- My health coverage terminated while I was on military duty. I understand that it will automatically be reinstated upon my return to duty.
- My health coverage terminated while I was on military duty. I wish to continue to use my Transitional Tricare for up to 180 days and elect to waive automatic reinstatement of my FEHB coverage. I understand that I am responsible for contacting the HRO Customer Service at (808) 672-1234, to complete a *Waiver of Immediate Reinstatement of FEHB* form. I further understand that if I complete a waiver, I am responsible for contacting the HRO to revoke the waiver and have my FEHB reinstated anytime before my Transitional Tricare ends. I must show proof of when my Transitional Tricare ends.

#### 5. Premium Conversion.

- I understand that I have 60 days after my return to duty to change my premium conversion status (participate or waive). I will complete a Form HB-PC (Premium Conversion Election) and forward to Supervisor for review and assistance in processing.

#### 6. Flexible Spending Account (FSA).

- I had FSA and froze the account when I entered on military duty. I will contact FSAFEDS at 1-877-372-3337 if I have any questions regarding my account.
- I did not have FSA. I understand that I have 60 days from my RTD (if prior to 1 Oct) to enroll in FSA. I will contact FSAFEDS at 1-877-372-3337.

#### 7. Federal Long Term Care Insurance Program (FLTCIP).

- I had FLTCIP coverage and made other arrangements to pay the premiums while on military duty. I will contact LTC Partners at 1-800-582-3337 to reinstate my payroll deductions.
- I did not have FLTCIP coverage. I understand that I can enroll at anytime by contacting LTC Partners at 1-800-582-3337.

#### 8. Federal Employees Dental and Vision Insurance Program (FEDVIP).

- I had FEDVIP coverage and made other arrangements to pay the premiums while on military duty. I understand that I must contact BENEFEDS at 1-877-888-3337 if I want to return to payroll deductions, which are tax deferred.
- I did not have FEDVIP coverage. I understand that I have 60 days from my RTD to enroll. I must enroll at BENEFEDS.com or call 1-877-888-3337.

#### 9. Federal Employees Group Life Insurance (FEGLI) and National Guard Association of the United States (NGAUS)

- I understand that, if my FEGLI coverage terminated while I was on military duty, it will be reinstated



# FEHB



You may choose to cancel your FEHB coverage because you are eligible for TAMPUS (QLE 1M). If you choose to cancel it must be completed through ABC-C. The cancellation becomes effective the last day in the pay period in which we receive it without a 31 day grace period.

- If you transfer to another Federal agency, your cancellation follows you to that agency.
- If you separate from your employment, you will not be eligible for temporary continuation of coverage (TCC).
- If you retire, you will not have an FEHB enrollment to continue into retirement.
- If you have a break in health benefit coverage by a federal health benefit program within 5 years from the date of retirement you may not be eligible for FEHB after your retirement .
- You may not reenroll in FEHB until you lose your TAMP coverage or have another qualifying life event (QLE) that permits enrollment, or until the next FEHB Open Season.



# RTD Packet cont'd

Initial each section for FSA, FLTCIP, FEDVIP, FEGLI, NGAUS or N/A if not applicable

If you would like to change your coverage on those benefits, the contact information has been provided to you.

My health coverage continued while I was on military duty and I was not on a contingency operation. I understand that I am responsible for repaying the debt upon my return to a pay status.

My health coverage terminated while I was on military duty. I understand that it will automatically be reinstated upon my return to duty.

My health coverage terminated while I was on military duty. I wish to continue to use my Transitional Tricare for up to 180 days and elect to waive automatic reinstatement of my FEHB coverage. I understand that I am responsible for contacting the HRO Customer Service at (808) 672-1234, to complete a *Waiver of Immediate Reinstatement of FEHB* form. I further understand that if I complete a waiver, I am responsible for contacting the HRO to revoke the waiver and have my FEHB reinstated anytime before my Transitional Tricare ends. I must show proof of when my Transitional Tricare ends.

## 5. Premium Conversion.

I understand that I have 60 days after my return to duty to change my premium conversion status (participate or waive). I will complete a Form HB-PC (Premium Conversion Election) and forward to Supervisor for review and assistance in processing.

## 6. Flexible Spending Account (FSA).

I had FSA and froze the account when I entered on military duty. I will contact FSAFEDS at 1-877-372-3337 if I have any questions regarding my account.

I did not have FSA. I understand that I have 60 days from my RTD (if prior to 1 Oct) to enroll in FSA. I will contact FSAFEDS at 1-877-372-3337.

## 7. Federal Long Term Care Insurance Program (FLTCIP).

I had FLTCIP coverage and made other arrangements to pay the premiums while on military duty. I will contact LTC Partners at 1-800-582-3337 to reinstate my payroll deductions.

I did not have FLTCIP coverage. I understand that I can enroll at anytime by contacting LTC Partners at 1-800-582-3337.

## 8. Federal Employees Dental and Vision Insurance Program (FEDVIP).

I had FEDVIP coverage and made other arrangements to pay the premiums while on military duty. I understand that I must contact BENEFEDS at 1-877-888-3337 if I want to return to payroll deductions, which are tax deferred.

I did not have FEDVIP coverage. I understand that I have 60 days from my RTD to enroll. I must enroll at BENEFEDS.com or call 1-877-888-3337.

## 9. Federal Employees Group Life Insurance (FEGLI) and National Guard Association of the United States (NGAUS)

I understand that, if my FEGLI coverage terminated while I was on military duty, it will be reinstated automatically upon my return to a pay and duty status.

I had NGAUS coverage. I understand that my premiums will resume upon my return to duty. If I was paying premiums on a direct-billed basis, I must contact the NGAUS Administrator, *ReliaStar* at 1-800-955-7736 and notify them that my payroll deductions have resume.

I was not enrolled in any of the NGAUS plans. I will contact the HRO for an application if I choose to enroll.

## 10. Thrift Savings Plan (TSP).

FERS Technician -- I am requesting my Agency Automatic 1% contributions. I understand that HRO will notify DFAS via a remedy.

FERS and CSRS Technicians -- I understand that upon my return to duty, I may make retroactive contributions and elections. If I wish to make up missed contributions, I must submit a written

to enroll.



# TSP

If you choose not to submit an application to make Retroactive TSP Contributions you will not be eligible for any matching TSP contributions that you would have received if you had not been placed in an Absent-US status.

**DEADLINE- TSP ACTIONS MUST BE INITIATED WITHIN 60 DAYS OF YOUR RETURN TO A TECHNICIAN STATUS.**

Three Types of TSP Contributions:

- 1.) Agency Automatic 1%
- 2.) TSP Employee Contributions
- 3.) TSP Agency Matching Contributions

0. Thrift Savings Plan (TSP).

FERS Technician -- I am requesting my Agency Automatic 1% contributions. I understand that HRO will notify DFAS via a remedy.

FERS and CSRS Technicians -- I understand that upon my return to duty, I may make retroactive contributions and elections. If I wish to make up missed contributions, I must submit a written

within 60 days of my return to duty. I will complete Form USERRA Retroactive TSP Contributions Form and forward to my supervisor for review and assistance in processing along with all required supporting documentation.

FERS Technician -- I do not want to make up missed contributions. However, I did contribute to a Military TSP and want to receive my Agency Matching contributions. I will complete and submit form Request for USERRA Retroactive TSP contributions to my supervisor along with all required supporting documentation.

I have a TSP loan. I will submit a Form TSP-41 listing my effective RTD date. I understand that the HRO will notify the TSP of my return with a Form TSP-41.

11. CSRS and FERS Retirement.

I understand that military duty is *potentially* creditable for civilian retirement purposes. A deposit for The military service will be necessary for civilian retirement credit. HRO will forward the required application for me to complete.

12. Acknowledgement: I understand the elections I have made above.

Signature

Date

If you have any questions, please contact the HRO Customer Service at (808) 672-1234.



# Agency Automatic 1% (FERS Only)



This is a contribution this agency puts in your TSP account based on your salary whether you contribute or not. You are entitled to YOUR automatic 1% agency contribution upon your return to duty. This is calculated by TSP and may take several months to show up in your TSP account.

This is automatic and you do not need to fill out anything to receive the Agency Automatic 1%.



# Make-up Employee Contributions



If you were placed in Absent-US (LWOP-US) you can make up contributions from the periods your were in Absent-US (LWOP-US) .

- Contributions will be based on the TSP-1 on file or one submitted with your paperwork. Please fill out and attach USERRA RETROACTIVE TSP CONTRIBUTIONS form, if applicable.
- Make-up contributions will be deducted from your civilian LES. You can choose to spread your deductions out for up to 2 times the amount of pay periods you were gone. This means your TSP contributions will be combined on your LES.

\*Can be found on our HRO Website:

<https://dod.hawaii.gov/hro/files/2020/06/Retro-TSP-upon-RTD-Revised-June-2012.pdf>



# Military Service Deposit

If you are a Federal Employee Retirement System (**FERS**) or Civilian Service Retirement System (**CSRS**) employee, the period of Absent-US for military duty is creditable toward potential civilian retirement only if you make a service-credit deposit to cover this period of service.

Step-by-Step directions for military service deposit are available on our website at: <https://dod.hawaii.gov/hro/military-service-deposit-2/>

to enroll.  
10. Thrift Savings Plan (TSP).

- FERS Technician -- I am requesting my Agency Automatic 1% contributions. I understand that HRO will notify DFAS via a remedy.
- FERS and CSRS Technicians -- I understand that upon my return to duty, I may make retroactive contributions and elections. If I wish to make up missed contributions, I must submit a written

within 60 days of my return to duty. I will complete Form USERRA Retroactive TSP Contributions Form and forward to my supervisor for review and assistance in processing along with all required supporting documentation.

- FERS Technician -- I do not want to make up missed contributions. However, I did contribute to a Military TSP and want to receive my Agency Matching contributions. I will complete and submit form Request for USERRA Retroactive TSP contributions to my supervisor along with all required supporting documentation.
- I have a TSP loan. I will submit a Form TSP-41 listing my effective RTD date. I understand that the HRO will notify the TSP of my return with a Form TSP-41.

11. CSRS and FERS Retirement.

- I understand that military duty is *potentially* creditable for civilian retirement purposes. A deposit for The military service will be necessary for civilian retirement credit. HRO will forward the required application for me to complete.

12. Acknowledgement: I understand the elections I have made above.

Signature

Date

If you have any questions, please contact the HRO Customer Service at (808) 672-1234.



# References



- NGB USERAA Guide Dated 12 February 2016
- Chapter 43 Title 38 U.S.C.
- 5 CFR 353, 20 CFR Part 1002
- Uniformed Employment and Reemployment Act of 1994



# Additional Resources



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- Helpful Links
- Forms
- Separating Employees
- Absent - Uniformed Services/ Return to Duty**
- COVID-19 Resources

ALOHA AND WELCOME TO THE HAWAII NATIONAL GUARD HUMAN RESOURCES OFFICE!

**MISSION STATEMENT:** The Human Resources Office (HRO) is a consolidated office that provides personnel, workforce management, and administrative

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# Contact Us



Email the group mailbox:

[ng.hi.hiarng.mbx.nghi-hro-benefits@mil.mil](mailto:ng.hi.hiarng.mbx.nghi-hro-benefits@mil.mil)



Questions?