



HAWAII NATIONAL GUARD  
HUMAN RESOURCES OFFICE



# BULLETIN

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## ABSENT UNIFORMED SERVICES (ABSENT-US) AND RETURN TO DUTY (RTD) PROCESSING

1. **References:** 5 USC 5538, 5 CFR 353, CNGBI 1400.25 Volume 630, National Guard Bureau USERRA Guide, HRO Bulletin 19-07
2. This bulletin applies to all HING Federal Technician/Employees (all tenures) who are placed on active duty orders (Title 10 or Title 32) for any length of time, whether on paid leave or non-paid leave. This bulletin also applies to any HING Federal Employee placed on State Active Duty (SAD) orders. Placement of a HING Federal Technician/Employee on Absent-US status is a legal requirement under 5 U.S.C. 5538 and 5 CFR 353. Employees are protected by the Uniformed Services Employment and Reemployment Rights Act under 38 U.S.C. 4301 et seq. This bulletin supersedes previous bulletins on the same subject.
3. **Absent-US:** HING Federal Employees will notify their immediate supervisor when they are placed on military orders and wish to be placed on paid or unpaid leave status (Absent-US). Employees must submit an Absent-US checklist and a copy of their orders to the HRO Benefits Orgbox: [ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil](mailto:ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil), NLT 14 working days prior to the start of orders. HRO will initiate a Request for Personnel Action (RPA) in DCPDS.

Absent-US checklist available at <https://dod.hawaii.gov/hro/technician-resources/benefits/userra/>

4. **Amendments / Extensions:** All orders modifications/amendments/extensions must promptly be sent to HRO Benefits Orgbox: [ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil](mailto:ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil). HRO will update employee's record and amended orders will be uploaded to the employee's eOPF.
5. **Return to Duty:** To avoid delays in pay, supervisors must ensure that the employee submits the Return to Duty Checklist and a copy of their orders to HRO NLT 14 working days prior to the employee's return to duty date. RTD checklist and applicable documents should be submitted to HRO Benefits Orgbox: [ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil](mailto:ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil). HRO will initiate an RPA in DCPDS.

As soon as it becomes available to the employee, a copy of the DD214 (Member 4), DD220, or a Statement of Service must be submitted to HRO for upload into eOPF <https://eopf.opm.gov/nationalguard>. Documents must identify the character of service and indicate any lost time. These documents are required to process military service deposits and retirements.

Employees may NOT Return to Duty prior to the end of their orders, unless on military terminal leave.

Return to Duty checklist and Statement of Service template available at <https://dod.hawaii.gov/hro/technician-resources/benefits/userra/>.

6. **ATAAPS:** Employees should use code KG (military furlough), to indicate non-pay days while on Active Duty orders, on day 14+ of State Active Duty orders. Use code KA (Leave Without Pay) to indicate non-pay days while on Inactive Duty (Regularly Scheduled Drill/Rescheduled Drill), or the 1st-13<sup>th</sup> non-pay days of State Active Duty.

Employees in an Absent-US status are permitted, upon request, to use any accrued annual leave (LA), military leave (LM) **Note:** National Guard Technicians who are away from their jobs to perform Active Guard & Reserve (AGR) duty are no longer eligible to receive paid military leave under section 6323 (see HRO Bulletin 19-07 for eligibility), compensatory time off for travel (CF), or accrued sick leave (LS) (consistent with the statutory and regulatory criteria for using sick leave) intermittently with leave without pay (KG) while in Absent-US status. Compensatory time (CT) cannot be used intermittently and must be used prior to using KG.

Presidential Leave (for employees returning from contingency operations more than 42 consecutive days), must be taken consecutively during the first 5 (40 hours) days after the employee's return to duty. Employees should use code LV (excused absence).

7. Employees who are not placed on Absent-US status are susceptible to consequences including, but not limited to loss of health and life insurance benefits; default on TSP loans; loss of leave; delay of automatic pay adjustments; debt; erroneous accrual of annual leave; delay of pay upon return to duty status; incorrect service computation dates.

8. It is critical that the employee's record be kept accurate and current, as records are extremely difficult to rebuild retroactively. Failure to report periods of military service will complicate Military Service Deposits, Thrift Savings Plan matches and cause retirement processing delays. Even if paid leave is taken during the period of service, the complete period of military service must be properly documented to be credited by OPM.

9. Employees are responsible for reviewing their eOPF for accuracy, and for notifying HRO Benefits of any discrepancies. Missing documents should be sent to HRO Benefits Orgbox: [nq.hi.hiarnq.mbx.nghi-hro-benefits@army.mil](mailto:nq.hi.hiarnq.mbx.nghi-hro-benefits@army.mil).

10. Emails containing attachments with PII must be encrypted or sent via DOD SAFE

<https://safe.apps.mil/verify.php>.

11. Point of contact for this bulletin is the HRO Benefits Team, [ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil](mailto:ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil) or 808-672-1006 option 3.