



# Absent Uniformed Service (AUS)

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

Slides updated as of 01/11/2024



# ABSENT UNIFORMED SERVICE (AUS) INTRODUCTION

## WHAT IS THE “SO WHAT?”



- The Uniformed Services Employment and Reemployment Rights Act (USERRA) not only protects your employment/reemployment rights, but you are also eligible for specific benefits relative to the Authority of your military duty.
  - Health Benefits
  - Leave Benefits
  - Retirement Benefits
  - Pay Benefits
- You have the responsibility to notify your employer (specifically your supervisor and the HING Human Resources Office) of your pending Uniformed Services including any changes (amendments/MODs) to those orders.
- Failing to keep your employer informed and specifying your benefit options in writing through the AUS checklist in a timely manner may result in you **FORFEITING YOUR USERRA RIGHTS** and/or create an unexpected debt and/or loss of potential income.



# BLOCK 1. ABSENT UNIFORMED SERVICE (AUS) OVERVIEW



## ABSENT-US Checklist for Federal Employees Entering Active Duty under USERRA

### 1. INSTRUCTIONS

This checklist provides important information regarding your benefits. You must initial all applicable blocks to indicate your elections and confirm that you read and understand your options/conditions. Please do the following:

- Fill in the blanks or initial as appropriate for each item listed below
- Sign, date, and provide all pages of this document, with military orders, to your supervisor
- It is your responsibility to ensure your supervisor completed their portion and submits your checklist + orders to HRO within 31 days of the date you enter on active duty
- Retain a copy of your military orders and this checklist, to include any attachments, for your own records and future reference
- Submit all order modifications to HRO to determine if your benefits will be affected
- Submit a Return to Duty Checklist prior to returning to federal employment

You are encouraged to contact your ANG HRO Liaison/HRO if you have any questions regarding Uniformed Services Employment and Reemployment Rights Act (USERRA), leave, pay, reporting back to work, or how Absent Uniformed Service (Absent-US) or Separation Uniformed Service (Separation-US) will impact your Federal Employees Health Benefits (FEHB) and other benefits.

USERRA information for supervisors and employees is available at <https://dod.hawaii.gov/hro/tech-tools/>

- Required when taking Non-paid leave from your technician job to perform military orders
- Initial all applicable blocks/boxes to confirm that you've read and understand each election/requirement
- Failing to complete AUS checklist/packet within statutory time-limits may legally forfeit your USERRA Rights and/or result in pay, retirement, benefits disruption



## BLOCK 2. INDIVIDUAL INFORMATION



2. INDIVIDUAL INFORMATION		
Name:	LAST 4 OF SSN:	Phone Number:

- Last 4 digits of your SSN
- If you do not have daily access to your work email or phone, provide your personal cell phone/email address



## BLOCK 3. USERRA ELECTION TYPE



3. USERRA ELECTION TYPE	
My order start date is: <input type="text"/>	
Initials:	<p>Select ONE of the following options:</p> <p><input type="radio"/> I will use PAID LEAVE for the ENTIRE duration of my orders. I understand that I am still considered "Absent" from my federal employment and this service (unless exempt) will count toward my 5 years cumulative limit. If my orders are modified, I am required to provide HRO with a copy to be uploaded to my personnel record. I am required to submit another Absent-US checklist if my leave status changes from PAID LEAVE to NON-PAID Leave. (Skip to section 15 if choosing this option)</p> <p><input type="radio"/> I do not intend to return to federal employment and will separate (SEPARATION-US) effective date _____. I understand that by choosing this option, I will retain my employment rights under USERRA for up to 5 years cumulative (exempt time excluded from 5-year limit). I will not be eligible for regular step increases. I may be eligible to continue my FEGLI (if enrolled) for up to 12-months, and FEHB (if enrolled) for up to 24 months. It is my responsibility to coordinate these benefits with HRO prior to my separation date. (Skip to section 9 &amp; 13 if choosing this option).</p> <p><input type="radio"/> I elect Absent-US. I will remain a federal employee for up to 5 years cumulative (unless orders are exempt from 5-year limit). I will continue to receive regular step increases but will be in a non-pay status. I intend to return to federal employment and will submit a return to duty checklist prior to returning. (Continue to fill out this form)</p>

- Enter order start date
- If you're taking paid leave for the entire period elect the first option
- You may elect to go on AUS which is a non-paid status or Separation Uniformed Service (Sep-US)
- Elect Sep-US if you do not intend to return to federal employment. Enter an effective date for your separation
- Elect AUS if you want to remain a federal employee, you must submit a return to duty checklist prior to returning



## BLOCK 4. LEAVE ELECTIONS



4. LEAVE ELECTIONS	
Initials:	<p>I understand that compensatory time must be used immediately upon the start of my orders – CT cannot be used intermittently while on Absent-US. I can use travel compensatory time, military leave (AGRs cannot use military leave), annual leave, time-off awards, sick leave at any time during my Absent-US. (Sick leave must follow established policies – illness/attending appointments, etc. Dr note/approval required after 3 or more consecutive days). HRO will adjust the effective date of my Absent-US based on my declared leave usage.</p> <p>Select the options that apply:</p> <p>___ I will use compensatory time immediately upon the start of my orders. My first day of UNPAID leave (KG) will be ____.</p> <p>___ I will use another form of paid leave immediately upon the start of my orders. My first day of UNPAID leave (KG) will be ____.</p> <p>___ I will <u>not</u> use paid leave immediately upon the start of my orders. My first day of UNPAID leave (KG) will be ____.</p>

- Restricted Paid Leave while on AUS
  - Regular Compensatory Time (CT) can only be used before going on KG (AUS). AUS effective date will immediately follow CT
  - Military Leave (LM) can **NOT** be used while on AGR orders
- Authorized Paid Leaves while on AUS (KG)
  - Accrued Annual leave (LA)
  - Compensatory Time for Travel (CF)
  - Sick Leave (LS) (if appropriate)
  - Military Leave (LM) (**except AGR orders**)



# Comp Time Use Example



March 2024

Washington, D.C. ▾  Today 54° F / 34° F  Tomorrow 49° F / 49° F  Saturday 50° F / 34° F  Month ▾

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5  CT	6  CT	7  CT	8  KG	9	10
12	13	14	15	16	17

- Order start date: March 5, 2024
- CT: 3 days worth of Comp Time
- AB-US effective date: **March 8, 2023** (first day of unpaid leave KG – Mil LWOP)



## BLOCK 4 CON'T. LEAVE ELECTIONS



Initials:	<p>If my Absent-US period is equal to or longer than the amount of my current leave balance, I may elect to receive a lump-sum payment for unused annual leave. If I return to duty sooner than the period of leave that was paid to me, I understand I must refund the difference between my return to duty date and the expiration of the lump-sum period. (Example: employee gets paid out a lump sum of 30-days of accrued leave, but employee returns after being Absent-US for only 25 workdays, employee will incur a debt and must refund 5 days of leave).</p> <p><b>Select ONE of the following options:</b></p> <p><input type="radio"/> I want my annual leave to remain in my credit and I will use it IAW established policies.</p> <p><input type="radio"/> I want to be paid a lump sum for my annual leave balance.</p>
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- This election pertains to your civilian employment
- If you elect to be paid lump sum and your orders are curtailed for any reason, you will have to pay back the excess leave paid



## BLOCK 4. LEAVE ELECTIONS CON'T



- **Comp time and Time off awards** will be forfeited within one year of the anniversary date accrued and cannot be restored.
- **Annual Leave over 240 hours will be forfeited**, but maybe restored after meeting certain conditions for restored leave.
- **Military Leave over 240 hours** will be forfeited and cannot be restored.
- If paid leave is used while in Absent-US and
  - FEHB is retained, premiums deductions will still occur
  - FEGLI deductions will still occur
  - TSP and all other deductions will still occur
- Any Paid Leave while on AUS will need to be considered regarding calculations for military service deposits



## BLOCK 5. RESERVIST DIFFERENTIAL



### 7. RESERVIST DIFFERENTIAL

Initials:

I reviewed and understand the following information:

Under 5 United States Code (USC) 5538, employing agencies must pay differential payments to eligible Federal civilian employees who are members of the Reserve or National Guard called or ordered to active duty under certain specified provisions of law. Federal agencies must provide a payment – a “reservist differential” – equal to the amount by which an employee’s projected civilian “basic pay” for a covered pay period exceeds the employee’s actual military “pay and allowances” allowable to that pay period. Qualifying legal authorities include: 10 USC 331, 10 USC 332, 10 USC 333, 10 USC 688, 10 USC 12301(a), 10 USC 12302, 10 USC 12304, 10 USC 12304a, 10 USC 12305, 10 USC 12406.

If I qualify for Reservist Differential, and I believe that I earn more as a technician than I do as a military member, then I must contact my ANG HRO Liaison/HRO and provide my military AND civilian Leave and Earning Statements (LESS) as well as a copy of my ATAAPS time-cards for each month while deployed, or within 30 days of my return to duty.

- The purpose of reservist differential is to ensure no loss of civilian pay while serving on military orders
- Reservist Differential is applicable if:
  - Orders are under the appropriate authority
  - Military pay and allowances is less than your civilian basic pay
- 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
- You do not receive reservist differential if you use any type of leave during a pay period.
- The employee must provide military and civilian LES', military orders, and Technician timecards (ATAAP's)



## BLOCK 6. RETIREMENT BENEFITS



### 8. RETIREMENT BENEFITS

Initials:

I understand that if I am Absent-US and covered under FERS, then death and disability benefits continue under my civilian retirement system. I also understand I must complete a military deposit in order for this military period to be creditable towards my federal retirement, and I must complete a military deposit prior to my separation/retirement from civilian service.

- Federal Employee Retirement System (FERS) employee's must complete a military deposit aka "buy back" their Absent-US periods for it to be creditable towards federal retirement



## BLOCK 7. THIFT SAVINGS PLAN (TSP)



<b>7. THRIFT SAVINGS PLAN (TSP)</b>	
<b>Select ONE of the following options and initial:</b>	
Initials:	<input type="radio"/> I reviewed my LES and I do not contribute to TSP. <input type="radio"/> I currently contribute to TSP and understand the following information: I may make retroactive TSP contributions and elections upon my return to duty, if eligible. This includes missed catch-up contributions. I must provide the ANG HRO Liaison/HRO with a copy of ALL of my military and civilian LESs within 60 days of return to duty in order to receive missed contributions.

- Check GRB platform ([GRB Platform \(army.mil\)](https://army.mil)) to verify your TSP contributions
- If you choose to contribute to TSP out of your military pay, you may request to make up agency matching from your military TSP contributions to your civilian TSP account



## BLOCK 7 CON'T. THRIFT SAVINGS PLAN (TSP)



### What Are Make-up Matching Contributions?

This is calculated by TSP based on your civilian salary. Full matching for the first 3% and half matching for the 4th and 5th percent of your civilian pay (max 5% total). Make-up Matching contributions will be allocated according to the most current disbursement or in the G fund only

### How do I receive Make-Up Matching Contributions?

You can only receive matching contributions if you make up your civilian employee contributions or if you contributed to TSP on your military side

If you contributed to TSP on your military side all your military LES' or MMPA printout must be provided with your TSP makeup contribution form

You may receive matching contributions based on your military TSP contributions **without making up employee contributions**. This is “free money” and no money will be taken out of your LES.



## BLOCK 8. THRIFT SAVINGS PLAN (TSP) LOAN



<b>8. TSP LOAN</b>	
<b>Select ONE of the following options and initial:</b>	
Initials:	<p><input type="radio"/> I reviewed my LES and I DO NOT have a TSP loan.</p> <p><input type="radio"/> I DO have a TSP loan (loan number(s): _____). I understand the following information:</p> <p>HRO will notify TSP of my non-pay status under USERRA and my loan payments will be suspended. I cannot make a loan payment to my civilian account as a deduction from my military pay, and interest will accrue while my loan payments are suspended. I understand I must notify HRO immediately upon return to civilian duty so they may notify TSP of same, to avoid a taxable distribution.</p>

- Review your LES to confirm if you have a TSP loan. If you do have a TSP loan, check the second box
- Loan payments will be suspended and will continue to accrue interest for the duration of your non-pay status
- Notify HRO immediately upon Returning to Duty, your TSP Loan payments will be reinstated



## BLOCK 9. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB)



9. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB)	
Select ONE of the following options and initial:	
Initials:	<p><input type="radio"/> I reviewed my LES and I am not currently enrolled in FEHB. Continue to Section 10.</p> <p><input type="radio"/> I am enrolled in FEHB. I reviewed and understand the following information:</p> <p>Employees are automatically enrolled in Premium Conversion (PC), which allows premiums to be paid with pre-tax money. Employees must wait for annual FEHB Open Season or a Qualifying Life Event to make changes to FEHB.</p> <p>A Premium Conversion Waiver allows employees to reduce or cancel FEHB at any time (without a Qualifying Life Event and/or outside of FEHB Open Season). When PC is waived, an employee's premiums will be paid with after-tax money. Employees have 60 days from the start of Absent-US to waive PC. If I want to waive my premium conversion, I will fill out and submit the Waiver at the bottom of this packet.</p>

- Review your LES to verify if you are currently enrolled in FEHB
- Employees are automatically enrolled in Premium Conversion (PC), which allows premiums to be paid with pre-tax money. Employee may only cancel or change plan during open season or with a Qualifying Life Event (QLE)
- You may waive PC, premiums deducted after taxes by submitting the waiver in this packet. Employee may cancel or change plan at any time



## BLOCK 9. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB)



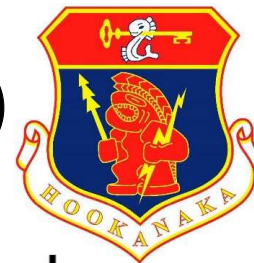
I understand my FEHB coverage choices and elect ONE of the following options:

- ☐ My military service is for 30 days or less so my coverage must continue. If my military service is extended beyond 30 days, I will notify my supervisor and HRO immediately and make changes (if any) to my FEHB election.
- ☐ My military service is for over 30-days, and I want to terminate my FEHB coverage. This will be effective the day before entering on active duty or the day I am separated, furloughed, or placed on Absent - Uniformed Service.

- If your military service is 30-days or less, you must continue your FEHB coverage
- If your military service is over 30-days and you would like to **Terminate** your FEHB, elect the second option



## BLOCK 9. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB)



☐ My military service is for over 30-days, and I elect to continue my current FEHB coverage and will initial the appropriate box below based on my activation under non-contingency or contingency operations. Choose only ONE option below:

If military service is NOT IN SUPPORT of a Contingency Operation:

\_\_\_\_\_ I elect to continue my FEHB by incurring a debt that will be paid upon my return to civilian duty (if participating in Premium Conversion deductions will be pre-tax) for the first 12 months. After the first 12 months, I will pay both the employee and the agency share of the premium plus a 2% administrative fee and it must be paid on a current basis.

\_\_\_\_\_ I elect to continue FEHB by making current payments directly to DFAS on a continuing basis during my absence (with after-tax money). After the first 12 months, I will pay both the employee and agency share of the premium plus a 2% administrative fee on a current basis.

- If your military service is over 30-days and you elect to continue your FEHB:  
**NOT IN SUPPORT** of a Contingency Operation you must elect to either incur a debt that must be paid upon your return to civilian duty or make current payments directly to DFAS on a continuing basis during your absence with after-tax money
- Employee pays his/her share for the first 12 months
- Employee pays 100% + 2% admin fee for the next 12 months
- FEHB is cancelled after 24 months



## BLOCK 9. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB)



If military service is IN SUPPORT of a Contingency Operation

\_\_\_\_\_ My agency will pay my share of the FEHB premiums for up to 24 months.

- If your military service is over 30-days and you elect to continue your FEHB:  
**IN SUPPORT of a Contingency Operation**, the agency will pay for your share of the FEHB premiums for up to 24 months
- FEHB is cancelled after 24 months



## BLOCK 9. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB)



- Premium Conversion (PC) – premiums deducted before taxes (pre-tax money)
  - Automatically enrolled in PC
  - Employees may only cancel or change plan during open season or with a Qualifying Life Event (QLE)
- Waive PC – premiums deducted after taxes.
  - Employee may cancel or change plan any time
- If paid leave is taken during Mil-LWOP (KG), premiums are deducted from LES
- If paid leave is **not** taken during Mil-LWOP (KG), employee accrues a debt to be paid upon return to duty
- “Termination” does not create a break in 5-year continuous FEHB coverage to qualify for FEHB into retirement
- If Terminating FEHB, you will retain a 31-day extension of coverage during which you may convert to an individual contract with the insurance carrier.



## BLOCK 10. FEDERAL EMPLOYEES DENTAL AND VISION INSURANCE PROGRAM (FEDVIP)



10. FEDERAL EMPLOYEES DENTAL AND VISION INSURANCE PROGRAM (FEDVIP)	
Select ONE of the following options and initial:	
Initials:	<input type="radio"/> I reviewed my LES and I am not enrolled in FEDVIP coverage. <input type="radio"/> To avoid cancellation of my FEDVIP coverage, I must keep my premium payments current; I may not incur a debt. 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 must contact BENEFEDS upon return to duty if I want payment by payroll deduction reinstated.

- FEDVIP - <https://www.benefeds.com/>
- Employees must contact BENEFEDS directly to arrange change payment options and upon RTD to reinstate payroll deductions



## BLOCK 11. FLEXIBLE SPENDING ACCOUNTS (FSA)



<b>11. FLEXIBLE SPENDING ACCOUNTS (FSA)</b>	
Select ONE of the following options and initial:	
Initials:	<input type="radio"/> I reviewed my LES and I am not enrolled in FSAFEDS.
	<input type="radio"/> I am enrolled in FSAFEDS and I must notify FSAFEDS of my Absent-US status by calling 1-877-372-3337. I can 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. If I decide to separate from civilian service, my FSA will terminate as of the date of my separation. There are no extensions. Any health care expenses incurred prior to the date of separation will be reimbursable but those incurred after the date of separation are not reimbursable.
Initials:	<b>This only applies to employees enrolled in FSA.</b> Employees may receive a taxable distribution of their unused Healthcare Flexible Spending Account (HCFSA) balance known as a Qualified Reservist Distribution (QRD) under the Heroes Earnings Assistance and Relief Tax (HEART Act). The return of funds (QRD) is taxable income in the year that the funds are received and there is a time limit to request a QRD beginning with the date of orders and ending on the last day of the FSAFEDS grace period. I must request a QRD by contacting FSAFEDS directly at 1-877-372-3337.

- FSA - <https://www.fsafeds.com/>
- Eligible to continue coverage while on AUS if called to active duty 180 days or more
- Employees may make changes to allotments by contacting FSAFEDS 31 days prior to and 60 days following effective date of AUS
- Employees may freeze account & elect catch-up allotments following RTD
- HEART Act – qualified reservist may request a taxable distribution of unused FSA.



## BLOCK 12. FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP)



<b>15. FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP)</b>	
<b>Select ONE of the following options and initial:</b>	
Initials:	<input type="checkbox"/> I reviewed my LES and I am not enrolled in FLTCIP. Continue to Section 16.
	<input type="checkbox"/> I am enrolled in FLTCIP and I understand that in order to continue Long Term Care (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 options from payroll deduction, I must contact a LTC Representative on return to civilian duty if I want payment by payroll deduction reinstated.

- FLTCIP - <https://www.ltcfeds.com/>
- You can not incur a debt, you must contact LTCFEDS to change payment options.



## BLOCK 13. FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI)

- Review your LES or MyBiz to confirm enrollment status (<https://portal.chra.army.mil/abc>)
- Coverage continues for 12 months at no cost while in non-pay status
- Employee is responsible to pay 100% premiums for Basic and any Optional Insurant for next 12 months if not cancelled
- 60 days to make changes following a QLE
- Contingency Ops – must complete SF 2817 to elect additional coverage
- Select ONE of the three:
  - Terminate FEGLI after 12 months
  - Continue after 12 months for additional 12 months
  - Continue reduced FEGLI for additional 12 months



13. FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI)	
Select ONE of the following options and initial:	
Initials:	<div><input type="radio"/> I reviewed my LES and I am not enrolled in FEGLI.</div> <div><input type="radio"/> I am enrolled in FEGLI. I reviewed and understand the following information and have selected an option below:</div>
	<p>My FEGLI coverage will continue for 12 months in non-pay status at no cost. Public Law 110-181 allows employees to continue their FEGLI enrollment for an additional 12 months, for a total of 24 months. If I elect to continue coverage during the second 12 months, I will pay both employee and agency share of the premiums for Basic and any Optional Insurance to continue. Failure to pay the premiums on a bi-weekly basis within the required time-frame will constitute a voluntary cancellation of coverage, subject to the 31 day extension of coverage and the right to convert to an individual policy. If I make no election to continue coverage during the second 12 months, my FEGLI coverage will terminate with an automatic 31 day free extension of coverage and the right to convert to a private policy.</p> <p>If I have a Qualifying Life Event (QLE) while on Absent-US, such as marriage, divorce, acquiring an eligible child, I can elect or increase Option B and/or C coverage as appropriate, no later than 60 days after the event. Option B is effective the first day the employee returns to pay and duty status. Option C is effective the date of the event, if elected during the time-frame and before the coverage terminates after 12 months.</p> <p>Federal employees deployed in support of a contingency operation, or designated as emergency essential personnel under Section 1580 of Title 10, can elect additional FEGLI coverage outside of Open Season by completing the SF-2817, Life Insurance Election Form. The completed SF-2817 along with the orders must be mailed to ABC-C for processing. Elections apply to Basic, Option A (Standard), and Option B (Additional) coverage only. To expedite the processing of your election, please add the remark, "Election Due to NDAA" in item 6, Agency Remarks.</p> <p>I understand that it is my responsibility to ensure that my FEGLI coverage and premiums are correct on my federal LES and report any discrepancies within 2 pay periods of returning to duty.</p> <p><i>I understand my FEGLI coverage choices and elect ONE of the following options:</i></p> <div><div><input type="checkbox"/> I elect to terminate my FEGLI coverage at the end of 12 months in non-pay status, subject to a 31 day extension of coverage and the right to convert to an individual policy. The terminated coverage will be reinstated up on my return to pay and duty status in a FEGLI eligible position.</div><div><input type="checkbox"/> I elect to continue my FEGLI coverage for an additional 12 months after completion of my first 12 months in non-pay status. (If choosing this option, please notify your ANG HRO Liaison/HRO for further details - an additional document will be needed)</div><div><input type="checkbox"/> I elect to continue reduced FEGLI coverage for an additional 12 months after completion of my first 12 months in non-pay status. (If choosing this option, please notify your ANG HRO Liaison/HRO for further details - an additional document will be needed)</div></div>



## BLOCK 14. NGAUS DISABILITY INSURANCE



<b>14. NGAUS DISABILITY INSURANCE</b>	
Select ONE of the following options and initial:	
Initials:	<div><input type="radio"/> I reviewed my LES, and I am not enrolled in NGAUS Technician Disability Insurance Program.</div> <div><input type="radio"/> I am enrolled in the NGAUS Technician Disability Insurance Program, and I understand that it does not cover me while I am on military duty, and I must contact NGAUS to suspend premiums. If I have further questions regarding this program, I will contact NGAUS directly at 202-789-0031.</div> <p>It is my responsibility to ensure that my NGAUS coverage and premiums are correct on my federal LES and report any discrepancies within 2 pay periods of returning to duty.</p>


- NGUS Disability Insurance - <https://www.ngaus.org/insurance/technicians-insurance>
- Does not cover you while on uniformed service status
- Must contact NGAUS to suspend premiums
- Upon return, must report discrepancies within 2 pay periods of returning to duty



## BLOCK 15. EMPLOYEE SIGNATURE




- Your digital signature acknowledges that you understand it is your responsibility:
  - To provide your supervisor and HRO of any changes to your orders (amendments/MODs)
  - To coordinate your return to duty prior to the end of your orders.**\*HRO recommends submitting RTD packet 2 weeks prior to return to work, to avoid delays in your pay\***
- Employees cannot be on AUS (KG) status after the end date of their orders
- Include AUS Checklist, Military Orders, and FEHB Premium Conversion Waiver/Election (if applicable)
- Digital or wet signature is required

15. EMPLOYEE SIGNATURE	
<p>I understand the elections I made on this checklist.</p> <p>It is my responsibility to provide new orders and modifications to my orders to my supervisor and ANG HRO Liaison/HRO within 10 business days of the change.</p> <p>I understand it is my responsibility to coordinate my return to duty with my supervisor, prior to the end of my orders. <b>HRO recommends I submit a Return to Duty packet 2 weeks prior to returning to work, to avoid delays in my pay.</b></p> <p>Service of 1 to 30 days – Must report the first regularly scheduled workday following completion of uniformed service.</p> <p>Service of 31 to 180 days – Must submit application of reemployment no later than 14 calendar days after completion of uniformed service.</p> <p>Service of 180 or more days – Must submit application of reemployment no later than 90 days after completion of uniformed service.</p> <p>If I do not report to work on the first regularly scheduled workday following completion of uniformed service, I will be placed on Personal Leave Without Pay (LWOP).</p> <p>I understand that USC 101(d)(5) of 10 USC excludes National Guard Inactive Duty (IDT, Drill, Rescheduled Drill) as creditable service – HI HRO does not require an Absent-US checklist to be submitted when I am absent to perform inactive duty. When performing inactive duty, HI HRO recommends coding ATAAPS with KA (Personal LWOP) or another form of paid leave, if available.</p> <p>It is my responsibility to review my federal LES and report any discrepancies I find within 2 pay periods of returning to duty. I will contact payroll in order to keep current on any allotments/garnishments if applicable.</p>	
<p>I included the following forms with this checklist:</p> <p>_____ Military Orders (Required) – Orders include my name, SSN, reporting date, purpose, and legal authority: example 10 USC XXXX</p> <p>_____ FEHB Premium Conversion Waiver/Election (if applicable)</p>	
Signature: 	Date:



## SUPERVISOR RESPONSIBILITIES



Supervisor Responsibilities		
I understand that it is my responsibility to ensure the employee updates ATAAPS and submits a Return to Duty Checklist prior to returning to federal employment. I must submit this completed form and the employee's military orders, and any orders modifications to the ANG HRO Liaison or to HRO (ARNG).		
Supervisor's Signature: 	Date:	Supervisor's Phone Number:
Supervisor's Printed Name	Supervisor's Email Address:	

- Ensure the employee updates ATAAPS. Contact payroll regarding changes in allotments/garnishments
- Supervisor must sign AUS checklist as proof of acknowledgement and submit a Return to Duty Checklist prior to returning to federal employment
- Failure to submit your AUS packet in a timely manner may cause delays/disruptions in your civilian pay/benefits



# USERRA ELECTION TYPE CON'T

## BENEFITS AFFECTED

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### Absent-US

- Eligible to make elections regarding benefits including: FEHB, FEDVIP and FSA
- Civil service death and disability benefits continue during period of active duty
- Can request lump sum payment of leave

### Separation-US

- Health and life insurance coverage may continue as though in a non-pay status
- Can request refund of retirement contributions
- Can request TSP withdrawal (penalties may apply)
- Can request lump sum payment of leave

# FEHB Premium Conversion Waiver/Election Form

- Complete this form ONLY if you would like to change your PC election.
- Section II is to waive participation in PC.
- Signature required.
- Section III is to restore participation in PC.
- Signature required.

Federal Employees Health Benefits Program (FEHB) Premium Conversion Waiver/Election Form			
<b>Purpose of This Form</b> <small>This form is used to elect or waive pre-tax treatment of employee premium contributions to the FEHB Program. Pre-tax treatment is automatic. You do not need to complete this form unless you elect not to have your FEHB premium contributions deducted on a pre-tax basis, or you previously waived this benefit and now elect to participate.</small>			
<b>I. PARTICIPANT INFORMATION</b>			
Last Name	First Name	MI	SSN
Mailing Address	City and State		Daytime Phone Number
<b>II. ELECTION TO WAIVE PARTICIPATION IN PREMIUM CONVERSION</b>			
<i>I elect to waive participation in premium conversion and the pre-tax treatment of my FEHB premiums. I would like to have my FEHB premium contributions deducted from my pay on an after-tax basis.</i>			
Signature _____			Date _____
<input type="checkbox"/> This is my initial opportunity to waive participation in premium conversion. <input type="checkbox"/> I am making this election to waive participation during FEHB Open Season. <input type="checkbox"/> I wish to waive participation in premium conversion on account of and in accordance with a Qualifying Life Event (QLE). My QLE is _____ and it is effective _____.			
<b>III. ELECTION TO RESTORE PARTICIPATION IN PREMIUM CONVERSION</b>			
<i>I elect to have my FEHB premiums deducted from my pay on a pre-tax basis. I understand that I may only change my FEHB premium deductions to an after-tax basis during a subsequent Open Season or upon a Qualifying Life Event. See instructions for acceptable events.</i>			
Signature _____			Date _____
<input type="checkbox"/> I am making this election to participate during the FEHB Open Season <input type="checkbox"/> I wish to participate in premium conversion on account of and in accordance with a Qualifying Life Event			
<b>IV. TO BE COMPLETED BY PAYROLL/PERSONNEL STAFF</b>			
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Effective Date: _____ Payroll Office No. _____			
Authorized agency official: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Signature</span> <span>Date</span> <span>Phone</span> </div>			
Name and address of employing office: 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			

(Revised Nov 2007)



## Additional Resources

- Check out the HING HRO website for information and to obtain the AB-US and RTD Checklists

State of Hawai'i  
**HING Human Resources Office**

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### USERRA (UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994)

[HING Human Resources Office | USERRA \(Uniformed Services Employment and Reemployment Rights Act of 1994\) \(hawaii.gov\)](https://hawaii.gov/hing/human-resources-office/userra-uniformed-services-employment-and-reemployment-rights-act-of-1994/)

Checklist for AB-US and RTD: (turn in to HRO with orders)

- [USERRA-Entering\\_AUS CHECKLIST V3 08 DEC 2022](#)
- [USERRA-RTD-CHECKLIST V2 06 JUL 2021](#)



# References



- NGB USERRA 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



## Contact Us



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