

RETURN TO DUTY (RTD) TECH BENEFITS ELECTION FORM

Read this form carefully.

Supervisor must review elections with employee and both will sign at the bottom of the form. Failure to submit this form properly and on time will result in debt, overpayment, or loss/lapse of benefits.

Supervisor Responsibilities: *Read and initial***

_____ Ensure your technician turns in leave slips to their local timekeeper. Submit a SF-52 to initiate the personnel action along with the first 3 pages of this form and a copy of the DD 214 from the employee's military tour. (Air personnel send to your Base HR Rep, Army personnel fax all to DSN 346-7052/Comm 614-336-7052 ATTN: Benefits Branch).

** If you have 5 or more technicians returning from a period of active service. Call DSN 346-7051 and request an HRO on-site briefing.*

Technician Responsibilities: *Read and initial*

_____ You are responsible to keep current on allotments/garnishments & notify payees of your status, contact your comptroller for information regarding your payments. You are responsible to turn in any leave slips to your local timekeeper. Read the explanation of benefits on pages 4-5.

Technician Name	Supervisor Name	Duty Location
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1. **DURING MY MILITARY ABSENCE I WAS:** Technician- circle one: *See EOB #1, page 4*

_____ ABSENT-US / Separation- US

2. **LEAVE STATUS.** *It is the technician's responsibility to turn in leave slips (OPM 71) to your supervisor-not the HRO.* Fill in the dates for each type of accrued leave you intend to use. **The "RTD on" date is the first day you are effectively brought back to a technician status, your "return to work" date is the first day you report to work. See EOB #2, page 4**

- PDMRA start date: _____
- Terminal leave start date: _____
- End of orders: _____
- RTD on: _____
- Military/annual leave from: _____ to: _____
- Presidential Leave: _____
- Unpaid leave time from: _____ to: _____
- Return to work on: _____

_____ *I understand that I need to monitor my technician LES and to immediately notify my technician supervisor of discrepancies.*

3. **FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB):** Technician- initial only one election: *See EOB #3, page 4*

_____ I elect to **ENROLL** in FEHB immediately (**Fill out and turn in a SF 2809**)

_____ I elect to **REINSTATE** my FEHB immediately (previously terminated coverage).

- _____ I elect to **WAIVE REINSTATEMENT** to use Transitional Tricare for 180 days.
- _____ I elect to **CHANGE CARRIERS / PLAN** immediately (**Fill out and turn in a SF 2809**)
- _____ I elect to **CANCEL** my FEHB coverage completely. (**Fill out and turn in a SF 2809**)
- _____ I elect to leave my coverage exactly as it is.

4. FEDERAL EMPLOYEE’S DENTAL AND VISION INSURANCE PROGRAM (FEDVIP):
See EOB #4, page 5

_____ It is *my responsibility* to contact BENEFEDS (1-877-888-FEDS) to reinstate my FEDVIP coverage- HRO cannot call on my behalf.

5. FEDERAL EMPLOYEE’S GROUP LIFE INSURANCE (FGLI): Technician- initial: *See EOB #5, page 5if absence is less than 12 months mark “N/A”*****

_____ If my coverage was terminated during my leave without pay it will be automatically reinstated.

6. NGAUS INSURANCE: Technician- circle one: *See EOB #6, page 5*

_____ I was / was not enrolled in NGAUS

7. RETIREMENT SERVICE CREDIT: *See EOB #7, page 5*

_____ I understand that I must make a deposit for this period of active military time to be creditable towards my federal civilian retirement.

8. THRIFT SAVINGS PLAN (TSP)

TSP LOAN Circle one:

_____ I have / do not have existing TSP loans.-**See EOB #8, page 5 for important information.**

9. CURRENT MAILING ADDRESS: Do not list your unit as your address.

Address: _____

Email Address: _____

Contact Phone: (_____) _____ - _____

_____ TECHNICIAN SIGNATURE	_____ DATE
_____ SUPERVISOR SIGNATURE	_____ DATE

TSP Make-up for Missed Contributions Election

FOR: Defense Finance and Accounting

PRINT Name _____ SSN: _____

Absent-US : from _____ to _____

PART A: READ AND INITIAL ONE OF THE FOLLOWING:

_____ **I am not interested in making up missed contributions** for the period that I was in an Absent-US status, but I understand that I will automatically receive the **1% agency contribution**.
Continue to Part C.

_____ **I did contribute to my Military TSP account while on active duty and would like to use those contributions to receive my 4% agency match**. I understand that the percentage that I will makeup cannot be greater than the TSP-1 on file for my Civilian TSP account. **FERS employees may make this election**. *Continue to Part B.*

_____ **I did contribute to my Military TSP account while on active duty but I DO NOT want to use the contributions that I made to my military account in order to receive my 4% agency match**. Rather, once I receive the letter from DFAS letting me know how much I owe to make-up my missed contributions, I will arrange to make payments with them. **Only FERS employees may make this election**. *Continue to Part C.*

_____ **I did NOT contribute to my Military TSP account**. I understand that I can contribute makeup payments by payroll deductions. The matching contributions from the government will also be deposited into my civilian TSP account concurrent with my makeup payments (**matching contributions are for FERS employees only**). I understand that DFAS will mail a letter to my home address on file with MyPay.gov to let me know how much I owe, and I must respond to that letter in order to initiate paying makeup contributions. *Continue to Part C.*

PART B: READ AND INITIAL THE FOLLOWING:

_____ I understand that once I elect to makeup missed contributions and payroll deductions begin, should I choose to STOP the makeup contributions, that decision is irrevocable.

PART C: My signature confirms that I have read and understand the above information. I have made my election and attached the applicable documentation as required.

Employee Signature _____
Date

Phone: (_____) _____ **E-Mail:** _____

Explanation of Benefits

1. Absent- Uniformed Service: I am requesting reemployment rights under USERRA. **I understand that I have only a limited amount of time to request reemployment or I will forfeit my position.** I understand that under USERRA I must be returned to technician employment in a similar position if the position I left is no longer available. (Reference USERRA PL 103-353 dated 12 DEC 1994, URL <http://www.esgr.org/userra.asp>).

Separation-US: I am requesting reemployment rights under USERRA. **I understand that I have only a limited amount of time to request reemployment or I will forfeit my position.** I understand that under USERRA I must be returned to technician employment in a similar position if the position I left is no longer available. (Reference USERRA PL 103-353 dated 12 DEC 1994, URL <http://www.esgr.org/userra.asp>).

Timeframes for Re-employment:

- Activated less than 31 days - First scheduled regular work day after orders end.
- Activated 31 to 180 days - NLT 14 calendar days after orders end.
- Activated more than 180 days - NLT 90 calendar days after orders end.

2. Leave Status: Paid Leave may be used while you are on terminal leave from your military duty. **Paid leave may not be used while on PDMRA status.** To request leave submit a completed OPM 71 to your technician supervisor. All paid leave must meet applicable legal, regulatory and administrative requirements. **You are responsible for the entire amount of any and all premiums for all of your benefits (FEGLI, FEHB, etc.) once you return to a pay status. If the pay amount is not enough to cover the amount of all of your premiums you will incur a debt.**

Your “RTD” date and “return to work” date may differ if you elect to use paid or unpaid leave before you physically come back to work.

3. Federal Employees Health Benefits (FEHB): Returning from military duty allows for several options that I must choose from depending on which election was made before I left.

Contingency: If I kept FEHB while serving on contingency operations I can elect to keep it as is, change carriers/plan, or cancel my coverage. If I elect to change or cancel I must turn in a completed SF 2809 to the HRO within 60 days of my return to duty. If I terminated my coverage before I left for military duty, it will be automatically reinstated unless I request to waive reinstatement. If I cancelled my FEHB before I left for military duty (by turning in an SF 2809 before I left) I can elect a new carrier/plan by submitting an SF 2809 to the HRO within 60 days of my return to duty, or I can wait to enroll when my Transitional Tricare ends by leaving my coverage as it is.

Non-contingency: (i.e. military school, Active Duty tour, AGR tour, etc.) If I kept FEHB my premiums will be double-deducted until my debt is satisfied. I can elect to keep it as is, change carriers/plan, or cancel my coverage. If I elect to change or cancel I must turn in an SF 2809 to the HRO within 60 days of my return to duty (cancelling your FEHB will not relieve you of any debt you have for premium payments). If I terminated my coverage before I left for military duty, it will be automatically reinstated unless I request to waive reinstatement. If I cancelled my FEHB before I left for military duty (by turning in an SF 2809 to the HRO before I left) I can elect a new carrier/plan by submitting an SF 2809 to the HRO within 60 days of my return to duty.

4. Federal Employees Dental and Vision Insurance Plan (FEDVIP): I understand that I am responsible to contact BENEFEDS at 1-877-888-FEDS and notify them of my return from military duty. If my payments were suspended, they will immediately resume upon my return to duty. **HRO cannot call on your behalf.**

5. Federal Employees Group Life Insurance (FEGLI): I understand that if my FEGLI coverage was terminated it will be automatically reinstated upon my return from military duty. No action is necessary on my part. If I was not previously enrolled in FEGLI this is not applicable.

6. National Guard Association of the United States (NGAUS) disability insurance: I understand that HRO will notify ReliaStar of my return from military duty. If my payments were suspended, they will immediately resume upon my return to duty. No action is necessary on my part. If I was not previously enrolled this is not applicable.

7. Retirement Service Credit: Periods of Absent-Uniformed Service directly impact your technician retirement, whether you are under FERS or CSRS. If you are under FERS, a deposit is required for credit towards retirement. If you are under CSRS, a deposit is not required—however, at age 62, your annuity is reduced for this period of military service if no deposit is made. Deposits can be made anytime prior to retirement. However, if the deposit is not paid in full 2 years from the date of your return to duty, interest will start to accrue on the balance.

8. TSP Loans: HRO will notify TSP of my return from military duty. Loan payments will immediately resume upon return to duty. **If I did not notify HRO of a TSP loan, TSP will designate the loan as a taxable distribution.**

Makeup Missed TSP Contributions:

The Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), and Public Law 103-353, section 4, provides for persons who are in an Absent-US status in order to perform military service are eligible to make-up missed contributions to their Civilian Thrift Savings Plan (TSP) account. Please read the TSP Fact Sheet at <http://www.tsp.gov/forms/oc95-5.pdf>. ***This TSP election form must reach the HRO within 2 weeks from your return to duty (RTD) date.***

CSRS employees are eligible to makeup missed contributions during the period of Absent-US only.

FERS employees will automatically receive the 1% agency contribution. You must elect to makeup the missed contributions and receive up to the 4% agency match for the period of Absent-US on this form if you wish to do so. If contributions were made to your Military TSP account during the period of Absent-US, that contribution can be credited against the dollar amount that DFAS calculates as missed contributions that are eligible for make-up. Therefore, depending on your civilian TSP-1 form on file, the makeup contributions may already be considered paid and an immediate match is then deposited. Should the dollar amount of your Military TSP contribution NOT meet your TSP-1 on file, you are eligible to makeup that difference as well. If there are additional matching contributions, up to the total 4%, then that amount will be credited as each “makeup” payment is made. Active Duty pay records from Payroll are required.