

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO-Z

JUL 20 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Requesting Paid Military Leave While Absent-US (AUS)

1. Technicians are entitled to accrue 120 hours of paid military leave annually at the beginning of each Fiscal Year. Technicians performing uniformed service and in an AUS status must use the following payroll-processing procedures in order to use accrued military leave:
 - a. The technician must request the use of accrued military leave by submitting a Request for Leave or Approved Absence on OPM Form 71 or in the Automated Time Attendance and Production System (ATAAPS).
 - b. The technician must attach a copy of their military duty order to the OPM 71.
 - c. The OPM 71 and military orders are submitted through the last official technician supervisory chain for approval and forwarded to the local timekeeper for pay processing.
2. For technicians in an AUS status, no additional personnel action or coordination with the Human Resources Office (HRO) is necessary to complete the pay transaction described above.
3. Technicians are responsible for requesting leave in a timely manner to avoid forfeiting accrued leave. The local timekeepers are responsible for updating the timecards to reflect the correct status for approved leave. Supervisors are responsible for planning, coordinating, approving, and certifying technician leave, so that the technicians do not unnecessarily forfeit leave, and so the needs and requirements of the organization met.
4. Technicians in an AUS status do not receive pay for Federal holidays. However, when leave is scheduled before or after a holiday, it creates an entitlement to holiday pay that the AUS technician would not normally have. According to the Obligations of Public Service in Executive Order 12674 underlying the Joint Ethics Regulation, DoD 5500.7-R, Federal employees are not to use public office for private gain, and should avoid actions which create the appearance that they are violating ethical standards. In the current environment of shrinking budgets, fiscal responsibility is arguably more crucial than ever. A technician serving in an AUS status should carefully consider this when asking a supervisor to approve leave, when that request will result in an entitlement to holiday pay and thus private gain. Creating an entitlement that doesn't otherwise exist is never a good idea since it creates an appearance of impropriety in the public eye.

"When Called, We Respond With Ready Units to Execute Federal, State, and Community Missions."

NGOH-HRO-TB

SUBJECT: Procedures for Requesting Paid Military Leave While Absent-US (AUS)

5. Requesting military leave at the beginning or the end of a period of AUS status is an acceptable practice in most situations. For optimal fiscal accounting and budgetary reasons, technicians who are serving military obligations in a long term AUS status, to include statutory and AGR tours are strongly encouraged to request their military leave during a specified period. The months of March and/or April are the recommended time frames for any individuals in this category.

6. The HRO is the POC for advising technicians and supervisors on the appropriate use of leave and compliance with USERRA requirements. Timekeepers and CSRs are the POCs for proper completion of pay forms and payment.

7. For additional information, contact CPT Andre Ballard, Technician Branch Manager, at 614-336-7064/DSN 346-7064 or andre.c.ballard.mil@mail.mil.

FOR THE ADJUTANT GENERAL:



JAMES R. CAMP, Col, OHANG
Director of Human Resources

DISTRIBUTION:

A, D