

ABSENT-UNIFORMED SERVICE TECH BENEFITS ELECTION FORM

Read this form carefully.

Failure to submit this form properly and on time will result in debt, overpayment, or loss/lapse in important benefits.

Supervisor Responsibilities: *Read and initial.***

___ Ensure your technician turns in leave slips. Ensure an SF-52 is submitted to initiate the personnel action along with the first 2 pages of this form and a copy of the technician's orders. (Air personnel send to your Base HR Representative, Army Supervisor's fax all to DSN 346-7052/Comm 614-336-7052). Ensure another SF 52 with a RTD Technician Election Form is completed and submitted when the employee is expected to return to duty. **The employee will not receive technician pay again without the SF 52 and Return to Duty Tech Benefits Election Form submission.**

*****Consider requesting a HRO On-site Briefing if you have 5 or more technicians entering a period of active service. Call DSN 346-7051 for scheduling information.***

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. Immediately notify your supervisor of your return from active duty. Review the NGB USERRA Handbook available from the HRO website, at http://ong.ohio.gov/human_resources/. Read the explanation of benefits on pages 3-4 of this form.

Technician Name	Supervisor Name	Supervisor Phone Number
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1. **WHILE PERFORMING MILITARY DUTY:** Technician- circle one: *See EOB #1, page 3*

___ **Absent- Uniformed Service or Separation-US**

2. **LEAVE STATUS:** *It is the technician's responsibility to turn in leave slips (OPM 71) to your supervisor, not to the HRO.* Fill in the dates of accrued leave you intend to use. **The "Absent-US effective date" is the day after your last day of leave. ***Supervisors***:** You are responsible for ensuring leave slips are turned in before the pay date(s). *See EOB #2, page 3*

- Comp time/Time off award from: _____ to: _____ (Use first)
- Military/annual leave from: _____ to: _____
- Absent-US effective date: _____ to: _____

___ *I understand that I need to monitor my technician LES and to immediately notify my technician supervisor of discrepancies. (Technician must read and initial)*

3. **FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB):** Technician- initial only one election and follow any additional instructions, if necessary: *See EOB #3, page 3*

___ I am not enrolled in FEHB.

___ I elect to **TERMINATE** my FEHB effective the 1st day of my entering Absent- US status.

___ I elect to **CANCEL** my FEHB effective the 1st day of my entering Absent- US status. (**ATTACH a completed SF 2809 to this election form**)

___ I am on **CONTINGENCY** operations and elect to **CONTINUE** my FEHB. *I understand that if I keep FEHB while deployed, I am not allowed to terminate or cancel it when I return in order to use Transitional Tricare. This is because returning to technician status after a deployment is not a qualifying life event to cancel or terminate FEHB, therefore making it illegal to do so. FEHB will be my primary insurance provider when I return and Transitional Tricare will be secondary.*

___ I am **NOT** on a contingency operation and elect to **CONTINUE** my FEHB- premiums will be double-deducted upon return to duty. (**See EOB #3, pg. 3, Non-Contingency**)

4. **FEDERAL EMPLOYEE'S DENTAL AND VISION INSURANCE PROGRAM (FEDVIP):** Technician-read and initial. *See EOB #4, page 4*

___ It is **my responsibility** to contact BENEFEDS (1-877-888-FEDS) to suspend my FEDVIP coverage or arrange payments- **HRO cannot call on my behalf.**

5. **FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FGLI):** Technician-circle one: *See EOB #5, page 4**mark "N/A" if you are not enrolled in FGLI***

___ I elect to continue FGLI coverage for **12 / 24** months- See EOB #5 for additional instructions.

6. **NGAUS INSURANCE:** Technician- circle one: *See EOB #6, page 4*

___ I **am** or **I am not** enrolled in NGAUS

7. **THRIFT SAVINGS PLAN (TSP):** Technician- read and initial: *See EOB #7, page 4*

___ If I choose to contribute to my **UNIFORM TSP** account I may request the "missed" matching contributions when I return to duty (must provide all military LES's to HRO upon return to duty).

TSP LOAN: Technician- circle one

___ I **do** or **I do not** have an existing TSP loan- See important information in EOB #7.

8. **RETIREMENT SERVICE CREDIT:** Technician-read and initial: *See EOB #8, page 4*

___ I understand that I must make a deposit upon my return from military duty for this period of active military time to be creditable towards my federal civilian retirement.

9. **DESIGNATED MAILING ADDRESS:** Do not list your unit address.

Address: _____

Email Address: _____

Contact Phone: (____) ____ - _____

TECHNICIAN SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE

- **For questions or further assistance please call:**
Army Personnel DSN 346-7440 or Comm. (614) 336-7440.
Air Personnel contact your local HR Remote Representative.

Explanation of Benefits

1. Absent- Uniformed Service You should request Absent- Uniformed Service if you intend to return to technician employment at the end of your tour. While on Absent-US you will accrue technician seniority and benefits, including military leave. You must request employment restoration from HRO in writing prior to the end of your Active Duty tour. You will retain reemployment rights under USERRA (Reference USERRA PL 103-353, dated 12 DEC 1994) [http://www.ong.ohio.gov/outreach/employers/USERRA_factsheet\[1\].pdf](http://www.ong.ohio.gov/outreach/employers/USERRA_factsheet[1].pdf)

Separation-US: You should request Separation-US if you do not intend to return to technician employment at the end of your tour. You will be separated from technician employment upon payment of current annual leave balances. You will not accrue technician seniority and benefits during your military tour, including death benefits other than FEGLI. Your FEGLI coverage will continue, at no cost to you, for 12 months from your separation date. You will retain restoration rights to technician employment according to USERRA. To restore, you must request restoration in writing from HRO 30 days prior to the end of your Active Duty tour.

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 in an Absent-US status. To request leave while on Absent-US, submit a completed OPM 71 with copy of orders attached through 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.) if you receive any technician pay, including pay for leave, while you are in an Absent-US status. If the amount of pay is not enough to cover the amount of all of your premiums you will incur a debt.**

3. Federal Employees Health Benefits (FEHB): Leaving for military duty allows several options that I must choose from depending on what type of military orders I will be on.

Contingency: I can elect to **keep** FEHB while serving on contingency operations at no cost to me for up to 24 months. If I want to use only Transitional Tricare after my deployment (for 180 days) I will have to cancel my FEHB by submitting an SF 2809 to the HRO when I return.

-I can elect to **cancel** my FEHB. If I elect to cancel I must turn in a completed SF 2809 to the HRO with this election form. My FEHB will end on the effective date of my AUS. If I elect to cancel my FEHB, my family will not retain FEHB eligibility in case of death. I can re-enroll in FEHB after I return, or after my Transitional Tricare ends by submitting an SF 2809 to the HRO.

-I can elect to **terminate** my FEHB. If I elect to terminate my FEHB my coverage will end the effective date of my AUS, and will be automatically reinstated upon my return, unless I request to waive reinstatement to use Transitional Tricare. My family will retain FEHB eligibility in case of death.

Non-contingency: (i.e. military school, Active Duty tour, AGR tour, etc.) I can elect to **keep** FEHB while serving on non-contingency military orders for up to 24 months. My premiums will be double-deducted upon my return. For premiums during the first 12 months I will owe only the regular premium amount. During the remaining 12 months I will owe the government share as well as the individual share of premiums plus a 2 % processing fee.

- I can elect to **cancel** my FEHB. If I elect to cancel I must turn in a completed SF 2809 to the HRO with this election form. My FEHB will end on the effective date of my AUS. If I elect to cancel my

FEHB, my family **will not** retain FEHB eligibility in case of death. I can re-enroll in FEHB after I return by submitting an SF 2809 to the HRO.

-I can elect to **terminate** my FEHB. If I elect to terminate FEHB my coverage will end 31 days after the effective date of my AUS, and will be automatically reinstated upon my return. My family will retain FEHB eligibility in case of death.

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 absence from technician employment for military duty. I can elect to suspend my coverage, and payments, while I am gone, or continue coverage and pay my premiums directly. If my payments are suspended, they will immediately resume upon my return to duty. **HRO cannot call on your behalf.**

5. Federal Employees Group Life Insurance (FEGLI): My FEGLI will automatically continue for 12 months while in Absent-us status at no cost to me. I can elect to continue coverage for an additional 12 months, but will be responsible to pay my share as well as the government's share of my premium plus a 2% processing fee. If I make this election, I will be responsible to coordinate these payments directly with DFAS for that period of time. I must request payment information from the HRO if this is my election. If my FEGLI is terminated, it is subject to a 31 day extension and the right to convert to an individual policy. My FEGLI will be automatically reinstated upon my return. If I am not enrolled in FEGLI this will not apply to me.

6. National Guard Association of the United States (NGAUS) disability insurance: I understand that I must notify the HRO if I am enrolled in NGAUS. HRO will notify ReliaStar to suspend my payments while I am Absent-US. The disability portion of my NGAUS will be discontinued while I am gone and restored upon my return. If I have Term Life coverage, it will continue for 90 days at no cost to me. I will also have the option to make payments directly to ReliaStar to continue my Term Life or elect to suspend it while I am gone. All coverage will be reinstated upon my return.

7. Thrift Savings Plan (TSP): I am entitled to 1% agency contribution and to "make-up" the missed contributions into my civilian TSP account after I return from my Absent-US period. Upon my return I may elect to pay back the missed amount I would have contributed if I were not serving on military duty; in addition I may receive up to the 4% in matching contributions. I may elect instead to contribute to my Uniformed TSP account during my Absent-US, and I can use those contributions in lieu of the "make-up" payments upon my return. If I do this the matching contributions I am eligible for are immediately placed into my civilian TSP account. I understand I must provide each uniformed LES that shows contributions to my Uniformed TSP account for the entire period I was Absent-US to get this benefit.

TSP Loan: I understand that I must notify the HRO if I have a loan on my civilian TSP account. The HRO will then notify TSP to suspend my loan payments for the entire period of my Absent-US for military duty. If I do not tell the HRO that I have a loan, the HRO cannot tell TSP to suspend my payments. **I understand that if TSP is not properly advised and receives no payments on existing loans, they will designate the loan as a taxable distribution to your income.**

8. Retirement Service Credit: Periods of Absent-US directly impact your technician retirement, whether you are under FERS or CSRS. If you are under FERS, a deposit is required for credit toward retirement. If you are under CSRS, a deposit is not required—however, at age 62, your annuity will be reduced for this period of military service if no deposit is made.

Instructions on how to make a deposit for your military service to be creditable towards your federal civilian retirement are available on the Army Benefits Center website, located at www.abc.army.mil. All deposits must be paid for before your retirement date to be creditable.