

RETURN TO DUTY (RTD) TECH BENEFITS ELECTION FORM

Read this form carefully.

The supervisor must review elections with the employee. Both will sign at the bottom of the form. Failure to submit this form properly and on time will result in potential debts, overpayments, or loss/lapse of benefits.

For more information please go to the HRO Public Website: <http://hr.ong.ohio.gov/Technicians.aspx>

Supervisor Responsibilities: *Read and initial***

_____ Ensure your technician turns in all 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 Representative, 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 346-7158 to request and coordinate an on-site briefing from HRO.**

Technician Responsibilities: *Read and initial*

_____ You are responsible to keep current on any allotments/garnishments & notify payees of your status. Contact your comptroller for information regarding your payments. You are responsible to turn in all leave slips to your local timekeeper and inform them of **any** changes in your status. Read the explanation of benefits on pages 4-6.

Technician Name	Supervisor Name	Duty Location and Contact number
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1. WHILE PERFORMING MILITARY DUTY I WAS: *Technician- circle one: See Explanation of Benefits (EOB) #1, page 3*
 _____ **Absent-US:** Maintained employment status with the agency while serving on military orders
 _____ **Separation-US:** Separated from employment status with the agency while serving on military orders

2. LEAVE STATUS: *It is the technician's responsibility to turn in leave slips (OPM 71) to the supervisor. Fill in the dates for each type of accrued leave you intend to use. The "RTD" date is the date you return from a non-pay status in the personnel system. Your Presidential Leave start date is on the same date as your RTD. Your "return to work" date is the first day you report to work following Presidential leave. See EOB #2, page 3*

Military status dates:

- PDMRA end date (if applicable): _____
- Terminal leave start date (if applicable): _____
- Military Leave from: _____ to _____
- End of orders date: _____

Technician status dates:

- Unpaid leave time from: _____ to: _____ (If utilizing up to full allowable restoration time)
- RTD Date: _____ (May extend beyond order end date if utilizing up to full allowable restoration time)
- Presidential Leave from: _____ to: _____
- Return to work date: _____ (Normal leave rules apply from this date forward)

I understand that it's my responsibility to monitor my LES's and immediately notify my technician supervisor of any _____ discrepancies.

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

_____ I previously Cancelled my FEHB coverage or was not previously enrolled and elect to do so immediately (Employee must Call ABC-C at 877-276-9287 to have a Benefits Counselor process this request, or enroll online through EBIS at <https://www.ebis.army.mil>)

_____ I previously Terminated my FEHB and elect to **REINSTATE** it immediately

_____ I previously Terminated coverage and elect to **WAIVE IMMEDIATE REINSTATEMENT** of my FEHB to use TAMP benefits for 180 days and have signed and attached the waiver (you **MUST complete and send waiver w/ this form**)

_____ I previously kept coverage and elect to **CANCEL** my FEHB coverage completely (upon RTD date, **Employee must Call ABC-C at 877-276-9287 to have a Benefits Counselor process this request**)

_____ I elect to leave my coverage exactly as it is

_____ I was not previously enrolled in FEHB and do not want to enroll at this time

4. **FEDERAL EMPLOYEE'S DENTAL AND VISION INSURANCE PROGRAM (FEDVIP):** Technician – read and initial or, if not enrolled mark N/A. See EOB #4, page 3

____ It is my responsibility to contact BENEFEDS (877-888-FEDS) to reinstate my FEDVIP coverage or to return to payroll deduction if I kept my coverage and mailed direct payments- HRO cannot call on my behalf.

5. **FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI):** Technician- read and initial: See EOB #5, page 3

____ If my coverage was terminated during my military duty, it will be automatically reinstated.

6. **FLEXIBLE SPENDING ACCOUNT (FSAFEDS):** Technician- Read and initial or, if not enrolled, mark N/A: See EOB #6, page 4

____ It is my responsibility to contact FSAFEDS (1-877-372-3337) to notify them of my Return to Duty status- HRO cannot call on my behalf.

7. **NGAUS INSURANCE:** Technician- circle one and initial: See EOB #7, page 4

____ I was / was not enrolled in NGAUS

8. **THRIFT SAVINGS PLAN (TSP):** Technician- read and initial: See EOB #8, page 4

____ I understand that I may make retroactive TSP contributions and receive any missed agency matching if I was contributing to the civilian TSP prior to entering the Absent US status. I understand that in order to do this, I will need to complete the "Employee Request for TSP Matching and/or Make-Up Contributions" form (page 5 of this document), and send my DD214 and all Military LESs covering Absent US period to HRO within 60-days of return to civilian duty.

NOTE:The TSP 1% automatic agency contributions will be given regardless of whether or not you complete the matching/ make-up form.

TSP LOAN: Technician - initial one: See important information in EOB #8, page 4

____ I **do** have a TSP loan (this notifies HRO to send a TSP-41 to TSP in order to return you to a pay status on their end)
____ I **did have** a TSP loan upon going AUS but **paid it off** completely prior to returning to duty (HRO will submit a TSP-41 to TSP)
____ I **did not** have a TSP loan upon going AUS and **do not** have a current TSP loan

9. **RETIREMENT SERVICE CREDIT:** Technician-read and initial: See EOB #9, page 4

____ I understand that I must complete a deposit in order for this period of active military time to be creditable towards my federal civilian retirement.

10. **RESERVIST DIFFERENTIAL:** Technician-read and initial: See EOB #10, page 4

____ I understand that if I am eligible for reservist differential and I feel that I would have made more money in my technician position than I did during this military period, I must submit my complete "Application for Reservist Differential (RD) Payments" (pg 6 of this document) to HRO including all military and civilian LESs and technician time cards.

11. **FEDERAL LONG TERM CARE (LTC) INSURANCE:**

____ It is my responsibility to contact LTCFEDS (800-582-3337) to change my payment method back to payroll deduction if I kept my coverage and was mailing direct payments- HRO cannot call on my behalf.

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

Address: _____

Email Address: _____

Contact Phone: (____) _____ - _____

_____ TECHNICIAN SIGNATURE	_____ DATE
_____ SUPERVISOR SIGNATURE	_____ DATE

**By signing above, you are indicating that you have read and understand the explanation of benefits

Explanation of Benefits

1. **Absent-Uniformed Service:** This means that you are requesting reemployment rights under USERRA. You only have a limited amount of time to request reemployment upon your return or you forfeit your position. Under USERRA you must be returned to technician employment in a similar position if the position you left is no longer available. (Reference—the USERRA Advisor available at: <http://www.dol.gov/elaws/userra.htm>).

Separation-US: This means you are requesting reemployment rights under USERRA. You only have a limited amount of time to request reemployment or you forfeit your position. Under USERRA you must be returned to technician employment in a similar position if the position you left is no longer available. (Reference—the USERRA Advisor available at: <http://www.dol.gov/elaws/userra.htm>).

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 still in a non-pay status. If you received PDMRA leave, you cannot return to duty until you have finished taking it and your terminal leave has begun. To request leave, submit an OPM 71 to your technician supervisor. All paid leave must meet applicable legal, regulatory and administrative requirements. When receiving technician pay for leave, premiums will be deducted. If the pay amount is not enough to cover the amount of all of your premiums you will incur a debt. **NOTE:** Your RTD date is the day HRO will process your return to duty action to return you to a pay status. Your return to work date will differ if you are eligible for Presidential Leave or if you are taking paid or unpaid leave following your RTD date. The 40 hours of Presidential Leave must begin on your RTD date or on the first working day following your RTD date.
3. **Federal Employees Health Benefits (FEHB):** Upon your return to duty, you have several options you may choose from regarding your FEHB, depending on the type of orders you are on:

Contingency: If you kept FEHB while serving on contingency operations, you can elect to keep it as is, change carriers/plan, or cancel coverage. If you elect to change or cancel, *you* must call ABC-C and speak with a Benefits Counselor at (877) 276-9287. If you terminated coverage before you left for military duty, it will be automatically reinstated unless you request to waive reinstatement in order to use the transitional Tricare (TAMP)*. If you cancelled your FEHB before you left for military duty (meaning you called Army Benefits Center -Civilian before leaving) you can re-enroll in FEHB by either calling ABC-C, or enrolling online through EBIS at <https://www.ebis.army.mil> within 60 days of returning to duty, or, you can wait to enroll until Transitional Assistance Management Program (TAMP) benefits end by leaving your coverage as it is. *You* must track when your TAMP ends and when you need to enroll into FEHB.

Non-contingency: (i.e. military school, Active Duty tour, AGR tour, etc.) If you kept FEHB while in an absent-US status, if you did not send premium payments to DFAS while on military duty, your premiums will be **double-deducted** upon your return until the debt is satisfied. You can elect to keep your FEHB as is, or you can change carriers/plans or cancel coverage within 60-days of returning to duty. If you elect to change or cancel, you must call ABC-C and speak with a Benefits Counselor at (877) 276-9287. If you terminated coverage before leaving for military duty, it will be automatically reinstated upon your return to duty date unless you are eligible for transitional Tricare (TAMP) and request to waive immediate reinstatement. If you cancelled FEHB before leaving for military duty (meaning you called Army Benefits Center -Civilian before leaving) you can re-enroll by either calling ABC-C, or enrolling online through EBIS at <https://www.ebis.army.mil> within 60 days of returning to duty, or, you can wait to enroll until Transitional Assistance Management Program (TAMP) benefits end by leaving your coverage as it is. *You* must track when your TAMP ends and when you need to enroll into FEHB.

4. **Federal Employees Dental and Vision Insurance Plan (FEDVIP):** It is your responsibility to contact BENEFEDS at 1-877-888-FEDS in order to notify them of your return from military duty. If your payments were suspended, they will immediately resume. *HRO cannot call on your behalf.*

5. **Federal Employees Group Life Insurance (FEGLI):** If your FEGLI coverage was terminated, it will be automatically reinstated upon you return to duty. No action is necessary on your part. If you were not previously enrolled in FEGLI, this is not applicable.

6. Flexible Health Care and/or Dependent Care (FSAFEDS) Account: It is your responsibility to contact FSAFEDS (1-877-372-3337) in order to notify them of your Return to Duty status. If you chose to freeze your account and you returned to duty during the same Benefit Period that went Absent-US, FSAFEDS will recalculate your allotments based on the number of pay periods remaining in the Benefit Period. *HRO cannot call on your behalf.*

7. National Guard Association of the United States (NGAUS) disability insurance: HRO will notify ReliaStar of your return from military duty. If payments were suspended before you left, they will immediately resume upon your return to duty. No action is necessary on your part. If you were not previously enrolled, this is not applicable.

8. Make-up 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 retroactive TSP contributions and elections, including missed catch-up contributions, if otherwise eligible. The retroactive contributions and elections will be reduced if you contributed to TSP as a uniformed service member while on active duty. If you contributed to your uniformed services TSP account while on active duty, you are responsible for providing ALL of your military LES forms as documentation of those contributions. If you are interested in making retroactive TSP contribution and elections, you must complete the "Employee Request for TSP Make-UP Contributions" (page 5 of this document). ***This TSP election form must reach the HRO within 60 days from your return to duty (RTD) date, along with all Active Duty LESs from the beginning to the end date of orders, and a copy of your DD214.*** For additional information, please read the TSP Fact Sheet at <https://www.tsp.gov/PDF/formspubs/oc95-5.pdf>.

TSP Loans: HRO will notify TSP of your return from military duty. Loan payments will immediately resume upon your return to duty. *If you did not notify HRO of a TSP loan before going into an absent-US status, TSP will designate the loan as a taxable distribution. All applicable taxes and penalties will apply.*

9. Retirement Service Credit: Periods of Absent-Uniformed Service directly impacts 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. 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. 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 <https://www.abc.army.mil/retirements/FERSPost56.htm>. All deposits must be paid for before your retirement date to be creditable.

10. Reservist Differential: Reservist Differential is the difference between an employee's adjusted civilian basic pay (basic pay plus locality) and their military pay and allowances to include: basic allowance for housing (BAH), basic allowance for subsistence (BAS), family separation allowance (FSA), hostile fire pay (HFP), etc. Federal employees called/ordered to active duty under one of the following authorities are eligible for Reservist Differential (RD), if they also have USERRA rights:
10 USC 331, 10 USC 332, 10 USC 333, 10 USC 688, 10 USC 12301(a) **, 10 USC 12302, 10 USC 12304, 10 USC 12305 & 10 USC 12406

If an employee believes he/she may be due RD, he/she must provide copies of military and civilian LESs for the entire period of active duty, along with the technician time cards (proving the employee was coded "KG", their military orders, and their DD214 upon return to duty. HRO will then calculate the RD due (if any) and notify the employee. If RD is due to the employee, HRO will submit the RD packet to DFAS. See www.opm.gov/reservist for more information.

*More information about Transitional Management Assistance Program (TAMP) benefits can be found at <http://www.tricare.mil/tamp>

Only (a) is qualifying. However, an employee called under one of these nine authorities who changes to 10 USC 12301(h) due to a **combat injury continues to be eligible for RD.

REQUEST FOR TSP MATCHING AND/OR MISSED MAKE-UP CONTRIBUTIONS

Date:

Name: _____

SSN: _____

Home Address:

(Please confirm that your correspondence address is updated in MyPay – DFAS will mail your letter and any information to the address listed there)

Military Duty Start and End Dates: _____

Did you contribute to your civilian TSP prior to entering an Absent US status?

No – you are only eligible for the 1% automatic agency matching – you are not eligible for additional matching or make-up contributions – you do not need to complete this form

Yes – you are eligible for TSP matching and/or make-up contributions; go to next question

Did you contribute to your military TSP while on orders?

No – you are eligible to make up employee contributions to your civilian TSP account that you missed as a result of performing military service. While making up these missed employee contributions, you will also receive any agency matching (up to 4%) that you would've received had you been in a civilian pay status. If eligible to make up missed contributions, it will be a separate deduction from your normal TSP contributions

Yes – you are eligible to receive up to the 4% of additional agency matching, or up to the matching percentage that you would've contributed to your civilian TSP had you been in a civilian pay status (example: if you only contributed 3%, that is the maximum matching you can receive).

Please select an option below and provide the required documentation as listed:

I would like to request to make up missed TSP contributions

-You must submit a copy of your DD 214 with this form within 60-days of returning to duty

I would like to request the additional agency matching

-You must submit copies of all military LESs received during the Absent US Period and a copy of your DD 214 within 60-days of returning to duty

If requesting additional matching or TSP make-up contributions, submit this form along with the required documentation listed above to one of the following POCs no later than 60-days after returning to duty:

Air Force: Mr. Chris Benson: christopher.a.benson16.civ@mail.mil or 614-336-7367

Army: Mr. Jacob Curry: jacob.m.curry2.civ@mail.mil or 614-336-7439

Application for Reservist Differential (RD) Payments

Name: _____

Today's Date: _____

SSN: _____

Duty Section/ Location: _____ Duty Phone: _____

BACKGROUND: In order for HRO to determine if you are entitled to the Reservist Differential Program, you must provide us with copies of your military orders, all Military LES's for the active duty period, all Civilian LES's for the active duty period, and technician time cards for the active duty period. HRO is unable to accept partial application packages or begin the RD process until a complete package is received.

Please list the Active Duty tour for which you are applying:

Active Duty orders began: _____ Active Duty orders ended: _____

You must provide the below supporting documents for the above timeframe along with this form:

Leave & Earnings Statements (Civilian)

Leave & Earnings Statements (Military)

Military Orders

Technician Time Cards

For HRO use only:

- Military Orders
- Tech Time Cards
- LESs (Civilian)
- LESs (Military)
- DCPDS input
- Eligible to apply: Yes:
No:

Remedy Ticket Sent to DFAS:

Ticket #: _____

Date Sent: _____

Reason (if no) _____

Reservist Differential Program Points of Contact:

Air Force: Mr. Chris Benson at christopher.a.benson16.civ@mail.mil or 614-336-7367

Army: Mr. Jacob Curry at jacob.m.curry2.civ@mail.mil or 614-336-7439



WAIVER OF IMMEDIATE REINSTATEMENT OF FEHB

I, _____, was discharged from military service on _____, and I qualify for Transitional TRICARE and/or TRICARE Reserve Select until _____.

CURRENT EMPLOYEES: I understand that, pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), I have a right to reinstatement of my Federal Employees Health Benefits (FEHB) coverage on the day I am restored to my civilian position under the provisions of 5 CFR part 353 or similar authority. However, I hereby clearly and unequivocally waive my FEHB coverage until _____.

You may select any date between the date you are restored to your civilian position and the date after your Transitional TRICARE and/or TRICARE Reserve Select coverage ends to reinstate your FEHB.

I fully understand that until my FEHB enrollment is reinstated, I will not be eligible for any health benefits that would have been available to me under an FEHB plan. I also understand that it is still my responsibility to notify HRO when my Transitional Tricare has ended. This waiver will terminate upon my death.

Signature: _____ **Date:** _____

Employees and annuitants who later decide to revoke the waiver must complete this section. I revoke my waiver of FEHB coverage and invoke my right to immediate FEHB coverage.

Signature: _____ **Date:** _____