

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

NGOH-HRO-Z

25 May 2016

MEMORANDUM FOR SEE DISTRIBUTION

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

1. Policy Replacement. This Policy Memorandum replaces Policy Memorandum, Subject: Procedures for Requesting Paid Military Leave While Absent-US (AUS) dated 20 July 2015.

2. Technicians accrue 120 hours of paid military leave annually at the beginning of the Fiscal Year. Technicians performing uniformed service and in an AUS status (*e.g. AGR duty, FTNG-OS duty, Mobilized, etc.*) must use the following payroll-processing procedures in order to use accrued military leave:

a. Timecards for technicians in AUS status must be completed and submitted by the *technician's supervisor every pay period*, for up to five years, to the local timekeeper; based on the organizational technician hierarchy of the unit or work center that the technician occupied **before** beginning the AUS tour of duty. This includes both current and future supervisors responsible for the position that the technician occupied, before beginning the AUS tour. Moreover, these procedures must be followed for the duration of the technician's AUS tour of duty (for up to five years).

b. Failure to complete and submit timecards **every** pay period will cause significant pay issues for the service member. The Defense Civilian Personnel Data System (DCPDS) is programmed to err on the side of the technician: i.e. if a time card is not submitted, which indicates the technician's duty status (e.g. present for duty, annual leave, sick leave, **AUS**, etc.), **DCPDS will automatically pay the technician**. If the technician is serving on an AUS tour (e.g. AGR duty, mobilized, etc.), when DCPDS pays him/her for technician duty, a Dual-Compensation condition is created. Dual Compensation is not authorized and will therefore cause the service member **to incur a debt**. Therefore, it is imperative that the supervisors responsible for the positions that technicians occupied, **before** entering an AUS status, strictly adhere to these procedures.

c. **Point of emphasis**. The unit in which the member is serving, during an AUS tour (e.g. AGR, FTNGD-OS, mobilized, etc.) is NOT responsible for submitting these time cards; unless, however, that unit also happens to be the same unit, in which the member's technician position also resides. ***The unit (and supervisor) of the technician position is the responsible unit.***

d. For reference and tracking purposes, a listing of current Army technician personnel, in AUS status, and a listing of Army timekeepers are posted on HRO's portion of TAGNet, on the right-hand side of that site. A listing of Air technicians in AUS status will be sent to Air Human Resource (HR) Remotes for distribution within each Wing and GSU.

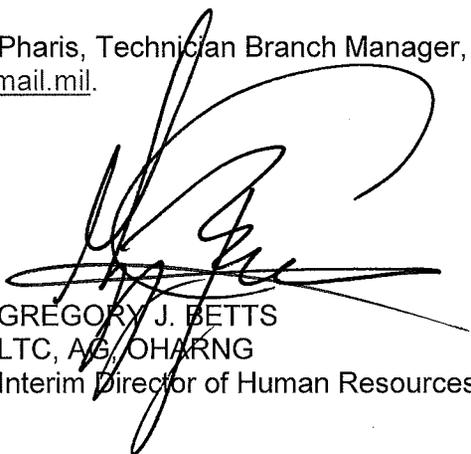
e. The technician must request the use of accrued military leave by submitting a Request for Leave or Approved Absence on OPM Form 71 or in the ATAAPS system.

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- f. The technician must attach a copy of his/her military duty order to the OPM 71.
 - g. The OPM 71 and military orders are submitted through the technician's supervisory chain for approval and forwarded to the local timekeeper or comptroller Customer Service Representative (CSR) for pay processing.
3. For technicians in an AUS status, no additional personnel action or coordination with the HRO is necessary to complete the pay transaction described above. However, Technicians are responsible for requesting leave in a timely manner to avoid forfeiting accrued leave. Supervisors are responsible for planning, coordinating, and approving technician leave so that the technician does not unnecessarily forfeit leave and the needs and requirements of the organization can be met.
 4. Technicians in AUS status do not receive pay for Federal holidays. However, when leave is scheduled before or after a holiday, it creates the entitlement for holiday pay that the AUS technician would not normally get. 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. Moreover, Federal employees should avoid actions which create the appearance they are violating ethical standards. In the current environment of shrinking budgets, fiscal responsibility is crucial. It is ill-advised for a technician on AUS to request leave, or a supervisor to approve leave, when that results in an entitlement to holiday pay and thus private gain.
 5. The HRO is the POC for advising technicians and supervisors on the appropriate use of leave and compliance with USERRA requirements. Timekeepers and CSR's are the POC's for proper completion of pay forms and payment.
 6. For additional information, contact Ms. Dana Pharis, Technician Branch Manager, at 614-336-7054/DSN 346-7054 or dana.a.pharis.civ@mail.mil.

FOR THE ADJUTANT GENERAL:



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DISTRIBUTION:
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