**CHECKLIST FOR EMPLOYEES RETURNING FROM ACTIVE DUTY**

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| --- | --- | --- | --- |
| The employee completes this form and then submits it to his or her assigned Staffing Specialist in Human Capital and Talent Management, Human Capital Services Center, Civil Service Staffing (HCTM/HCSC/CSS) or Human Capital and Talent Management, Foreign Service Center, Foreign Service Staffing (HCTM/FSC/FSS), as appropriate. (See “Employment Rights and Benefits of Federal Civilian Employees Who Perform Active Military Duty”, an Internal Mandatory Reference for ADS Chapter 476.”) | | | |
| 1. Employee’s Name: | 2. Social Security Number (Last 4 digits): | | 3. Organization: |
| 4. **Return to Duty**  I want my return to duty personnel action to be effective  mm/dd/yyyy  (Note: If you entered military service in connection with the Global War on Terrorism, you are entitled to 5 days of excused absence beginning on the effective date of your return to duty personnel action. Refer to ADS 476 Internal Mandatory Reference: “Employment Rights and Benefits of Federal Civilian Employees Who Perform Active Military Duty”, Section 5 (Administrative Leave) for more information.) | | | |
| 5. **TSP Loan**  I have a TSP loan and request Human Capital and Talent Management, Human Capital Services Center, Civil Service Staffing (HCTM/HCSC/CSS) or Human Capital and Talent Management, Foreign Service Center, Foreign Service Staffing (HCTM/FSC/FSS) to complete a Form TSP-41, Notification to TSP of Nonpay Status, on my behalf | | | |
| **Employee Signature:** | | **Date:** | |

Distribution of copies AID Form 476-2:

Original – Employee

Copy – HCTM/HCSC/CSS or HCTM/FSC/FSS Records

**PRIVACY ACT STATEMENT**

Authority: The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA 38 U.S.C. 4301-4335) and E.O. 9397 for the social security number.

Principal Purpose: USAID collects this information to administer personnel operations associated with employees being called to active duty in the Unformed Services.

Routine Uses: The information is used to process personnel actions to return employees to duty and to administer notifications to the Thrift Savings Plan record keeper.

Disclosure: Disclosure is voluntary for both personal information and the last four digits of your social security number, but failure to provide the information could lead to mistaken identity entailing administrative complications with possible inconvenient or adverse consequences for the employee.

**REMINDERS FOR EMPLOYEES RETURNING FROM ACTIVE DUTY**

**Separation Papers**

Be sure to furnish a copy of your separation papers if you have not already done so. As soon as you receive the member 4 copy of your DD214 that shows the type of discharge, provide a copy to your assigned Staffing Specialist in the Office of Human Resources, Civil Service Personnel Division, Recruitment and Staffing Branch (OHR/CSP/RS) or Office of Human Resources, Foreign Service Personnel Division, Foreign Service Staffing Branch (OHR/FSP/FSS).

**Health Benefits**

For additional information on health benefits, see “Employment Rights and Benefits of Federal Civilian Employees Who Perform Active Military Duty” Section 8 (Health Benefits).

Not in Exercise of Reemployment Rights

If you return from military duty after your enrollment terminated, but not in the exercise of reemployment rights, you must (if eligible for coverage) elect to enroll within 60 days after returning to civilian duty, the same as a new employee. You must complete and submit an SF 2809, Health Benefits Election Form, to your assigned Staffing Specialist in OHR/CSP/RS or OHR/FSP/FSS.

In Exercise of Reemployment Rights

If you exercise reemployment rights upon returning from military duty, your terminated enrollment will be reinstated effective on the day you return to civilian duty.

If you return to civilian duty in the exercise of reemployment rights, you may change your reinstated enrollment from Self Only to Self and Family, and to either option of any plan available, within 60 days after you return to civilian service. To change your enrollment, you must complete and submit an SF 2809, Health Benefits Election Form, to your servicing Human Resources Assistant in OHR/CSP/RS or OHR/FSP/FSS.

An enrolled annuitant who separates from duty after serving 31 days or more in a uniformed service can change their FEHB enrollment within 60 days after separation from the uniformed service.

If you are covered under transitional TRICARE after your discharge, and want to postpone automatic reinstatement of your FEHB until your transitional TRICARE ends, you must complete the Waiver of Immediate Reinstatement of FEHB form and submit it to your Staffing Specialist in OHR/CSP/RS or OHR/FSP/FSS. You can also obtain this form from your Staffing Specialist.

**Federal Employees Group Life Insurance (FEGLI)**

When an employee who has been on military duty returns to active Federal service, he or she gets back whatever type(s) of life insurance he or she had before going into nonpay status.

For more information, see the frequently asked questions on Military and FEGLI at <http://www.opm.gov/insure/life/faq/faqs-16.asp>.

**Note:** Other sections of the “Employment Rights and Benefits of Federal civilian Employees Who Perform Active Military Duty” that you should read include Section 5 (Administrative Leave), Section 11 (Thrift Savings Plan), and Section 12 (Return to civilian Duty).