
Civilian Employees Entering Extended Active Duty Checklist

INSTRUCTIONS: Fill in the blanks or select as appropriate for each item listed below. Sign and date and then send all pages of this document along with your military orders to the Benefits and Retirement Center (BRC), cpc.benefits-retirement@GSA.gov **within 31 days of the date you enter on active duty**. You should also provide a copy of both documents to your immediate supervisor as well as keep a copy for your own records and future reference. You are encouraged to contact your assigned [Benefits Specialist](#) to discuss the impact of Absent-US on federal benefits.

Employee Full Name (please print)

| | |
|-------------------------------------|--------------------|
| Last Name: | First Name: |
| HR Links Employee ID Number: | |

Home Address:

| | |
|---------------------------|---------------------------|
| Home Phone Number: | Cell Phone Number: |
|---------------------------|---------------------------|

Date of Entry on Active Duty Specified in Orders

Note: Employees are responsible for providing notice of deployment to their agency as far in advance as reasonable.

Is this deployment in support of Contingency Operations as defined in United States Code - 10 U.S.C. 101(a)(13)?

Yes No

Status Change Request

- Place on Absent-US (Uniformed Services) Effective Date: _____
- Separate Effective Date: _____

Leave and Reservist Differential

Note: It is the employee's responsibility to work with his/her supervisor and/or timekeeper to ensure leave and Absent-US is correctly documented.

The entitlement to leave (Absent-US) is based on the documentation in military orders. Military leave cannot be approved without actual documentation received prior to departing for military duty.

- I am requesting _____ days of military leave. Under 5 U.S.C. 6323(a), I am entitled to up to 15 days for **active duty, active duty training, or inactive duty training**. My civilian pay will remain the same.
- I am requesting _____ days of military leave. Under 5 U.S.C. 6323(b), I am entitled to up to 22 days of military leave for **emergency duty as ordered by the President, Secretary of Defense, or a State Governor**. My military duties are **in support of the protection of life, property, or in support of a contingency operation**. My civilian pay is reduced by the amount of military pay for my requested days of military leave.
- I am requesting **unlimited military leave** as a **member of the National Guard of the District of Columbia** Pursuant to 5 U.S.C. 6323(c) and Title 49 of the District of Columbia Code.
- I want to use part of my annual leave. Number of Days: _____
- I want my annual leave to remain to my credit.
- I want to be paid a lump sum for my annual leave balance.

Reservist Differential:

- I have been ordered to **Reserve or National Guard duty** and I am requesting a Reservist Differential (5 U.S.C. 5538). My projected civilian "basic pay" exceeds my total military pay and allowances for an applicable pay period.

The reservist differential is not payable for periods during which the employee is receiving civilian basic pay for performing work or using civilian paid leave or other paid time off.

Health Benefits

You must contact the BRC as soon as you return to civilian duty. It is the employee's responsibility to ensure that Federal Employees Health Benefits (FEHB) coverage and premiums resume upon return to duty.

- My deployment is 30 days or less – my coverage will continue. I need make no further election regarding health benefits, unless my military service is later extended past 30 days.
- My deployment is greater than 30 days. I want to **TERMINATE** my FEHB coverage effective the day before entering on active duty OR the day I am separated, furloughed, or placed on Absent-US.
- My deployment is greater than 30 days. I want to **CONTINUE** my FEHB coverage.

If you choose to continue your FEHB coverage, please choose *one* of the following:

- I am being called to active duty in support of a **contingency operation**. GSA will pay my share of the FEHB premium for up to 24 months. The 24-month period starts the date I am placed on Absent-US or Separation-US.
- My active duty is **NOT** in support of a contingency operation. I am entitled to up to 24 months of continued FEHB coverage beginning on the effective date of my entrance on active duty. I elect to pay for my FEHB by *one* of the following methods:
- I will make payments on a continuing basis during my absence (*with after-tax monies*). After the first 12 months, I will then pay 102% of the premium; the final 12 months must be paid on a current basis.
- I will incur a debt to be paid upon my return to civilian duty (*on a pretax basis if I participate in Premium Conversion*) for the first 12 months. After the first 12 months, my share will be 102% of the premium and it must be paid on a current basis.

Premium Conversion

- I understand that if I am participating in Premium Conversion, I have 60 days from the start of my unpaid leave of absence (Absent-US) to waive that participation, which would allow me to cancel my FEHB coverage at any time later. If I do not waive my premium conversion within the 60 day limit, I **CANNOT** later cancel my FEHB **EXCEPT** during the annual FEHB open season or within 60 days after another qualifying life event.

Transitional Assistance Management Program (TAMP) TRICARE

- I understand that I must notify my employing office if I want to waive reinstatement of FEHB coverage due to having TAMP coverage upon my return to my civilian position.

Life Insurance

- I am NOT enrolled in the Federal Employees' Group Life Insurance (FGLI) Program.
- I understand that my FGLI coverage will continue for up to 24 months in **non-pay status** (Absent-US) if called to active duty. The first 12 months would be at no cost. However, should I elect to continue my FGLI enrollment for the additional 12 months, I am required to pay the employee and the agency share of the premiums for Basic and any Optional Insurance.
- If I **SEPARATE** from employment, my FGLI coverage will continue at no cost for up to 12 months or until 90 days after my military service ends, whichever date comes first, and then my coverage terminates with an automatic 31 day free extension of coverage and the right to convert to a private policy.

- If I have a qualifying life event (QLE) while on Absent-US, such as marriage, divorce, death of spouse, acquiring an eligible child, I must contact my Benefits Specialist no later than 60 days after the event if I wish to elect Basic, Option A, Option B and/or Option C coverage (*up to 5 multiples*) as appropriate. Option B is effective the first day I return to pay and duty status. Option C is effective the date of the event, if reported during the required time frame and before the coverage terminates after 12 months.

- As a civilian employee being deployed in support of **contingency operations**, I understand that I am eligible to elect Basic, Option A and Option B (*up to 5 multiples*) and must elect coverage in HR Links within 60 days after the date of notification of deployment in support of a contingency operation to the Benefits and Retirement team.

Flexible Spending Accounts (FSAs)

- I do not have a flexible spending account under the Federal Flexible Spending Account Program (FSAFEDS).
- I am aware that I must notify FSAFEDS of my entrance on Absent-US, as well as upon return to duty by calling 1-877-372-3337.
- I understand that I may contact FSAFEDS to accelerate my pre-tax deductions prior to entering non-pay status. No contributions will be deposited into my account during my absence.
- I understand that if I decide to **SEPARATE** from civilian service, my FSA will terminate as of the date of my separation. There are no extensions. Only health care expenses incurred prior to the date of separation will be reimbursable, not expenses incurred after the date of separation.

For members of the Army National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve

- I am a reservist and I understand that under the Heroes Earnings Assistance and Relief Tax (HEART Act) reservists may receive a taxable distribution of their unused health care FSA balance known as a Qualified Reservist Distribution (QRD).
- I understand that return of the QRD funds is taxable income in the year that funds were received and that there is a time limit to request a QRD beginning with the date of the orders and ending on the last day of the FSAFEDS grace period. I understand I must request a QRD by contacting FSAFEDS directly at 1-877-372-3337.

Federal Employees Dental and Vision Insurance Program (FEDVIP)

- I understand that if I am **NOT** already enrolled in FEDVIP, I can enroll within 60 days of the date I return to my civilian position.
- I understand that if I am already enrolled, I can cancel my FEDVIP within 60 days after my deployment date by calling BENEFEDES at 1-877-888-FEDS (3337), Teletypewriter (TTY) 1-877-889-5680.
- I understand that once I am in a Absent-US status, BENEFEDES will directly bill me monthly at my home address. If no payment is made by the issuance of the second bill, a termination notice will be sent. I then have 25 days to pay the minimum or past due amount or the insurance will become inactivated.
- I understand that TRICARE enrollees are eligible to participate in FEDVIP, if other eligibility requirements are met. (Visit <https://www.opm.gov/healthcare-insurance/dental-vision/eligibility> for more information).
- I understand that if I am enrolled with TRICARE and FEDVIP, then my claims should be filed with both plans. Benefits will be coordinated to ensure the maximum allowable coverage.

Federal Long Term Care Insurance Program (FLTCIP)

- I am **NOT** enrolled in FLTCIP.
- I understand that in order to continue my FLTCIP insurance, I must keep my premium payments current to avoid cancellation of my coverage and I may not incur a debt.
- I understand that it is my responsibility to contact a FLTCIP Representative at 1-800-582-3337 to discuss and/or change my payment option.
- I understand that if I change my payment option from a payroll deduction, I must contact a FLTCIP Representative on return to civilian duty if I want to reinstate my payment by payroll deduction.

Civil Service Retirement System (CSRS)/Federal Employees Retirement System (FERS) Retirement

- I understand that if I am placed on Absent-US, death and disability benefits continue under my retirement system.

CSRS employees first hired on or after October 1, 1982 and FERS employees

- I understand that a military deposit is required to receive credit for this period of military service toward civilian retirement, and the deposit must be paid in full prior to retirement to my current federal agency.

CSRS employees first hired before October 1, 1982

- I understand that if I will be eligible for a Social Security benefit at age 62, a military deposit is required to ensure continued credit in the computation of my retirement annuity. This deposit must be paid **PRIOR** to retirement. If I will **NOT** be eligible for a Social Security benefit at age 62, there is no need to pay a deposit.

- If I am **RESTORED** under the Uniformed Services Employment and Reemployment Rights Act (USERRA) (*return from military service within five years, exception during a period of national emergency*), the deposit will be calculated using the lesser of the CSRS or FERS retirement contributions attributed to the period of military service, or the military deposit amount based on my military base pay.

- If I am **NOT RESTORED** under USERRA, the military deposit calculation would be based on my military base pay if my military service was performed under United States Code 10 U.S.C. If my military service was performed under 32 U.S.C., I will receive credit for six months of each calendar year while on Absent-US. (*Military service performed under 32 U.S.C. is not creditable unless the employee returns to civilian duty via exercise of restoration rights under USERRA, AND pays the military deposit.*)

Thrift Savings Plan (TSP)

- I understand that if I am restored to my civilian position under USERRA, I may make retroactive TSP contributions and elections, including missed catch-up contributions, if otherwise eligible. I understand that I will need to contact GSA's Payroll Services Branch at kc-payroll.finance@GSA.gov within 60 days of return to civilian duty to elect to make retroactive TSP contributions and elections.

- I understand that my retroactive contributions and elections will be reduced if I contributed to TSP as a Uniformed Services member while on active duty. I understand that if I contribute to my uniformed services TSP account while on active duty, I am responsible for providing **ALL** my military Leave and Earnings Statement (LES) forms to GSA's Payroll Services Branch as documentation of those contributions.

I currently have an outstanding TSP Loan (*Loan Number* _____). I request that BRC notify TSP of my non-pay status under USERRA so that my loan payments will be suspended. I understand that I cannot make a loan payment to my civilian account as a deduction from my military pay, and that interest will accrue while my loan payments are suspended. I also understand that I must notify the BRC immediately upon return to civilian duty so they can notify TSP of same, in order to avoid a taxable distribution.

Acknowledgements

My elections for this period of military active duty are marked above and I understand my elections.
I understand that I must notify my supervisor when my tour is completed.

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| Employee Name: | Employee Signature: | Date: |
| Benefits Specialist Name: | Benefits Specialist Signature: | Date: |
| Benefits Specialist Phone Number: | Benefits Specialist E-Mail Address: | |