

RETURN TO DUTY (RTD) TECH BENEFITS ELECTION FORM

Read this form carefully.

Failure to submit this form properly and on time may result in debt, overpayment, or loss/lapse in important benefits. Further information can be found on the HRO public website at: <http://military.maryland.gov/hro/Pages/HR%20Forms.aspx>

Supervisor Responsibilities: ****Read and initial**

_____ Ensure your technician turns in 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. (ANG- send to your Base HR Representative, ARNG – submit via GEARS to MD HRO TECH).

****Consider requesting a HRO On-site Briefing if you have 5 or more technicians entering a period of active service. Email the Services HRO Group Box at usaf.md.175-wg.list.hor-services@mail.mil for scheduling information.**

Technician Responsibilities: ****Read and initial**

_____ Contact your timekeeper for information regarding any allotments/garnishments.

_____ I will submit any leave slips to my supervisor

_____ You are responsible to read the explanation of benefits (EOB) on pages 4-6.

Contact Information:

Technician Name

Supervisor Name

Duty Location

Home Address: _____

Email Address: _____

Contact Phone: (_____) _____

1. **WHILE PERFORMING MILITARY DUTY:** Technician- initial: See Explanation of Benefits (EOB) #1

_____ Absent – Uniformed Service

_____ Separation – Uniformed Service

My Order Start Date _____

My Order End Date _____

2. **LEAVE STATUS:** 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

a. I chose to use my Presidential Leave from _____ to _____

b. My RTD Date will be _____

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

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

_____ I was not previously enrolled and elect to do so immediately (**Call ABC-C at 877-276-9287** to have a Benefits Counselor process this request).

_____ I elect to **REINSTATE** my FEHB immediately (if you previously terminated coverage).

_____ I elect to **WAIVE REINSTATEMENT** to use TAMP benefits for 180 days and have signed the waiver

_____ I elect to **CHANGE CARRIERS/PLANS** immediately (**Call ABC-C at 877-276-9287** to have a benefits counselor process this request).

_____ I elect to **CANCEL** my FEHB coverage completely. (**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.

4. FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FGLI): Technician- read and initial: See EOB #5

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

5. THRIFT SAVINGS PLAN (TSP): Technician- read and initial: See EOB #8

_____ I understand that I may make retroactive TSP contributions and elections. I understand that I will need to complete the "Employee Request for TSP Make-Up Contributions" form (page 5 of this document), and attach my DD214 and all Military LESs (if I contributed to my military TSP account while on active duty) within **60 days** of return to civilian duty.

NOTE: The TSP 1% automatic agency contributions are payable regardless of whether or not you make up missed TSP contributions.

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

I **do or do not** have an existing TSP loan (circle one)

6. RETIREMENT SERVICE CREDIT: Technician-read and initial: See EOB #9, 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.

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

_____ 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.**

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

_____ 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.**

9. NGAUS INSURANCE: Technician- circle one and initial: See EOB #7

_____ I **was / was not** enrolled in NGAUS

10. 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 were mailing direct payments- **HRO cannot call on my behalf.**

11. RESERVIST DIFFERENTIAL: *Technician-read and initial: See EOB #10*

_____ I understand that if I feel I am entitled for Reservist Differential, I must submit my complete "Application for Reservist Differential (RD) Payments" to HRO including all military LESSs and civilian LESSs and technician time cards. (This application form can be found on page 6).

TECHNICIAN SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

For questions or further assistance please call/email:

HR Technician Benefits (410) 576-6121 or DSN 496-6121, usaf.md.175-wg.list.hor-services@mail.mil. Air Personnel contact your local HR Remote representative.

Explanation of Benefits (EOB)

1. While Performing Military Duty:

- ❖ **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 on terminal leave from your military duty. *Paid leave may not be used while on PDMRA status.* To request leave, submit a completed OPM 71 to 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 your benefits (FEGLI, FEHB, etc.) once you return to a pay status. 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 and "return to work" date may differ if you elect to use paid or unpaid leave before you physically come back to work.

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, your FEHB premiums will be **double-deducted** upon your return until the debt is satisfied. You can elect to keep your FEHB 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 leaving for military duty, it will be automatically reinstated unless you request to waive reinstatement to use the transitional Tricare (TAMP). 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 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 I was not previously enrolled in FEGLI, this is not applicable.

5. Makeup 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.*

6. 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.

7. 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.*

8. 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.*

9. 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.

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.

EMPLOYEE REQUEST FOR TSP MAKE-UP CONTRIBUTIONS

Date:

Memorandum for Maryland National Guard

Subject: TSP Make-Up Contributions While on Active Duty

I wish to make-up my missed TSP contributions while on active duty.

Name: _____

SSN: _____

Home Address: _____

Phone numbers:

Work: _____

Home: _____

Dates of active duty: _____

Enclosed you will find:

DD 214(s) or military orders showing to and from dates of activation.

Military Leave and Earnings Statements (LESSs) for verification of TSP contributions while on active duty.

Employee's Signature and Date: _____

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: _____

Employee is Required to Provide the Below Supporting Documents for the Above Timeframe:

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:

Point of Contact: 410-576-6121, 410-576-6046, 410-576-6047

