**CHECKLIST FOR EMPLOYEES RETURNING FROM ACTIVE DUTY**

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| --- | --- | --- |
| The employee completes this form and submits it to his or her assigned Human Resources Specialist in Human Capital and Talent Management, Human Capital Services Center, Civil Service Staffing (HCTM/HCSC/CSS), Human Capital and Talent Management, Foreign Service Center, Foreign Service Staffing (HCTM/FSC/FSS), or Human Capital and Talent Management, Center for Performance Excellence, Executive Resources (HCTM/CPE/ER), as appropriate. (See ADS Chapter 411.) | | |
| 1. Employee’s Name: | 2. Organization: | |
| 3. **Return to Duty**  I want my return to duty personnel action to be effective  mm/dd/yyyy  (Note: If you entered military service in support of the Overseas Contingency Operations, you are entitled to 5 days of excused absence beginning on the effective date of your return to duty personnel action. Refer to ADS 411, Section 411.3.5, Excused Absence, for more information.) | | |
| 4. **TSP Loan**  I have a TSP loan and request that a Form TSP-41, Notification to TSP of Nonpay Status, be completed on my behalf | | |
| **Employee Signature:** | | **Date:** |

Distribution of copies AID Form 411-2:

Original – Employee

Copy – HCTM/HCSC/CSS, HCTM/FSC/FSS, or HCTM/CPE/ER Records

**PRIVACY ACT STATEMENT**

Authority: The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA 38 U.S.C. 4301-4335); 22 U.S.C. Ch. 32, Foreign Assistance, Subchapter I, International Development; 22 U.S.C. Ch. 52, Foreign Service.

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. Information in your records may be disclosed outside of USAID in accordance with any current and future blanket routine uses established for the systems of records applicable to this collection. Use and disclosure of your information outside of USAID may also occur in accordance 5 U.S.C. 552a(b) of the Privacy Act of 1974.

Disclosure: Disclosure is voluntary for your personal information, but failure to provide the information could lead to mistaken identity entailing administrative complications with possible inconvenient or adverse consequences for the employee.

System of Record Notice: USAID-1 Foreign Service Personnel Records, 80 FR 11387, April 2, 2015.

**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 Human Resources Specialist in Human Capital and Talent Management, Human Capital Services Center, Civil Service Staffing (HCTM/HCSC/CSS), Human Capital and Talent Management, Foreign Service Center, Foreign Service Staffing (HCTM/FSC/FSS), or Human Capital and Talent Management, Center for Performance Excellence, Executive Resources (HCTM/CPE/ER).

**Health Benefits**

For additional information on health benefits, see ADS Chapter 411, Section 411.3.7 (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 Human Resources Specialist in HCTM/HCSC/CSS, HCTM/FSC/FSS, or HCTM/CPE/ER.

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 HCTM/HCSC/CSS, HCTM/FSC/FSS, or HCTM/CPE/ER.

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 Human Resources Specialist in HCTM/HCSC/CSS, HCTM/FSC/FSS, or HCTM/CPE/ER. You can also obtain this form from your Human Resources Specialist.

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

When you return to active Federal service after military duty, you get back whatever type(s) of life insurance you had before going into nonpay status.

For more information, see ADS Chapter 411, Section 411.3.8 (Life Insurance). .

**Note:** Other sections of the ADS Chapter 411 that you should read include Section 411.3.5 (Excused Absence), Section 411.3.10 (Thrift Savings Plan), and Section 411.3.11 (Return to Duty and Reemployment).