Information on Military Service



- I. Employee Rights While Performing Military Service
 - a. Employee Rights While Performing Military Service
 - b. Contingency Operations
 - c. RIF Rights During Active Duty
- II. Types of Military Leave
 - a. Military Leave Under 5 U.S.C. 6323 (a)
 - b. Military Leave Under 5 U.S.C. 6323 (b) Emergency Military Leave (22 Days)
 - c. Military Leave Under 5 U.S.C. 6323 (c)
 - d. Military Leave Under 5 U.S.C. 6323 (d)
 - e. Administrative Leave for Certain Returning Military Members
 - f. Uniform Service Component
- III. Leave Without Pay While Performing Military Service
 - a. LWOP-US
 - b. Processing LWOP-US Actions
 - i. Sample SF-52 for LWOP-US
 - ii. Sample SF-52 for LWOP-US to perform active duty in support of a Contingency Operation
- IV. Separation to Perform Military Service
 - a. Separation-US
 - b. Processing Separation-US Actions
 - i. Sample SF-52 for Separation-US
- V. Return to Duty from Military Service and Restoration Rights
 - a. Return to Civilian Duty
 - b. Time Limits for Restoration Rights
 - c. Retention Rights After Restoration
 - d. Restoration Upon Return to Duty
 - e. Processing Return to Duty from LWOP-US Actions
 - i. Sample SF-52 for RTD from LWOP-US
 - ii. Sample SF-52 for Restoration from Uniform Service
- VI. Related Actions
 - i. Sample SF-52 for Change in Veterans' Preference for RIF
- VII. Web Sites for More Information
- VIII. Attachments
 - 1. Election of Benefits Coverage for Employees Called to Active Military
 Duty
 - 2. Uniform Service Component Letter

1. Employee Rights While Performing Military Service

- a. Employee Rights While Performing Military Service
- Employees called to active duty, are protected by the Uniformed Services Employment and Reemployment Rights Act (USERRA) against discrimination because of their service in the Armed Forces Reserve, the National Guard, or other uniformed services. USERRA prohibits an employer from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services. USERRA also protects the right of veterans, Reservists, National Guard members, and certain other members of the uniformed services to reclaim their civilian employment after being absent due to military service or training.

Agencies must tell employees who enter the service about their entitlements, obligations, benefits, and appeal rights.

An employee performing service (on active duty or active/inactive duty training) with the uniformed services must be permitted, upon request, to use any accrued annual or military leave during such service. An employee is entitled to use annual leave or military leave intermittently with leave without pay while on active duty or active/inactive duty training. An employee can request to separate when entering active duty.

Employees requesting leave without pay or separation to perform active military duty should complete the "Election of Benefits Coverage for Employees Called to Active Military Duty." (Attachment 1)

- b. Contingency Operations
- Employees performing military service in support of contingency operations under National Defense Authorization Act for Fiscal Year 2002 (Public Law 107-107, December 28, 2001) are afforded additional rights.
- Contingency Operations are military operations that-"(A) is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (B) results in the call or order to, or retention on, active duty of members of the uniformed services under Section 688, 12301 (a), 12302, 12304, 12305, or 12406 of this title, chapter 15 of this title, or any other provision of law during a war or during a national emergency declared by the President or Congress." (10 U.S.C. 101 (a)(13))
 - Examples Given: Operation Enduring Freedom, Operation Noble Eagle,
 and Operation Iraqi Freedom the list is dynamic due to changing military
 needs and therefore no list can be comprehensive
 - Military Orders should include a "Purpose" statement which will indicate the reason for active duty
 - Example: "MOBILIZATION IN SPT OF OPERATION ENDURING FREEDOM"

- c. RIF Rights During Active Duty
- An employee performing active military duty is protected from reduction in force (RIF) and may not be demoted or separated (other than military separation) while performing duty with the uniform services except for cause. Such employees are not considered "competing employees." If their position is abolished during their active military duty, the agency must reassign the employee to another position of like status and pay.

II. Types of Military Leave

- a. Military Leave Under 5 U.S.C. 6323 (a)
- 5 U.S.C. 6323 (a) provides 15 days per fiscal year for active duty, active duty training, and inactive duty training. Military leave can be claimed for hours during which the employee would normally have worked and received pay and cannot be charged for non-duty days (e.g. holidays or weekends). Military leave must be claimed in 1 hour increments.

Up to 15 days (120 hours) of military leave may be accrued each fiscal year; a maximum of 15 days of military leave may be carried from one fiscal year to the next, any hours in excess of 120 will be forfeited at the beginning of the next fiscal year. The accrual rate is based on an 8 hour work day, accrual rates for part-time or uncommon tours of duty are pro-rated. Military employees are paid at their full civilian pay for all of the hours claimed under this provision.

Inactive Duty Training is authorized training performed by members of a Reserve component not on active duty and performed in connection with the prescribed activities of the Reserve component. It consists of regularly scheduled unit training periods, additional training periods, and equivalent training. For further information, see Department of Defense Instruction Number 1215.6, March 14, 1997

- b. Military Leave Under 5 U.S.C. 6323 (b) Emergency Military Leave (22 Days)
- 5 U.S.C. 6323 (b) provides 22 workdays per calendar year for emergency duty as ordered by the President, the Secretary of Defense, or a State Governor. This leave is provided for employees who perform military duties in support of civil authorities in the protection of life and property or who perform full-time military service as a result of a call or order to active duty in support of a contingency operation* as defined in section 101(a)(13) of title 10, United States Code.
- Military personnel activated in support of a Contingency Operation AND/OR for Reservists and National Guards personnel called up in support of civil authorities in the protection of life and property are entitled to an additional 22 days of military leave under 5 U.S.C. 6323 (b).
- For military leave under 5 U.S.C. 6323(b) and (c), an employee is entitled to the greater of his civilian or military pay, not both. Under 5 U.S.C. 5519, the military pay received by an individual who has been activated in support of civil authorities or a contingency operation must be credited (less any travel, transportation, or other per diem allowances) against any Federal civilian pay the employee received during the 22 workdays of military leave (i.e. the employee's civilian pay is reduced by the amount of military pay for the days of military leave taken under this provision). An employee may choose not to take military leave and instead take annual leave in order to retain both full civilian and military pay. If the employee's military leave is less than the civilian pay, the Agency has decided to use the AD-343 (Request for Manual Pay) to pay the eligible employee the difference between the military pay and the civilian pay. The military pay will need to be submitted along with the amount of time being claimed in order to determine the offset amount to be paid to the employee.

An employee who has been activated in support of the national emergency whose duty extends into the next calendar year will be entitled to up to an additional 22 days of military leave under 6323(b), unused portions cannot be carried over into subsequent calendar years.

- c. Military Leave Under 5 U.S.C. 6323 (c)
- 5 U.S.C. 6323(c) provides unlimited military leave to members of the National Guard of the District of Columbia for certain types of duty ordered or authorized under title 39 of the District of Columbia Code.
- For military leave under 5 U.S.C. 6323(b) and (c), an employee is entitled to the greater of his civilian or military pay, not both. Under 5 U.S.C. 5519, the military pay received by an individual who has been activated in support of civil authorities or a contingency operation must be credited (less any travel, transportation, or other per diem allowances) against any Federal civilian pay the employee received during the 22 workdays of military leave (i.e. the employee's civilian pay is reduced by the amount of military pay for the days of military leave taken under this provision). An employee may choose not to take military leave and instead take annual leave in order to retain both full civilian and military pay. If the employee's military leave is less than the civilian pay, the Agency has decided to use the AD-343 (Request for Manual Pay) to pay the eligible employee the difference between the military pay and the civilian pay. The military pay will need to be submitted along with the amount of time being claimed in order to determine the offset amount to be paid to the employee.

d. Military Leave Under 5 U.S.C. 6323 (d)

- 5 U.S.C. 6323(d) provides that Reserve and National Guard Technicians *only* are entitled to 44 workdays of military leave for duties overseas under certain conditions.
- e. Administrative Leave for Certain Returning Military Members
- Federal employees returning from active duty military service who contributed to the war on terrorism (covers all employees who were activated for military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operations subsequently established under Executive Order 13223) are granted 5 days of administrative leave. The 5 days of administrative leave under this provision must be taken for the 5 days immediately preceding the employees return to the Federal civilian position.

f. Uniform Service Component

• Current military status is a data field inputted into NFC as the uniform service component. In order for an employee to received military leave, they must have an appropriate current military status. HR Specialists should obtain the current military status on new hires or employees when they have reason to believe the military status is anything other than "0" (e.g. military service in application, request for LWOP-US, etc.). A sample letter for obtaining Uniform Service

Component information can be sent to new hires or employees entering LWOP-US. (Attachment 2)

III. Leave Without Pay While Performing Military Service

- a. LWOP-US
- LWOP-US is leave of absence to perform duty with the uniform service. A LWOP-US action is only processed for employees who are called to more than 30 days of active duty.
- The Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) generally requires an agency to place an employee entering the military on LWOP unless the employee chooses to be placed on military leave or annual leave, as appropriate, or the employee requests to be separated. Full-time employees do not earn annual or sick leave in a pay period in which they have accumulated 80 hours of LWOP. In addition, part-time employees on LWOP also earn less annual and sick leave, since they earn leave based on the number of hours in a pay status.
- Request for LWOP-US (SF-52) should be accompanied by:
 - a copy of the military orders
 - Military Orders should include a "Purpose" statement which will indicate the reason for active duty (e.g. "training")
 - completed "Election of Benefits Coverage for Employees Called to Active Military Duty" (form can be found at: http://www.afm.ars.usda.gov/hrd/payleave/reservist/WGFORM.pdf)
- b. Processing LWOP-US Actions
- NOAC/Authority is: 473 LWOP-US; Q3K 5 CFR, part 353
- When LWOP-US is in support of a Contingency Operation, you must add a second Authority: ZJW Operation _____
 - The USDA currently picks up the FEHB employee premiums for employees on LWOP-US in support of contingency operations. In order for NFC to know that the LWOP-US is in support of a contingency operation and for the USDA to pay the premium, you must include the second authorization.
- If absence is to perform duty with the uniformed service there is no penalty for non-pay status, time is credited for the length of service purpose (SCD Leave) just as though the employee had remained in pay and duty status.

Sample LWOP-US SF-52 (non- Contingency Operation)

Standard Form 52 Rev. 7/91 U.S. Office of Personnel Management IPM Supp. 296-33, Subch. 3

	esting Office (Als	a complete	Part B, I	tems 1,	7-22, 3	2, 33,	36, and 3	19.)		
1. Actions Requested LMOP US							1,11		2. Hac	puest Number
	restion Call Marner and Te	Aphone Manbe	d .						L. Propr	Med Blooks Date
S. Artino Benimeteri Se	(Typed Name, This, Sic	and A			14 Acrina		1		Burs, and Concs	
J. 74. 401 (1444-144)	, , , y pour raines, rous, ora	paintere, and take	,		io. Acadas		to A (1. bisms) vel	ma, noa, agen	sure, and Conc.	rrance Liate;
			•	8/2000						
PART B - For Pres	paration of SF 50 (6	Use only coo	ies in FPM	Supplen	2. Stocal 5			in month-da		tone Date
To reason training Print, or	Parameter 1				2. 100001	иролиону учи	antole t	J. Date of D	nin B. Elle	ESNE Date
FIRST ACTION		nun-red	(STATE OF	Hedro	SECON					
5-A. Code 5-B. Nature 473 LWOP-U					6-A. Code	6-8. Natio	ne of Action			
S-C. Code 5-D. Legal A	The state of the s					8-0. laga	Authority			
Q3K 5 CFR										
5-E. Code 5 F. Legal A	authority				5-E. Code	6-F. Lega	Authority			•
7. HOM: Position To	ide and Number				15. TO: F	osidon I	KIG MAD PAUT	Der		
					1					
					ı					
8. Pay Flan B.Occ. Code I	O.Chade or Love 1 Step or	New 12. Total S	Mary	I Lifey Beet		17. Con.	10.6mds or La	of 1. Step or Pass	20. Total Sale	ryiAward 21. Pay
			1148 41		1	Dode				No.
TSA. Saule Pay	28. Lecuity Adi 12	C. Adj. Sasic Pa	y 120. Oss	et Pay	30A. Sani	: RBy	208. Locally	Adj. 200.	Adj. Besic Pay	20D. Other Pay
14. Name and Location	of Position's Organisms)n	• • • • • • • • • • • • • • • • • • • •		22. Name	and Locati	ion of Position	s Organization	1	
					ı					
					ı					
					ı					
EMPLOYEE DAT				EVE	AV STATE OF				Total Control	
23. Veterana Preference	3 - 10 Point/Delability		tint Other		24. Tenur	O None	J - Condition	25. Agency	Jse 126. V	sterains Pool for INF
3 / 8-Prins 27. FSG	4 - 10 Peint/Corruensable	e 5·1Q4	'cirt/Company.	ME/30%	2B. Annui		nt 3 - indefinde			ES NO
										1
wastent Plan		131.	Service Comp.	Once (Leave)	32. Work	Schoolule			23. 78	Eliverity
DOCTION DAT			in the second							Pay Pacod
POSITION DATA 34. Position Occupied		135.	TUSA Care	ory	36. Appro	prietton Co	schr		[3.7, tla	rganing Unit Statu
	3 - 955 Gan 4 - 965 G			rtenerupt						
38. Duty Station Code		39.	Duty Station	n (City - Cas	unty - Sinte	or Over	ns Location)			
40. Agency Data	141;	142	337	43.		144.				
45. Educational Level	46. Year Degree Atta	ined 47. Acad	emit: Disc prins	48. Fund	ional Class	49. CS	Minahip	50. Vetemas	Status 51. Su	pervisory Status
DART C D		- Mot to b	a read her			THE RESERVE TO A PERSON	· USA E · Oto	TOTAL STREET	Towns to the last	
1. Office/Function	ws and Approval	grature	usea by	Date Date	AND DESCRIPTION OF THE PERSON NAMED IN	Function	emean	Intalo Signat	tore.	Oute
_		- Control of the Cont			D.					
A					D					
B.					E.					
^										
c. 										
	that the information enti- impliance with stabulory			and that the	Signature					Approve: Usite
CONTINUED ON REV					WER		Edinon	Prior to 7/01	Are Not Usal	ble After 6/30/93
52-118					- /					40-01-333-6239

(Note to Supervisors:	Do you know of additional or o If "YES", please state these fac	conflicting reasons for the emple Its on a separate sheet and atti	oyee's resignation/retirement? sch to SF 52.}	YES NO
Attached:	Military Order "Election of Benef	its Coverage for	Employees Called to Act	ive Military Duty"
PART E - Empl	oyee Resignation/Retire	ement		
•			ct Statement	
retirement and a for any future decision and may also be compensation bene to mail you copies	to furnish a specific reason warding address. Your rea- regarding your re-employme used to determine your elig fits. Your forwarding addre- of any documents you sha nich you are entitled.	son may be considered in ant in the Federal service ibility for unemployment as will be used primerily	individuals in the Faderal service requires agencies to furnish the Federal service to the Secret connection with administration programs.	tions with regard to employment a and their records, while section 85(he specific reason for termination any of Labor or a State agency on of unemployment compensation
This information is 8506 of title 5,	requested under authority of U.S. Code. Sections 301 and	sections 301, 3301, and 1 3301 authorize OPM	provide it may result in your no documents you should have: (2);	tion is voluntary; however, failure of receiving: (1) your copies of the pay or other compensation due you; a sation benefits to which you may i
2. Effective Date 3. Y			nd of the day - midnight - unless you a	
Z. Enective Date 3. Ye	our signature	4. Data Signed	5. Forwarding Address (Number, Sirest,	City, State, ZIP Code)
PART F - Rema	rks for SF 50			
B66: An emp coverage up serving in s provisions of	to 24 months when upport of a contin f P.L. 108-454 is	called to active gency operation) eligible for FEHI	P.L. 108-375 is eligible duty and certain requirements are met. An Employee so coverage for 24 months equirements are met. Co	cements (including

Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed

B72: FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://ww.opm.gov/insure

PART D - Remarks by Requesting Office

for detailed information.

Sample LWOP-US SF-52 (Contingency Operation)

Starster of Form 52 Park. 7/81 U.S. Office of Personnel Managemers 8984 Stars. 208-23 School: 3

PART A - Requesting Office (Also con 1. Actors Properties LWOP US	mplete Part B, Items 1,	7-22, 32, 33, 36, and	(39.)	2. Necessal Number
3. For Additions information Cat (Name and Telephone	(: Nexembra)			4. Proposed Effective Oline
5. Action througholdly Franci Name, Title, Segration,	and Section 1 Page 1	In the state of th	No. 101 Control	
an reason resignation of 1 feet and 100 feet and 100 and 100 and 100 feet and 100 f	11/28/2000	5. Avaion Authorized by IT goes?	raine, itali, signatini, se	of Contamination Character
PARTS - For Preparation of SF 50 (Use of 1. Name Alast, Frat, Middle)	nly codes in FPM Supplen	eent 292-1. Show all date 2. Social Searchy Number	3. Oka of Brits	erder.)
FIRST ACTION	MUNICIPAL STATE OF THE PARTY OF	SECOND ACTION	Marian Company	
SA God SE Nam of Adam		S.A. Good S.B. Neken of Actor		
473 IMOP-US				
S-C. Gods S-D. Legs Anthority O3K 5 CPR 353		6-C. Code 6-O. Legal Authority		
5-E Gods 5-F. Lagar Anthonity		B.E. Gode S.F. Lague Ausbordy		
ZJW Operaton Enduring Freed	ott			
4. Pay Phr. 2 Got: Core 10 Gote or Good 1. Seni or Hore 12	C Total Swary 13 Pay Swar	56 thy 7, dos. 16 Grave or	r Level III. Treat or three (20). To	of a Salary (Assault III - 19v
		tan Dose		does
12A. Besc Pay 12: Lackry Ad. 12C. Aq.	des rivy 120. Other rivy	20A. Brist Psy 208 Loc	ety Aq. DX. Aq. Be	at Pay 200, Other Pay
14. Nervi and Location of Position's Organization		22. Name and Logistian of Point		
EMPLOYEE DATA 23. Volumers Professions 1 - (save 3 - 10 Phants Dates by 2 - 6 Phant 4 - 10 Phant Company)	5 - 10-Heart Other 6 - 10-Heart Compensate 20%	O - Norm 2 - Cook 1 - Ormonor 3 - cook		26. Veterana Prof for RF
37. FRSL)		28. Arrustant Indicator		29. Pay Res Description
30. Resement Plan	21. Service Comp. Date Garage	32. Wak Schidde		33. Plat-time PougaPer Breakly Pay Purpid
POSITION DATA				A CONTRACTOR OF THE PARTY OF TH
34. Plantian Occupied 1 - Competitive Section 2 - 505 Geomet 2 - European Section 4 - 505 Curver	35. FLSA Gabayory C - Everyor N - Hammentot	38. Agoropressus Cade		37. Beganing Unit Shiku
38. Duly Status Code	39. Duty Station/Gly - Go	uny - State or Omission Location	f	
40. Agency Date 41. 4	2. H3.	44.		
45. Education Lines 46. Year Depart Attained 4	7. Academic Devasion 48. Func	tosi Cies 49. Gransop	50. Veterarn Status	51. Supervisory States
PART C - Reviews and Approvals (No	CONTRACTOR CONTRACTOR AND CONTRACTOR AND CONTRACTOR CON	ting office.)		The Allegard
A		D.	Inflets/Separture	Oan
a.		E		
с.		r.	1 - 1 - 1 - 1 - 1 - 1 - 1	
Approve: certify that the information entered on proposed action is in compliance with status ory and reg		Spridus		Approval Dine
CUNTINUED UN REVERSE SIDE 52-118	7	OVER EAS		or Usage Alter 5/3093 NSN 7540-01-333-6239

DART D P.	and the property of the proper		
Note to Superviso	emarks by Requesting Office Do you know of additional or conflicting reasons for the empk		age or
area to capation	If "YES", please state these facts on a separate sheet and attr	och to SF 52.)	NO.
Attached:			
		Employees Called to Active Military Duty	y #
		•	
PART E - Em	nployee Resignation/Retirement		
		ict Statement	
You are request	ed to furnish a specific reason for your resignation or	and agencies to issue regulations with regard to en	
retirement and a	forwarding address. Your reason may be considered in	Individuals in the Federal service and their records, while	section 8504
and may also b	on regarding your re-employment in the Federal service a used to determine your eligibility for unemployment	requires agencies to furnish the specific reason for to Federal service to the Secretary of Labor or a Stat	ermination o
compensation be	enefits. Your forwarding address will be used primarily	connection with administration of unemployment (e agency ir compensation
compensation to	ples of any documents you should have or any pay or which you are entitled.	programs.	
This information	is requested under authority of sections 301, 3301, and	The furnishing of this information is voluntary; however	er, failure so
8506 of title	5, U.S. Code. Sections 301 and 3301 authorize OPM	provide it may result in your not receiving: (1) your co documents you should have; (2) pay or other compensation	due vou: and
		 any unemployment compensation benefits to which emitted. 	you may be
1 Damman (no.)	0 - 2	determining possible unemployment benefits. Please be specific	
			
2. Effective Date 3.	Your Signature 4. Data Signed	6. Forwarding Address (Number, Street, City, State, ZIP Code)	
PART F - Rer	marks for SF 50		
	arding Address:		
B66: An et	mployee subject to the provisions of	P.L. 108-375 is eligible for continued 1	FEHB
coverage u	p to 24 months when called to active	duty and certain requirements (including	3
serving in	support of a contingency operation)	are met. An Employee subject to the	
service in	the uniformed service and certain re	s coverage for 24 months when abestn beca equirements are met. Contact your service	ause of
Human Resor	urces Office or see the FEHR Handbook	equirements are met. Contact your service at http://www.opm.gov/insure for detail	cing
iniormation	n.		rea
B72: FEGL	I coverage continues until your time	in nonpay status totals 12 months. Cont	tact
your service	cing Human Resources Office or see th	ne FEGLI Handbook at http://www.opm.gov/ir	nsure
ror details	ed information.	-	

IV. Separations to Perform Military Service

- a. Separation-US
- Military personnel called to active duty may request separation rather than LWOP.
- Request for Separation-US (SF-52) should be accompanied by:
 - a copy of the military orders
 - Military Orders should include a "Purpose" statement which will indicate the reason for active duty (e.g. "training")
 - completed "Election of Benefits Coverage for Employees Called to Active Military Duty" (form can be found at: http://www.afm.ars.usda.gov/hrd/payleave/reservist/WGFORM.pdf)
- b. Processing Separation-US Actions
- NOAC/Authority is: 353 Separation-US; Q3K 5 CFR, part 353
- When Separation-US is in support of a Contingency Operation, you must add a second Authority: ZJW – Operation

Sample Separation-US SF-52 (non-Contingency Operation)

Standard Form 52 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

PART A - Requesting Office (Also com 1. Actions Requested	plete Part B, Items 1	, 7-22, 32,	33, 36, and 3	9.)	
Separation-US					2. Request Number
3. For Additional Information Call (Name and Telephone)	Alumbar)				4. Proposed Effective Date
					<u> </u>
5. Action Requested By (Typed Name, Title, Signature,	end Hequest Desey	6. Action Auth	orized by <i>(Typed N</i> e	me, Title, Signature,	and Concurrence Detail
	11/28/2000				
PART B - For Preparation of SF 50 (Use on.	ly codes in FPM Supplet	ment 292-1.	Show all dates	in month-day-ye	ear order.)
1. Name (Last, First, Middle)		2. Social Secur	ity Number	3. Date of Birth	4. Effective Date
FIRST ACTION		SECOND A	ACTION	SALE OF THE OWNER, WHEN	
S-A. Code 5-B. Nature of Action			Nature of Action		
353 Separation-US				<u> </u>	1285 pt - 5.5 pt - 5.
G-C. Code 5-D. Legal Authority Q3K 5 CFR part 353		6-D	. Legal Authority	278	
Q3K 5 CFR part 353 5-E. Code 5-F. Legal Authority		R.F	Legsi Authority		
			cago: Additionly		
7. FROM: Position Title and Number		15. TO: Positi	on Title and Num	ber	
		1			
		1			
S. Pay Plan B. Oco. Code 10.Grade or Level 11.Step or Rate 12.	Total Salary 13.Pay Bea	is 16. Pay 17. (Doc. 18.Grade or Lev	o 19.Stap or Rate 20.	. Total Salary/Award 21. Pay
	, , , , , , , , , , , , , , , , , , ,	Plers Code	'		Basis
12A. Basic Pay 128. Locality Ad. 12C. Ad. B	eaic Pey 12D. Other Pay	20A. Basic Pay	20B. Locality	Adi. 20C. Adi. I	Beelc Pay 200. Other Pay
14. Name and Location of Position's Organization		-			
17. Twitte and Louisian at Franch & Organicator		22. 19818 810	Location of Position's	ii Organizacion	
	5 - 10-Point/Other	24. Tersara		25. Agency Use	26. Veterans Pref for RF
2 · 5-Point 4 - 10-Point/Compensable	5 - 10-Point/Companest/se/30%	28, Annuitant I	ermenent 3 - Indefinite		YES NO
		20. Alythrane I	isticator		29. Pay Rate Determinant
30. Reciement Plan	31. Service Comp. Date (Leave	32. Work Scho	dula		33. Part Time Hours Per
					Biwselly Pay Pedod
POSITION DATA 34. Position Occupied	35. FLSA Category	122			bas a
1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career	E - Exempt N - Nonexempt	36. Appropriati	on Code		37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - Co	ounty - State or O	warsaas Locationi		
		•			
40. Agency Data 41. 42.	43.	44			
4 4	49 6	tional Class 45	. Citizanshio	160 \(\dagger \)	Ir. O
	5 70. Fore		1-USA 8-00mm		us 51. Supervisory Status
PART C - Reviews and Approvals (Not	to be used by reques	ting office.)	TOOK STOWN		
1. Office/Function Initials/Signature	Date	Office/Func	tion	initials/Signature	Dens
A.		D.			
		 			
B.		E.			
G.		F.			
		<u> </u>			
Approval: I certify that the information entered on the proposed action is in compliance with statutory and regular.		Signature			Approval Date
CONTINUED ON REVERSE SIDE		OVER	bd#icco	Prior to 7/04 Are	Not lead a service

PART D - Remarks by Requesting Office	
Who to Supervisors: Do you know of additional or coefficing reasons for the employe if "YES", please state these facts on a separate sheet and attach	
Attached: Nilitary Order	
"Election of Benefits for Employees	Called to Active Military Duty*
	• •
DART F. F. J. P. J. W. D. J.	
PART E - Employee Resignation/Retirement Privacy Act	Statement
You are requested to furnish a specific reason for your resignation or	and agencies to lesue regulations with repart to employment of
retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service	individuals in the Faderal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of
and may also be used to determine your sligibility for unemployment compensation benefits. Your forwarding address will be used primarily	Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation
to mail you copies of any documents you should have or any pay or compensation to which you are entitled.	programs.
This information is requested under authority of sections 301, 3301, and	The furnishing of this information is voluntary; however, failure to
8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM	provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and
	(3) any unemployment compensation benefits to which you may be entitled.
1. Ressons for Resignation/Retirement (NOTE: Your reasons are used in dat	
avoid generalizations. Your resignation/retirement is effective at the end	of the day - midnight - unless you specify otherwise.)
Employee's written notice of intent not to return	rn to a position of employment with the
agency.	
OR	
Employee's written notice of intent to separate	in lieu of Leave Without Pav.
	The second secon
A 011 - K - 14 V - K - 14 K -	
2. Effective Date 3. Your Signeture 4. Date Signed	5. Forwarding Address (Number, Street, City, State, 2IP Code)
PART F - Remarks for SF 50	
M67: Forwarding Address:	
R19: Reason for resignation:	

M27: Lump sum payment to be made for any unused annual leave. (If Applicable (Check the "Election of Benefits for Employees Called to Active Military Duty"))

V. Return to Duty from Military Service and Restoration Rights

- a. Return to Civilian Duty
- Any Federal employee, permanent or temporary, who performs duty with a uniformed service (including active duty, active duty for training, or inactive duty training), whether voluntary or involuntary, is entitled to be restored to the position he or she would have attained had the employee not entered the uniformed service. While on duty with the uniformed services, the agency carries the employee on leave without pay unless the employee requests separation. A separation under these circumstances does not affect restoration rights. In order to be eligible for restoration rights the employee must:

give the agency advance notice of departure except where prevented by military circumstances; and

be released from uniformed service under honorable conditions; and serve no more than a cumulative total of 5 years (exceptions are allowed for training and involuntary active duty extensions, and to complete an initial service obligation of more than 5 years); and apply for restoration within the appropriate time limits.

b. Time Limits for Restoration Rights

For active duty of less than 31 days, the employee must report back to work at the beginning of the next scheduled workday following their release from service and the expiration of 8 hours after a time for safe transportation back to their residence. For active duty of more than 30 days, but less than 181 days, the employee must apply for re-employment within 14 days of release by the military. For active duty of more than 180 days, the employee must apply for reemployment within 90 days of release by the military.

- Employees who fail to meet these time limits are subject to disciplinary action.
- Agencies must reemploy as soon as practicable, but no later than 30 days
 after receiving the application. Agencies have the right to ask for
 documentation showing the length and character of the employee's service
 and the timeliness of the application.
- Applicants or employees who believe that an agency has not complied with the law or with OPM regulations governing the restoration rights of employees who perform duty with the uniformed services may file a complaint with the Department of Labor's local Veterans Employment and Training Service office or appeal directly to the Merit Systems Protection Board.

c. Retention Rights After Restoration

• Upon reemployment, the employee may not be discharged from employment for a period of 1 year following separation (6 months in the case of a Reservist called to active duty under 10 U.S.C. 12304 for more than 30 days, but less than 181 days, or ordered to an initial period of active duty for training of not less than 12

consecutive weeks), except for poor performance or conduct or for suitability reasons.

- d. Restoration upon Return to Duty
- If the employee served less than 91 days in active duty, they must be restored to the position they would have attained (including WGIs, etc.) had their employment not been interrupted.
- If the employee served more than 90 days, the employee may be restored to the position they would have attained had their employment not been interrupted or to a position for which they qualify, of like seniority, status, and pay.
- Employees with service-connected disabilities who are not qualified for the above must be reemployed in a position that most closely approximates the position they would have been entitled to, consistent with the circumstances in each case.
- Upon return or restoration, an employee generally is entitled to be treated as though he or she had never left for purposes of rights and benefits based upon length of service. This means that the employee must be considered for career ladder promotions, and the time spent in the military will be credited for seniority, successive within-grade increases, probation, career tenure, annual leave accrual rate, and severance pay. An employee who was on a temporary appointment serves out the remaining time, if any, left on the appointment. (The military activation period does not extend the civilian appointment.)
- e. Processing Return to Duty from LWOP-US and Restoration Actions
- NOAC/Authority is: 292 RTD; Q3K 5 CFR 353
- When the Return to Duty was from military service in support of a Contingency Operation, you must add a second Authority: ZJW Operation
- Follow the instructions in Chapter 9 or 11 (as appropriate) of *The Guide to Processing Personnel Actions*, to document the employee's restoration upon completion of his or her military service. (e.g. Return from uniformed service, Exercises restoration rights under 38 U.S.C. 4301 et. seq., NOAC/Authority is: 100 -Career Appt; QAK and (Cite auth code for appt held prior to separation upon which restoration is based) Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based))

Sample RTD SF-52 (non- Contingency Operation)

Standard Form 52 Rev. 7.91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

PART A - Requesting Office /A	Iso complete Pi	art B, Items 1,	7-22.	32, 33,	36, and 39.,	Late of the late		Da-1985
Return to Duty - US			ng nga				2. Req	unet Number
3. For Additional Information Call [Name and	Telephane Number)				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		4. Propr	and Structive Date
5. Action Requested By (Typed Name, Title,	Signature, and Reques	i Data)	8. Actio	n Authorizad	by (Typed Name,	Title, Signature	, and Concu	rence Detaj
		11/28/2000						
PART B - For Preparation of SF 50	(Use only codes		nent 29	2-1 Show	w all datas in m	annth day y	one and	Per
1. Name (Last, First, Mickele)			2. Social	Security Nu	imbur 3	Date of Beth		ctive Date
FIRST ASTISM							11	/28/2000
FIRST ACTION 5-A. Code 5-B. Nature of Action		Mary S. Th		ND ACT	Charles and the same of the sa	TO THE	Total Service	
292 RTD			19-A. Col	Jero-B. Peter	IN OF MEDON			
5-C. Code 5-D. Legal Authority			1	6-D. Legs	Authority	10.7		
Q3K 5 CFR part 353 5-E. Code 5-F. Legal Authority						s design to the second		Name and South
5-F. Lingui Authority				6-F. Legal	Authority		4¥¥EU.	
7. FROM: Position Title and Number			15. TO:	Position T	tle and Number			
			1		AND SHOULDER			
B. Pay Pain 9.Occ, Code 10.Grade or Level 11.Step	or Hatel 12 Total Cale	13.Pay Bats	16. Pay	17. Occ.	Ka 4			
	12, Total Solary	(U.Tay Date	GS	Lane	118.Grade or Level 18			The same
12A. Basic Pay 12B. Licenty Adj. 1	2C. Adj. Basic Pay 1	2D. Other Pay	20A. Bas	0202 ic Pay	20B. Locality Adj		25,060. Basic Pay	20D. Other Pay
			\$23,	121.00	\$1,939.00			
14. Name and Location of Position's Organiza	ition		22. Nam	o and Locatio	on of Position's Or	garvziation		
EMPLOYEEDATA 23. Veterans Prefument 1 - Name 2 - 5-Point 4 - 10-Point/Companies	5 - 10-Poirs/0 ibis 8 - 10-Poirs/0	kher kompenestier 30%	24. Tonu	0 - None	2 - Constituered st 3 - Indefinita	. Agency Use	25. Vet	erans Pref for RIF
27. FEG			28. Annu	dant Indicuti	DF			Hate Determinant
30. Retirement Plen	31 Setu	se Comp. Date (Leave)	32. Work	Cetaset do			777 182	Time Hours Fer
		CO ID. CHE (DEEYE)	32. WOR	SCHOOLING			33, PM	Bivraekty
POSITION DATA			Comments.	CONTRACT OF		HARDS.	TO SERVICE	Pay Period
34. Position Occupied 1 - Compatitive Service 3 - SES G	eneral	A Catagory E - Exempt	36. Appn	opriation Cod	lo	150000	37. Bar	paining Unit Status
2 - Stoepted Service 4 - SES 38. Duty Station Code		N - Nonexempt						
30. Dity Geston Code	39. Dub	Station (City - Co.	inty - State	or Oversee	s Locationi			•
40. Agency Data 41.	42.	43.		44,				
45. Educational Laval	47. Academic (Xiscipine ·		49. Otto	enship 50	Veterane State	us 81. Sup	ervisory Status
				1.	USA 8 - Other]		
PART C - Reviews and Approva	IIS (/V <i>Ot to be us</i> /Signature	ed by request.		 (1) 1 (1) 1 (2) 4 (4) 13 (3) 13 (3) 		4 14.5	1544	A.F.
-	Signature	Cate	Uffici	e/Function	ln ln	itlals/Signature		Data
A.			D.					
В.			E.					
c.			F.					
2. Approval: I certify that the information an	tered on this from is a	Trigge and thus skill	Signeture		4			Approval Date
proposed action is in compliance with statutory	and regulatory require	ments.			e state de la company	Service of the program of the		
CONTINUED ON REVERSE SIDE 52-118		0	VER		Editions Prior	to 7/91 Are	Not Usable	After 6/30/93
· · · · · · · · · · · · · · · · · · ·							NSN 754	0-01-333-6239

PART D - Remarks by Requesting Office Note to Supervisors: Do you know of additional or conflicting reasons for the empl If "YES", please state these facts on a separate sheet and att.		VES NO
11 FES - PROME MANUEL FROM SHEET OF THE MESSAGE WAS SEEN	ich (0.5F 92.)	
PART E - Employee Resignation/Retirement Privacy A	ct Statement	
ou are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in my future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment ormpensation benefits. Your forwarding address will be used primerity or mall you copies of any documents you should have or any pay or ompensetion to which you are entitled.	and agencies to issue regulations with individuals in the Federal service and the requires agencies to furnish the specification of the Secretary of Lagrangian connection with administration of the programs.	r records, while section 850 ic resson for termination (abor or a State souncy)
his information is requested under authority of sections 301, 3301, and 506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM	The furnishing of this information is viprovide it may result in your not receive documents you should have; (2) pay or off (3) any unemployment compensation be entitled.	ng: (1) your copies of that tercompensation due vou: an
. Reasons for Resignation/Retirement (NOTE: Your reasons are used in	determining marible unampleument han effen. E	lease he execitic and
avoid generalizations. Your resignation/retirement is effective at the e	and of the day - midhight - unless you specify of	herwise.)
avoid generalizations. Your resignation/retirement is effective at the elective at the elective Date 3. Your Signature 4. Oxfe Signed	and of the day - midhlight - unless you specify of	herwise.)
avoid generalizations. Your realignation/retirement is effective at the e	and of the day - midhlight - unless you specify of	herwise.)
avoid generalizations. Your realgnation/retirement is effective at the e	and of the day - midhlight - unless you specify of	herwise.)
avoid generalizations. Your realignation/retirement is effective at the elective at the elective Date 3. Your Signature 4. Date Signed	5. Forwarding Address (Number, Street, City, Stanctions effective during employon, 11-20-99 to G8-0202-7/1 e	nerwise.) 2. ZIP Code) /ees absence: \$22.717pa: 894
PART F - Remarks for SF 50 Pa	5. Forwarding Address (Number, Street, City, Stanctions effective during employon, 11-20-99 to G8-0202-7/1 e	nerwise.) 2. ZIP Code) /ees absence: \$22.717pa: 894
PART F - Remarks for SF 50 Page 1: Position and pay reflect the following a (list of applicable actions; e.g. "702 Promoti Pay Adj, 01-03-00 to GS-0202-7/1 @ \$23,050pa;	5. Forwarding Address (Number, Street, City, Stanctions effective during employon, 11-20-99 to G8-0202-7/1 e	nerwise.) 2. ZIP Code) /ees absence: \$22.717pa: 894

Sample Restoration SF-52

Standard Form 52 Rev. 7.91 U.S. Office of Personnal Management FPM Supp. 296-33, Subch. 3

For Additional Information Call (Ala						
Action Requested By (Typed News	e, Title, Signature, and	Request Dale)	6. Action Authoriz	ed by (Typed Name	a, 17th, Signature,	, and Concurrence Date
		11/28/2000				
ART B - For Preparation of Nume (Last, First, Middle)	SF 50 (Use only c	codes in FPM Supple	ment 292-1. Sh	ow all dates in	month-day-ye	
The state of the s			2. Social Security (Vuintber	3. Date of Birth	11/28/20
IRST ACTION A. Codel5-B. Nature of Action			SECOND AC		MANUEL STATE	180-180-180-180-180-180-180-180-180-180-
100 Career Appt			6-A. Code 6-B. No	ture of Action		
C. Code 5-D. Legal Authority			8-0. Le	gal Authority		
QAK Reg. 353.207 E. Code 5-F. Legal Authority			-	-1 4 -1 - 1		
BDN USDA DEMO Belt	sville		D-P. Lie	pi Authority		경기는 가능성이 있다. 최종일 -
FROM: Position Title and Num	ber		15. TO: Position	Title and Numbe	a .	
			1			
Pay Plan 19.0cc. Cade 10, Grade or Level	11.Step or Rate 12. Total	d Salary 13.Pay flar	ie 18. Pay 117. Occ. Plan Cade	18.Grade er Leve	19.8tep or Pass 20.	Total Salary/Award 21
A. Basic Pay 128. Locally Ad	112C. Adj. Basic	Pay 112D. Other Pay	20A. Besti: Pay	20B. Locality A	di. 120C Adi 1	Basic Pay 200, Other
		, , , , , , , , , , , , , , , , , , , ,	,		1200.744	200. Oug
	Organization		22. Name and Loca	ition of Position's C	Organization	
MPLOYEEDATA Veiterrans Printerrans 1 - Name 3 - 10-Point/C 2 - 5-Point 4 - 10-Point/C	Neathlity 5 - 10	D-Point/Other O-Point/Compensable/30%	24. Tonure 0 - None		Organization 25. Agency Use	26 - Veterans Pref
MPLOYEEDATA Vebrians Profession 1 - None 3 - 10-Point/ 2 - 5-Point 4 - 10-Point/	Neathlity 5 - 10		24. Tonure 0 - None	2 - Consissoral nenr 3 - Indefinite		<u> </u>
MPLOYEEDATA Vebrians Preference 1 - None 3 - 10-Point/0 2 - 5-Point 4 - 10-Point/0 FEGU	Disability 5 - 10 Zornperssble 6 - 14		24. Tonure 0 - None 1 - Perma 28. Annuitant Indic	2 - Conditional nens 3 - Indefinite altor		YES
MPLOYEEDATA Veterrans Preference 1 - None 3 - 10-Point/ 2 - 5-Point 4 - 10-Point/ PEGU Rec wment Plan OSITION DATA	Neathity 5 - 10 compensable 6 - 10	O-Point/Compensable/30%	24. Tenure 0 - None 1 - Perma 28. Annuitant Indic 32. Work Schedule	2 - Conditional pers 3 - Indefinite ator		YES Page December 29. Pay Page 19. Pa
MPLOYEEDATA Vebrans Preference 1 - None 3 - 10-Point/0 2 - 5-Point 4 - 10-Point/0 PEGU Rec wment Plan OSITION DATA Position Occupied	Neathity 5 - 10 compensable 6 - 10	O-Point/Compensable/30%	24. Tonure 0 - None 1 - Perma 28. Annuitant Indic	2 - Conditional pers 3 - Indefinite ator		YES Pay Pate Determine Hours
MPLOYEEDATA Veterrars Preference 1 - None 2 - 5-Point 4 - 10-Point/C FEGLI Ret errient Plan OSITION DATA Position Occupied 1 - Competitive Service 2 - Becogned Service	Disability 5 - 16 Compensable 8 - 19 SES General 4 - SES Carper	O-Point/Compensable/30% 11. Service Comp. Date (Leavi	24. Tenure 0 - None 1 - Perma 28. Annuitant Indic 32. Work Schedule 36. Appropriation C	2 - Conditional nen: 3 - Indefinite ator		YES Page December 29. Pay Page 19. Pa
MPLOYEEDATA Veterans Preference 1 - None 2 - S-Point 4 - 10-Point/C FEGLI Rec wment Plan OSITION DATA Position Occupied 1 - Compet tive Service 2 - Excepted Service Duty Station Code	Disability 5 - 10 compensable 8 - 10 3 - SES Censes 4 - SES Censes	11. Service Comp. Date (Leavi 15. FLSA Cutagory E - Evernpt N - Nanexempt 19. Duty Station (City - Ci	24. Tenure 0. None 1 - Perma 28. Annuitant Indic 32. Work Schedule 36. Appropriation County - State or Overs	2 - Conditional nen: 3 - Indefinite ator		YES Page December 29. Pay Page 19. Pa
MPLOYEEDATA Veterans Preference 1 - Name	Disability 5 - 16 Compensable 8 - 19 SES General 4 - SES Carper	O-Point/Compensable/30% 11. Service Comp. Date (Leavi 15. FLSA Cutegory E - Exampt N - Nonexempt	24. Tenure 0 - None 1 - Perma 28. Annuitant Indic 32. Work Schedule 36. Appropriation C	2 - Conditional nen: 3 - Indefinite ator		YES Page December 29. Pay Page 19. Pa
MPLOYEEDATA Vetimas Professive 1 - None	Disability 5 - 16 Compensable 8 - 19 SES General 4 - SES Career 4 - SES Career	11. Service Comp. Date (Leavi 15. FLSA Cutagory E - Evernpt N - Nanexempt 19. Duty Station (City - Ci	24. Tenure 0 - None 1 - Perma 28. Annutant Indic 32. Work Schedule 36. Appropriation County - State or Overs	2 - Consisional ners 3 - Indefinite altor		YES P 29. Pay Pate Deter 33. Part Time Hours Biweelty Pay Pan 37. Baruaning Una
MPLOYEEDATA Veterars Preference 1 - None 2 - S-Point 4 - 10-Point/C FEGLI Rec ement Plan OSITION DATA Position Occupied 1 - Competieve Service 2 - Secopted Service 1 - Outpet Service 3 - Duty Station Code Agency Data 41.	Disability 5 - 16 Compensable 8 - 19 SES General 4 - SES Career 4 - ACA 47. Aca	O-Point/Compensable/30% 11. Service Comp. Date (Leavi 15. FLSA Category E - Exempt N - Nanexempt 19. Duty Station fCity - Compensation of the	24. Tenure 0. None 1 - Perma 28. Annuitant Indic 32. Work Schedule 36. Appropriation County - State or Overs 44.	2 - Consisional ners 3 - Indefinite altor	25. Agency Use	YES P 29. Pay Pate Deter 33. Part Time Hours Biweelty Pay Pand 37. Bargaining Und
MPLOYEEDATA Veterars Preference 1 - Name 2 - S-Point 4 - 10-Point/C PEGLI Rec ement Plan OSITION DATA Position Occupied 1 - Competiave Service 2 - Secopted Service Duty Station Code Agency Data 41.	Disability 5 - 16 Compensable 8 - 19 SES General 4 - SES Career 4 - ACA 47. Aca	O-Point/Compensable/30% 11. Service Comp. Date (Leavi 15. FLSA Category E - Exempt N - Nanexempt 19. Duty Station fCity - Compensation of the	24. Tenure 0. None 1 - Perma 28. Annuitant Indic 32. Work Schedule 36. Appropriation County - State or Overs 44.	2 - Conditional nens 3 - Indefinite attor ode see Locations	25. Agency Use	YES 29. Pay Rate Deter 33. Part Time Hour Bisweeldy Pay Pend 37. Barganing Une
MPLOYEEDATA 1 - None 3 - 10-Point/I 2 - 5-Point 4 - 10-Point/I 2 - 5-Point 4 - 10-Point/I 3 - 10-Point/I 3 - 10-Point/I 4 - 10-Point/I OSITION DATA Position Occupied 1 - Competiave Service 2 - Excepted Service Duty Station Code Agency Data 41 Educational Level ART C - Reviews and Ap	SES Career SES Career 3 4- SES Career 4- SES Career 3 42.	11. Service Comp. Date (Leave 15. FLSA Category E - Exampt N - Nonexempt 19. Duty Station (City - Co	24. Tenure 0 - None 1 - Perma 28. Annuitant Indic 32. Work Schedule 36. Appropriation County - State or Overs 44. 49. Conting office.) Office/Function	2 - Conditional nens 3 - Indefinite attor ode see Locations	25. Agency Use	YES P 29. Pay Pate Deter 33. Part Time Hours Biweelty Pay Pand 37. Bargaining Und
MPLOYEEDATA Vebrurs Preference 1 - None 2 - 5-Point 4 - 10-Point/C 2 - 5-Point 4 - 10-Point/C PEGLI Bet wment Plan OSITION DATA Position Occupied 1 - Competiave Service 2 - Excepted Service Duty Station Code Agency Data 41. Educational Level ART C - Reviews and Ap	SES Career SES Career 3 4- SES Career 4- SES Career 3 42.	11. Service Comp. Date (Leave 15. FLSA Category E - Exampt N - Nonexempt 19. Duty Station (City - Co	24. Tenure 0 - None 1 - Perma 28. Annuitant Indic 32. Work Schedule 35. Appropriation County - State or Overs 44. 49. G	2 - Conditional nens 3 - Indefinite attor ode see Locations	25. Agency Use	YES 29. Pay Rate Deter 33. Part Time Hour Bisweeldy Pay Pend 37. Barganing Une
2 - S-Point 4 - 10-Point C PEGU Bed ement Plan OSITION DATA Position Occupied 1 - Campatine Service 2 - Excepted Service Duty Station Code Agency Data ART C - Reviews and Ap	SES Career SES Career 3 4- SES Career 4- SES Career 3 42.	11. Service Comp. Date (Leave 15. FLSA Category E - Exampt N - Nonexempt 19. Duty Station (City - Co	24. Tenure 0 - None 1 - Perma 28. Annuitant Indic 32. Work Schedule 36. Appropriation County - State or Overs 44. 49. Conting office.) Office/Function	2 - Conditional nens 3 - Indefinite attor ode see Locations	25. Agency Use	YES 29. Pay Rate Deter 33. Part Time Hour Bisweeldy Pay Pend 37. Barganing Une
MPLOYEEDATA Vebrurs Preference 1 - None 2 - 5-Point 4 - 10-Point/C 2 - 5-Point 4 - 10-Point/C PEGLI Bet wment Plan OSITION DATA Position Occupied 1 - Competiave Service 2 - Excepted Service Duty Station Code Agency Data 41. Educational Level ART C - Reviews and Ap	SES Career SES Career 3 4- SES Career 4- SES Career 3 42.	11. Service Comp. Date (Leave 15. FLSA Category E - Exampt N - Nonexempt 19. Duty Station (City - Co	24. Tenure 0 - None 1 - Perms 28. Annuitant Indic 32. Work Schedule 36. Appropriation County - State or Overs 44. 49. G	2 - Conditional nens 3 - Indefinite attor ode see Locations	25. Agency Use	YES 29. Pay Rate Deter 33. Part Time Hour Bisweeldy Pay Pend 37. Barganing Une

A ST		ybe's resignation/retriament/
17.	"YES", please state those facts on a separate sheet and atta	th to SF 52.) YES NO
ttachment: Di	scharge notice (including "Honor	able" discharge and date of discharge).
ART E - Employe	ee Resignation/Retirement	
	Privacy As	st Statement
irement and a forwa y future decision reg d may also be used mpensation benefits.	furnish a apacific reason for your resignation or riding address. Your reason may be considered in arding your re-employment in the Federal service to determine your eligibility for unemployment Your forwarding address will be used primarily any documents you should have or any pay or you are entitled.	and agencies to issue regulations with regard to employment individuals in the Federal service and their records, while section 85 requires agencies to furnish the specific reason for termination Federal service to the Secretary of Labor or a State agency connection with administration of unemployment compensation programs.
is information is req.	sested under authority of sections 301, 3301, and Code. Sections 301 and 3301 authorize OPM	The furnishing of this information is voluntary; however, fallure provide it may result in your not receiving: (1) your copies of the
Reasons for Resign avoid generalization	ation/Retirement (NOTE: Your reasons are used in d	documents you should have; (2) pay or other compensation due you; a (3) any unemployment compensation benefits to which you may entitled. etermining possible unemployment benefits. Please be specific and id of the day - midnight - unless you specify otherwise.)
Reasons for Resign avoid generalization	ation/Retirement (NOTE: Your reasons are used in d	documents you should have; (2) pay or other compensation due you; a (3) any unemployment compensation benefits to which you may entitled. etermining possible unemployment benefits. Please he specific and
Reasons for Resign avoid generalization	stion/Retirement (NOTE: Your reasons are used in disserting the ending of the second se	documents you should have; (2) pay or other compensation due you; a (3) any unemployment compensation benefits to which you may entitled. etermining possible unemployment benefits. Please he specific and
avold generalization	ation/Retirement (NOTE: Your reasons are used in d is. Your resignation/retirement is effective at the er	documents you should have; (2) pay or other compensation due you; (3) any unemployment compensation benefits to which you may entitled. etermining possible unemployment benefits. Please be specific and id of the day - midnight - unless you specify otherwise.)

VI. Related Actions

- a. Change in Veterans' Preference
- If called to active duty after an employee has entered on duty, the employee may become eligible for Veterans Preference and/or Veterans Preference for RIF. After the employee has returned to duty, the evidence furnished by the employee (usually the DD-214) should be reviewed to see if a change is warranted. Refer to the Office of Personnel Management's "VetGuide" for more information on determining Veterans' Preference. Refer to the "Restructuring Information Handbook, Module 3, Reduction-in-Force" and/or the Office of Personnel Management's "Employees Guide to Reduction in Force" for more information on determining Veterans' Preference for RIF.
- b. Processing Change in Veterans' Preference Actions
- NOAC/Authority is: 883-Chg in Vet Pref for RIF; CCM-5 U.S.C. 2108
- The appropriate values in block 23 and/or block 26 should be entered.
- Evidence used to determine preference eligibility should be filed on the right side of the OPF.

Sample Chg in Vet Pref for RIF SF-52

Standard Form 52 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

ART A - Reque	sting Off	ice (Also	comple	ete Par		terna ,	1544	UNCHESTABLE PROPERTY.	00,000				
Actions Requested Change in Ve	terans'	Prefere	ence f	for R	educt	ion i	n Force			\$40.91		2. Reque	st Number
For Additional Inform												4. Propose	d Effective Date
Action Requested By	(Typed Nam	e, 7kle, Signal	lure, and	Request	Datel		5. Action	Authorizac	by (Typed N	erna, Titla, Sign	miure, and	Concum	nce Datel
					(. / 0 0 0 0							
ART B - For Prop	aration of	SF 50 /Usa	e only i			Sunnler	nent 292	-1 Sha	w all dates	in month-di	3V-V886	redar i	
Name (Last, First, M.	Felches	000.,000			0.12.11	o oppion		Security No		3. Date of I		4. Effect	
IRST ACTION	GENVE -	Mark Co.	32-0	A TOPO	54000		SECO	ND ACT	ION	en execution	GL/000	11/	28/2000
A. Cotto 5-6. Naturn						*********			um of Accon	No. of Concession, Name of Street, or other Persons, Name of Street, or ot			
C. Cod 5-D. Legal A		ef for R	IF				-	&D. Leo	l Authority			4 3	بالبان وينتوف
CCM 5 U.S.	C. 2108	1			03					*1.13	in and the in	der der å	
E. Code 5-F. Lirgal A	inthorny							6-F. Luga	Authority				
FROM: Position Til	tle and Nun	nber			11000		15. TO:	Position T	itie and Nur	mber			<u> </u>
							1						
							1						
by Plan B.Dos. Code 10	O.Grade of Line	11.Step or Rule	12. Tot	al Salary		13.Pay Basi	S Pay	17. Oce. Code	18.Grade or L	era 19.3tap er No	20. Too	al Salary#	Award 21. Pey
12	28. Locally Ad	1120 1	Adi. Basic	- Day 11:	20. 000	- D	20A. Bas	1	20B. Loculi	ti Adi 1200	Art Smale	6 IV	D. Other Pev
		, ,			2D. UII	er ray	200.	inc eary	208. COCAN	iy Aut. 200.	. Adj. Desir	ray Ja	D. Other Pay
. Name and Location	of Position's	Omaniassina					22 24	and Locat	on of Position	's Organization		سلبيب	
		Organ meaning 1					id. Nati						
MPLOYEEDAT 1. Veterans Preference 1. Name 2 2-5-Point	3 - 10-Paint	E RINE		10-Pales/0		bb/ 30%	24. Turiu	ne O - None	2 - Condiss est 3 - Indelton	25. Agency			runs Pref for R
Veteroris Preference 1 - None 2 - S-Point	3 - 10-Paint	(Disability				bis/30%	24. Turx	ne O - None	est 3 - Indeline	25. Agency	Use	X YES	
1 - None 2 2 - S-Point	3 - 10-Paint	/Disability Compensable	8.	10-Paint/0	in repensed		24. Turx	0 - None 1 - Pernan stant Indica	est 3 - Indeline	25. Agency	Use	X YES	NO N
1 - None 2 2 - S-Point	3 - 10-Paint	(Disability	8.	10-Paint/0	in repensed		24. Tunu 28. Armu	0 - None 1 - Pernan stant Indica	est 3 - Indeline	25. Agency	Use	X YES	NO late Determine
2 - S-Point Ped awart Plan OSITION DATA Paid and Occupied	3 - 10-Painti 4 - 10-Painti	/Disability Compensable		10-Paint/0	orripensel	Date (Leave)	24. Terki 29. Amu 32. Wurk	ore O - Name 1 - Permien stant Indica c Schudula	et 3 - háelini tor	25. Agency	Use	X YES 28. Pay F	NO tate Determine whe Hours Per Biveseldy Pay Period
Veteruns Preference 1 - None 2 - S-Point FEGU Patrick Plan OSITION DATA	3 - 10-Points 4 - 10-Points A	(Disability Companisable	8.	10-Point/C	A Carego	Date Reserve	24. Terki 29. Amu 32. Wurk	0 - None 1 - Pernan stant Indica	et 3 - háelini tor	25. Agency	Use	X YES 28. Pay F	NO tate Determine whe Hours Per Biveseldy Pay Period
1 - Nets 2 2 - S-Point 7 - FEGL 9 - S-Point 9 - Point S-Point 1 - Point S-Point S-	3 - 10-Points 4 - 10-Points A	Oleshiity Companishio		31. Servis	A Carego E - Exe N - No	Day more nesempt	24. Turku 28. Armu 32. Work	o O - Hane 1 - Permen stant Indica C Schudula	et 3 - háelini tor	25. Agency	Use	X YES 28. Pay F	NO tate Determine whe Hours Per Biveseldy Pay Period
Veterurs Preference 2 2 - S-Point . FEGU . FEGU . Ret expert Plan OSITION DATA Prosition Occupied 2 - Broopted Se Duty Station Code	3 - 10-Points 4 - 10-Points A	Oleshiity Companishio		31. Servis	A Carego E - Exe N - No	ory mse nesempt	24. Turku 28. Armu 32. Work	o O - Hane 1 - Permen stant Indica C Schudula	est. 3 - Indefinit tor	25. Agency	Use	X YES 28. Pay F	NO tate Determine whe Hours Per Biveseldy Pay Period
Veterurs Profeserate 2 2 - S-Point - Rec 2 2 - S-Point - FEGU - Ret sevent Plan OSITION DATA - Prosition Occupied 2 - Becepted 8 - Duty Station Code . Agency Data	3 - 10-Painti 4 - 10-Painti A - 10-Painti	Oleshiity Companishio		31. Servis	A Carego E - Exe N - No	Date Reserved	24. Turku 28. Armu 32. Work	ote 0 - Name 1 - Permissi stant Indica c Schudula opriation Co	est. 3 - Indefinit tor	25. Agency	Use	X YES 28. Pay F	NO late Decermina
Veteruns Preference 1 - None 2 2 - 8-Point FEGU - Red assent Plan O SITION: DATA President Occupied 1 - Respectate 2 - Becepted 8e Duty Station Code Agency Caro	3 - 10-Painti 4 - 10-Painti A - 10-Painti	Oleshiity Companishio	42.	31. Sevin 25. FCSJ 39. Duty	A Code go E - Ste N - Nor Station	Date Reserved mayor mayor mayor mayor mayor mayor mayor MCHy - Co	24. Turku 28. Arinu 32. Wark 36. Appri	0 - Name 1 - Permiss stant Indica c Schudula appration Ca 44.	est 2 - Indefine tor ode ses Locations	28. Agency	Use	X YES 29. Pay F 33. Part	NO tate Determine whe Hours Per Biveseldy Pay Period
OSITION DATA Pate ton Coupering 1 - New 2 2 - S-Point FEGU District Plan OSITION DATA Patelon Occupied 2 - Bacepted Se Duty Station Code District Plan District Plan Description Descript	3 - 10-Painti 4 - 10-Painti A	Oleobility Compensable 3 - SES General 4 - SES Career	#2.	31. Sevin 25. FCSJ 39. Duty	A Carriego E - Ese N - Nor Station	Date Country most conseningt IChy - Co 43.	24. Terku 28. Armu 32. Wark 36. Appr	o Pane 1 - Pane 1 - Pane 1 - Pane 2 - Pane 2 - Pane 3 - Pane 3 - Pane 4 - P	est 3 - Indeline tor oxite	28. Agency	Use	X YES 29. Pay F 33. Part	NO Me Determina wise Hours Per Bivesely Pay Period
Veterurs Profeserate 2 2 - S-Point - Rec 2 2 - S-Point - FEGU - Ret sevent Plan OSITION DATA - Prosition Occupied 2 - Becepted 8 - Duty Station Code Agency Data Educational Level	3 - 10-Painti 4 - 10-Painti A	Oleobility Compensable 3 - SES General 4 - SES Career	42. d 47. As	31. Sevin 25. FCSJ 39. Duty	A Carriego E - Ese N - Nor Station	Date Country most conseningt IChy - Co 43.	24. Terki 29. Ameri 32. Work 36. Appr terms Class	o Pane 1 - Pane 1 - Pane 1 - Pane 2 - Pane 2 - Pane 3 - Pane 3 - Pane 4 - P	est 2 - Indefine tor ode ses Locations	28. Agency	Chin	X YES 29. Pay F 33. Part	NO Me Determina wise Hours Per Bivesely Pay Period
Veteraris Profeserate 2 2 - S-Point - Page 2	3 - 10-Painti 4 - 10-Painti A	Olechity Companishte 3 - SES General 4 - SES Career	42. d 47. As	31. Sevin 25. FCSJ 39. Duty	A Carriego E - Ese N - Nor Station	Date Board Property Track T	24. Terki 29. Ameri 32. Work 36. Appr terms Class	of Plane 1 - Permiss stant Indica c Schudula bpriation Ci 44. 48. Ce 1	est 2 - Indefine tor ode ses Locations	28. Agency	Chin	X YES 29. Pay F 33. Part	NO Me Determination of the Det
OSITION DATA Paleton December OSITION DATA Paleton Occupied Paleton Occupied 1 - New Paleton Occupied 2 - Broopted Se Duty Station Code Agency Data ART C - Review 1 - Office /Function	3 - 10-Painti 4 - 10-Painti A	Olechity Companishte 3 - SES General 4 - SES Career	42. d 47. As	31. Sevin 25. FCSJ 39. Duty	A Carriego E - Ese N - Nor Station	Date Board Property Track T	24. Tend 29. American State 32. Went 36. Appril 36. Appril Grid Cific D.	of Plane 1 - Permiss stant Indica c Schudula bpriation Ci 44. 48. Ce 1	est 2 - Indefine tor ode ses Locations	28. Agency	Chin	X YES 29. Pay F 33. Part	NO Me Determination of the Det
OSITION DATA Paleton December OSITION DATA Paleton Occupied Paleton Occupied 1 - New Paleton Occupied 2 - Broopted Se Duty Station Code Agency Data ART C - Review 1 - Office /Function	3 - 10-Painti 4 - 10-Painti A	Olechity Companishte 3 - SES General 4 - SES Career	42. d 47. As	31. Sevin 25. FCSJ 39. Duty	A Carriego E - Ese N - Nor Station	Date Board Property Track T	29. Arms 29. Arms 32. Werk 36. Appr strong Class ting offi	of Plane 1 - Permiss stant Indica c Schudula bpriation Ci 44. 48. Ce 1	est 2 - Indefine tor ode ses Locations	28. Agency	Chin	X YES 29. Pay F 33. Part	NO Me Determination of the Det
OSITION DATA Paleton December OSITION DATA Paleton Occupied Paleton Occupied 1 - New Paleton Occupied 2 - Broopted Se Duty Station Code Agency Data ART C - Review 1 - Office /Function	3 - 10-Painti 4 - 10-Painti A	Olechity Companishte 3 - SES General 4 - SES Career	42. d 47. As	31. Sevin 25. FCSJ 39. Duty	A Carriego E - Ese N - Nor Station	Date Board Property Track T	24. Tend 29. American State 32. Went 36. Appril 36. Appril Grid Cific D.	of Plane 1 - Permiss stant Indica c Schudula bpriation Ci 44. 48. Ce 1	est 2 - Indefine tor ode ses Locations	28. Agency	Chin	X YES 29. Pay F 33. Part	NO Me Determination of the Det
1. Veteraria Preference 2 2 - B-Point 7. FEGLI 1. Red ament Plan OSITION DATA 6. Parieton Occupied 2 - Becepted Se 1. Duty Station Gods 1. Agency Data 6. Educational Lavel ART. C - Review	3 - 10-Painti 4 - 10-Painti A	Companishe 3 - SES General 4 - SES Carea Degree Attarece pprovals //	42. (Not to ature	31. Sevie 35. PLS. 39. Outy	A Carlego E - Scenario N - Narro Station	ory most renement (Chy - Co 43.	24. Terror 28. Armin 32. Went 136. Apprint Class Control Control Class Control Control Class Control Contr	9 - Hone 1 - Permen stane Indica Control Or Overse 44. 45. Co. 1	est 2 - Indefine tor ode ses Locations	28. Agency	Chin	X YES 29. Pay F 13. Part	NO Me Determination of the Det

ate to Supervis	emarks by Requesting Office one: Do you know of additional or conflicting read if "YES", please state these facts on a separ	ons for the employ rate sheet and attac	ue's resignation/retroment?
	If "YES", please state these facts on a separ	ate sheet and attac	h to SF 52.1 YES NO
ttachmen	t: DD-214		
ART E - Er	nployee Resignation/Retirement		
		Privacy Ac	1 Statement
n sue Lednes	ted to furnish a specific reason for your	resignation or	and agencies to issue regulations with regard to employment
	s forwarding address. Your reason may be sion regarding your re-employment in the Fe		individuals in the Federal service and their records, while section 85 requires agencies to furnish the specific resson for termination
d may also i	be used to determine your eligibility for usenefits. Your forwarding address will be usenefits.	nemployment	Federal service to the Secretary of Labor or a State agency
mail you co	pies of any documents you should have o	rany pay or	connection with administration of unemployment compensation programs.
mpensation to	Writin you are entitled.		The furnishing of this information is voluntary; however, failure
is information	is requested under authority of sections 30 5, U.S. Code. Sections 301 and 3301 auth	01, 3301, and	provide it may result in your not receiving: (1) your copies of the
500 OI 1111E	5, 5.5. Cas. Sectors 501 and 5501 agg	IOILZE OTTY	documents you should have; (2) pay or other compensation due you; a (3) any unemployment compensation benefits to which you may
			entitled.
avoid gener	resignation/retirement (NOTE: Your reasonable stations. Your resignation/retirement is ef	ne are used in da fective at the en	stermining possible unemployment benefits. Please be specific and d of the day - midnight - unless you specify otherwise.)
avoid gener	resignation/retirement (NOTE: Your reasonable additions. Your resignation/retirement is eff	ne are used in de fective at the en	nermining possible unemployment benefits. Please be specific and did not the day - midnight - unless you specify otherwise.)
avoid gener	resignation/retirement (NOTE: Your reasonable and the second seco	ns are used in de fective at the en	nermining possible unemployment benefits. Please be specific and do of the day - midnight - unless you specify otherwise.)
avoid gener	resignation/retirement (NOTE: Your reasonable and the second seco	ns are used in de fective at the en	ntermining possible unemployment benefits. Please be specific and did not be a provided of the day - midnight - unless you specify otherwise.)
avoid gener	resignation/retirement (NOTE: Your reasonable and the second seco	ns are used in da fective at the en	ntermining possible unemployment benefits. Please be specific and did not the day - midnight - unless you specify otherwise.)
avoid gener	resignation/retirement (NOTE: Your reasonable and the second seco	ns are used in da fective at the en	ntermining possible unemployment benefits. Please be specific and did not be a provided of the day - midnight - unless you specify otherwise.)
avoid gener	Pleagnation Programment (NOTE: Your reasonable and the second of the sec	4. Dute Signed	stermining possible unemployment benefits. Please be specific and d of the day - midnight - unless you specify otherwise.) S. Forwarding Address (Number, Street, City, State, ZIP Code)
avoid gener	alizations. Your resignation/retirement is eff	fective at the en	d of the day - midnight - unless you specify otherwise.)
evoid gener	alizations. Your resignation/retirement is eff	fective at the en	d of the day - midnight - unless you specify otherwise.)
avoid gener	alizations. Your resignation/retirement is eff	fective at the en	d of the day - midnight - unless you specify otherwise.)

VII. Web Sites for More Information

- ARS form for Election of Benefits Coverage for Employees Called to Active Military Duty
 - http://www.afm.ars.usda.gov/hrd/payleave/reservist/WGFORM.pdf
- General Information
 - http://www.opm.gov/veterans/
 - http://www.opm.gov/veterans/html/vetguide.asp#Reduction%20in%20Military%20Retired%20Pay
- Military Leave
 - http://www.opm.gov/oca/LEAVE/HTML/MILQA.asp
 - http://www.opm.gov/oca/LEAVE/HTML/MILITARY.ASP
- Veterans Preference for RIF
 - http://www.opm.gov/rif/handbook/rih03b98.pdf
 - http://www.opm.gov/rif/general/rifguide.pdf

Election of Benefits Coverage for Employees Called to Active Military Duty

USDA-ARS Human Resources Division 5601 Sunnyside Avenue Beltsville, MD 20705-5107	ELECTION OF BENEFITS COVERAGE FOR EMPLOYEES CALLED TO ACTIVE MILITARY DUTY Requesting Leave Without Pay or Separating (for more than 30 days) (current as of February 26, 2003)				
EMPLOYEE NAME (PLEASE TYPE OR PRINT)		SSNt	Or DATE OF SEPARATION:		
MAILING ADDRESS FOR O	FICIAL C	DRRESPONDENCE AND CONTACT	TELEPHONE NUM BER:		
	Federa	al Employee Health Benefits (FE	НВ)		

The FEHB Program allows you to continue coverage at no cost to you for up to 18 months while you are on leave without pay (LWOP) or separate to enter active duty military. At the end of the 18 months your coverage will terminate. You and your eligible family members will have 31 days to convert to a non-group policy. When you return to active Federal Service you can enroll in an FEHB plan within 60 days of the return to service (as long as the position is not excluded from coverage). If you do not want to continue your FEHB please check below, sign, and date this form. The termination is not considered a break in the continuous coverage necessary for continuing FEHB coverage into retirement. However, the period during which the termination is in effect does not count toward satisfying the required 5 years of continuous coverage.

Continue the enrollment Terminate the enrollment Not Enrolled

Lump-Sum Annual Leave

As an employee called to active military duty you may choose to (1) have your annual leave remain to your credit until you return to your civilian position, or (2) receive a lump-sum payment for all accurated and accumulated annual leave. There is no requirement for you to separate from your civilian Federal position in order to receive the lump-sum payment, you must refund your agency an amount equal to the pay that covers the period between the date of reemployment and the expiration of the lump-sum leave period.

- I want my annual leave to remain
- I elect a lump-sum payment for my annual leave*
- I elect to use my annual leave while on active duty**
- I elect to use my military leave while on active duty**

*There is no requirement for you to separate from your civilian federal position in order to receive the lump-sum payment. If you return to your civilian position prior to the end of the period covered by the lump-sum payment, you must refund your agency an amount equal to the pay that covers the period between the date of reemployment and the expiration of the lump-sum period.

**I understand that when I am performing active military duty, my compensation will be based on the terms of my military pay grade. Compensation from my civilian position will not be received unless I elect to use military or annual leave. I will work out the details of my leave usage (annual and Military) with my supervisor and timekeeper before I report for active duty.

Employee	N	/ Dlanca	Turne	n = 1	B -i - > > .
CMDBYCC	.3200	I P IC MSP	1 Y DE	DF I	TIEL ?:

Page 2

Thrift Savings Plan (TSP) Loan Payments

If you are currently making to an payments to TSP, while you are on LWOP to perform military service, you will be permitted to suspend payments on your loan until you return to pay status. Although loan payments will not be due before then, interest will continue to accrue for the entire period. (You cannot repay your civilian TSP loan by making loan allotments from your

e you currently paying a civilian TSP loan?	YES	NO	
	CERTIF	ICATION	
ployee Signature		Date	
ency Representative		Date	

			1				\sim
Λ	++	9/	٠ ۲	12	۵,	nt	٠,
$\boldsymbol{\Gamma}$	LL	a	J.	ш	┅	nt	_

SUBJECT: Uniform Service Component

TO: EMPLOYEE NAME

FROM: HUMAN RESOURCES SPECIALIST, Human Resources Specialist,

301-504-XXXX

The Agricultural Research Service requires that we collect military status data for all employees.

Please check the appropriate box indicating your current military status, if any. Retired military personnel should check the appropriate box and also show the date of such retirement in the "Date Retired Military Service" block.

	NONE
	Ready Reserve
	Standby Reserve
□ 3	National Guard
□ 4	Retired Military - Regular
□ 5	Retired Military - Non regular
	Retired Military - Regular and Reserve/National Guard
□ < 7	Retired Military - Non regular and Reserve/National Guard
Date Retired Military	Service

Please contact your servicing Human Resources Specialist to update your military status at any time during your employment or if you have any questions regarding this form.