

**Functional Series 400  
Personnel**

**INTERIM UPDATE 03-02**

**SUBJECT: Human Resources Policy to Assist Federal Employees Called to Active Duty**

**NEW MATERIAL: The Office of Human Resources is prepared to provide guidance and assistance when Federal employees are called to active duty service. Federal law provides many important benefits and rights for Federal employees who are called to active duty. For additional information on these rights and benefits, see USAID general notice dated 09/24/2001, "Rights and Benefits of Reservists Called to Active Duty."**

**EFFECTIVE DATE: 09/11/2001**

**POLICY**

**USAID/General Notice  
M/HR/PPIM/PP  
04/16/2003**

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Employees placed in a non-pay status or separated while on military duty for more than 30 days may continue their Federal Employees Health Benefits (FEHB) coverage for up to 18 months from the date their active duty service begins as long as they pay their enrollee share of the premiums. To assist employees who are called to active duty service, the U.S. Office of Personnel Management (OPM) has encouraged Federal agencies to pay both the employee and government share of the Federal Employees Health Benefits (FEHB) premiums.

Agencies have the authority under 5 USC 8906(e)(3) to waive collection of the premiums for employees on active duty under certain conditions. The conditions cover the 9/11 terrorist attacks and the current war with Iraq.

The Agency supports this effort to provide assistance to reservists called to active duty. As a result, the Agency will waive collection of FEHB premiums and remit the full premium (employee and agency share) for employees called to active duty since the 9/11 terrorist attacks and for the duration of the war with Iraq.

Employees who are called to active duty service must provide a copy of their military orders to their supervisor and the appropriate servicing team in M/HR (M/HR/POD or M/HR/EM).

POINT OF CONTACT: Questions concerning this notice may be directed to Joann Jones, M/HR/PPIM/PP, (202) 712-5048.

Notice 0436

| <b>File name</b>     | <b>Notice Date</b> | <b>Effective Date</b> | <b>Editorial Revision Date</b> | <b>ADS CD No.</b> | <b>Remarks</b> |
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