

CHECKLIST FOR TECHNICIANS RETURNING TO DUTY

ARMY: Submit this form through **GEARS** with your military orders. **DD Form 214** and **Standard Form 52**.
AIR: Submit this form to the **Remote Designee** with your military orders. **DD Form 214** and **Standard Form 52**.

TECHNICIAN NAME: _____

Inclusive dates of military duty (As stated on military orders): _____ to _____

You are encouraged to fill this form out with the HRO or the Remote Designee

DATE OF PHONE CALL OR APPOINTMENT WITH HRO: _____ (Date & Time)

*We are open T-F 0630-1700, scheduled appointments are encouraged however, and walk-ins are always welcome.

We are located at: Fifth Regiment Armory, 29th Division Street Baltimore, MD 21201

Our office numbers are 410-576-6047, 410-576-6046, 410-576-6121, 410-576-6052

*I understand there are time limits, as outlined below, to exercise my restoration rights _____ (initial)

If you...	Than you must...
Served less than 31 days	Report to work the next workday following release from Active Duty
Served more than 30 days, but less than 179 days	Apply for reemployment within 14 days following release from Active Duty
Served more than 180 days	Apply for reemployment within 90 days following release from Active Duty

I request restoration to my technician position on _____ (requested date).

*HRO reserves the right to move all requested dates to the beginning of the requested pay period

1. Federal Employees Health Benefits (FEHB): Detailed information available at www.opm.gov (Check one)

- Reinstatement effective _____ (requested date)
- Not previously enrolled in FEHB and would like to enroll myself through EBIS: <https://www.abc.army.mil/> (60 day time limit)
- Change current FEHB plan to a different plan through EBIS: <https://www.abc.army.mil/> (60 day time limit)
- I terminated FEHB and do not wish to have it immediately reinstated in order to use Transitional TRICARE.
- Not Applicable/No Change requested

2. Thrift Savings Plan: Information at www.tsp.gov

I understand upon restoration I may make retroactive TSP contributions and elections. To make up missed contributions I must submit a written request within 60 days of the date of reemployment or restoration. I understand if I had a TSP Loan, it will be administered IAW the current Loan Agreement rules in effect. _____ (initial) * All members now receive the retroactive Agency Automatic 1% contributions automatically.

- I want to **(DD214 & orders required)**.
**This only applies to FERS Employees*
- I want to make up missed TSP contributions **(DD214, orders and ALL LESs while on LWOP-US required)**.
**If you are unable to receive LESs from MyPay, please call DFAS to request 1-888-332-7411*

I _____ (did/did not) contribute to the Uniformed Services TSP during this period of LWOP-US.

I _____ (do/do not) have a TSP Loan.

3. Additional Benefits:

Federal Employees Group Life Insurance (FEGLI):

_____ (Initial) I understand that if I had FEGLI coverage it continued for 12 months while in a non-pay status, with no cost to me.

NGAUS Life Insurance:

_____ (Initial) I understand I am eligible to enroll within 31 days upon my return to technician duties.

Military Buy Back:

_____ (Initial) My military service is potentially creditable service for retirement, but I must make a deposit for the service. I understand that I must contact HRO to initiate my request to make a deposit for this period of service.

Federal Employee Dental and Vision Insurance Program (FEDVIP): Contact *BENEFEDS* at 1-877-888-3337.

Long Term Care Insurance (LTCI): Contact *LTC Partners* at 1-800-582-3337

Flexible Spending Account (FSA): Contact *FSA* at 1-877-372-3337

4. Certification:

I certify the above information is correct and I understand my elections, restoration rights, and benefits. I also acknowledge that I must remain in contact with my supervisor regarding my status.

_____ (Type or Print Name)

_____ (Personal Email)

_____ (Signature and Date)

_____ (Cell Phone Number)

If there are any questions regarding the above please contact the HRO-Services section at:

usaf.md.175-wg.list.hro-services@mail.mil

