

National Service Activation Checklist

You have just received information that you are being activated for national service.

Covered or Not Covered

If you have received notice to report for active duty – Army, Navy, Marines, Air Force, National Guard, Public Health Service, or Coast Guard and you are a Federal employee, you have employment and reemployment rights under the Uniformed Services Employment and Reemployment Act of 1994 (USERRA).

Basics – Telling People What is Happening

1. Have you told your spouse, family, best friend, or someone else who is important to you?
Point of Contact for Department of Energy Use:
Name: Telephone Number:
E-mail:
2. Go to Employee Self-Service and make sure your personal information is up to date.
3. Employee Self-Service (ESS) is your link to your pay and benefits. You need to keep the ESS web address handy: <http://mis.doe.gov/ess/> with your password.
4. Have you notified your supervisor and administrative officer?

Supervisor:

Name: _____ Date notified: _____

Tel Number: _____ E-Mail: _____

Administrative officer:

Name: _____ Date notified: _____

Tel Number: _____ E-Mail: _____

5. Have you set-up an appointment with your office's personnel management specialist?
Name: _____ Date & Time of Appointment: _____
Tel Number: _____ E-Mail: _____
6. Do you have official documentation of the activation? It is needed for your Official Personnel File. Bring a copy to the meeting with the Personnel Management Specialist or arrange for it to be delivered if it is slow in coming – behind real time.
7. Are you registered to vote and do you know how to obtain an absentee ballot or how to vote electronically under the Military and Overseas Voter Empowerment (MOVE) Act (signed October 28, 2009 as part of the FY 2010 National Defense Authorization Act)?

Continuation in Federal Service

1. Do you want to resign from your Federal position? Yes ____ No ____ Maybe ____

If “yes,” then talk to your Personnel Management Specialist about health benefits, TSP funds, etc.

2. If you checked “No” or “Maybe,” then go to one or more of the websites below and pick up some general information. Review the checklist below before talking to your Personnel Management Specialist.

Office of Personnel Management - <http://www.opm.gov/oqa/leave/html/MILQA.asp>

Department of Labor - <http://www.dol.gov/vets/>

Employee Support Guard and Reserves - <http://esgr.org/site/>

Getting Everything Straight – Talking to Your Personnel Management Specialist

Pay and Leave

1. Review this check list in advance and talk it over with your spouse, partner, parents, big sister, etc., as appropriate.
2. Leave Without Pay Status – LWOP-US is the official personnel designation.
3. Supplemental pay - Effective March 15, 2009, covered employees called to active duty under certain conditions are entitled to the difference between their civilian and military pay and allowances when their military pay is less. Your Energy Point of Contact (complete at end of this checklist) needs to have a copy of your monthly military leave and earnings statement to determine the biweekly civilian pay differential. The guidance is available on ESS under CHRIS-Payroll. The section “Additional Information” has a direct link.
4. Accrued annual leave, accrued sick leave, and excused absence, if applicable, can be substituted for part of LWOP period. You can use Employee Self-Service (ESS) to schedule leave and for Time & Attendance reporting.

Available annual leave, compensatory time off, or credit hours may be used in lieu of or in addition to military leave at the employee’s request; an approving official cannot determine the type of leave to be used; employees continue to earn leave while in a pay status

Employees who are in a pay status either the day before or after a holiday are entitled to the holiday

- Do you want your pay to go to the same bank account or change the direct deposit?
- Whom do you want to have access to that account?
- Will you want your military pay to go into the same account?

Seniority Related Benefits and Reduction-in-Force Protections

1. Automatic, seniority related benefits when performance meets expectations.

(Unless your national service is not considered “honorable” on discharge, your time period during the service period is considered as “fully successful” or “meets expectations.”)

- a. Completion of probationary or career conditional periods based on length of national service period
 - b. Career ladder promotions
 - c. Within grades increases
 - d. Cost of living increases and locality pay adjustments
 - e. Annual leave to maximum allowed carry over at normal accrual rates
 - f. Sick leave at accrual rates
 - g. Retain accrued seniority based preferences for work locations, hours of work, and vacation scheduling upon termination of service duty.
2. Special Reduction-in-force (RIF) Protections Based on National Service Period
- a. RIF protection while on service duty.
 - b. Upon returning to work, six months RIF protection for 30-180 service days and one year for 181 service days or more.

Fringe Benefits and Allotments

1	Continue health insurance (FEHB): “No” or “Yes.”
If “Yes,” Energy pays full cost for 24 months; 30 day extension may be granted to convert to private plan; and FEHB can be restored upon return to work or reemployment.	
2	Life insurance (FEGLI): “No” or “Yes.”
If “Yes,” 12 months at Energy cost; then 12 months with employee paying all costs. FEGLI can be restored upon reemployment if you decide “No.”	

Required payments

3	Wage garnishments - continue unless a court order is obtained to stop
4	Federal and State tax deductions
5	Retirement system contributions
6	Thrift Savings Plan Loan payments – cannot be stopped as long as there is pay.

Voluntary Allotments

		Retain	Stop
7	Combined Federal Campaign		
8	Union dues		
9	Savings bonds		
10	Voluntary child or spouse support		
11	Military service time deposits/redeposits		
12	Long-term care		
13	Flexible savings account		

If you can retain remote access to Employee Self-Service, you can monitor these payments and ask that corrections be made.

Point of Contact at Department of Energy-You Need This Information

1. Point of Contact at Department of Energy to resolve issues during service period and to schedule reemployment (you need to have this information to meet your needs.):

Name: _____
Tel: _____ Fax: _____
E-Mail: _____

You need to provide the following to your Point of Contact in Energy:
Your military address and e-mail so you can be contacted:

Family or other persons approved to make inquiries or receive information, also.

Name: _____
Tel: _____ Fax: _____
E-Mail: _____

Additional information you need to have on hand:

Employee Self-Service - <http://mis.doe.gov/ess/>
DOE On-Line Learning Center - <https://olc.energy.gov/plateau/user/login.jsp>
Department of Energy Payroll Contact Point –
DOE Payroll Customer Service Representative Contact Information
FAX: 301-903-3916 Attention: Payroll
E-Mail: payrollcsrhelpdesk@hq.doe.gov
Mail: U.S. Department of Energy, CF-11, Germantown Building C-244,
1000 Independence Avenue, SW, Washington, DC 20585-1290