

### **What steps to take?**

It is important to take appropriate steps to prepare for your leave of absence or resignation for military service.

### **Before deployment ...**

- ❑ Review the Uniformed Services Employment and Reemployment Rights Act (USERRA) which protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. To review your rights and benefits under USERRA go to [www.dol.gov/elaws/userra.htm](http://www.dol.gov/elaws/userra.htm).
- ❑ Provide advance notice of your upcoming military service and a copy of your orders (on military letterhead) to your supervisor.
- ❑ Request your military leave of absence with your supervisor (i.e., LWOP, military leave, or annual leave.)
- ❑ Provide your supervisor whatever information is required for promotion to the next position level if interested in being considered for a career-ladder and/or competitive promotion while on active duty and forward it through your chain before departing for military leave. Refer to the following link for more information.
- ❑ Arrange with your supervisor to submit completed SF-52's for "Absent Uniform Service" and "Return To Duty"
- ❑ The Employee Military Leave Activation Package for Reservists called to active military duty is available for you and your Division [here](#).
- ❑ Check to make sure all your personal benefits information is current, including payroll, leave, health and life insurance, Thrift Savings Plan (TSP), Long Term Care Insurance, Flexible Spending Account, retirement, and other personal benefits information. To view your benefits information log into the National Finance Center's Employee Personal Page (EPP) at <https://www.nfc.usda.gov/personal/index2.asp> by entering your EPP user ID and password.
- ❑ Contact the HRSP Unit concerning the continuation of your benefits coverage at 202-307-4030.
- ❑ Review and update your beneficiary designations for life insurance, TSP, and retirement.
- ❑ Establish or update your will.

- ❑ Contact the DEA Employee Assistance Program to obtain counseling for you and your family at 202-307-8160.
- ❑ Consider preparing a "Power of Attorney," particularly including employment issues, etc.
- ❑ Make sure a family member or friend has all information provided by the military unit including the name of a contact person(s), telephone numbers, etc.
- ❑ Make sure a family member or friend knows your branch of service, rank, unit, company or battalion name, social security number, and last known location.
- ❑ Provide a forwarding address or email account to your supervisor, if resigning from DEA.
- ❑ Complete an Exit Interview Record, DEA Form 171, and give it to your supervisor, if resigning from DEA.

### **Do you know what you can do while on active duty?**

It is understandable that you may have many critical things on your mind as you prepare for active duty. If you do not have the opportunity or the time to review information or make any personal benefits changes you would like before you go, there maybe some things you can do even after you leave for military service.

**While deployed attempt if possible to ...**

- ❑ Communicate with your supervisor in reference to any changes in your military status by letter, email, or personal contact such as your projected return to work date.
- ❑ Schedule extensions or additional military leaves of absence with your supervisor.
- ❑ Provide a copy of new or revised military orders to your supervisor.
- ❑ Request information about the restoration process and the documentation required to return to work.
- ❑ Talk with your supervisor about any training needed to resume your position when you return to work. Reasonable efforts must be made to refresh or upgrade your skills to enable you to be considered for a career-ladder and/or competitive promotion.
- ❑ Make health benefits open season changes, if needed.
- ❑ Consider your projected return to work date. Request assistance for any pay inquiries.
- ❑ Check on the status of your longevity based benefits to which you would have been entitled had you remained on the job. Such entitlements include within-grade increases, completion of probationary periods, and conversions from career-conditional to career status. These will be processed when you return to civilian duty.

**What to do when you return?**

Transitioning from military life to civilian life will require time and patience.

**After returning from deployment ...**

- ❑ Contact your supervisor to schedule a return to work date.
- ❑ Submit documentation on completion of your military service to return to work or to apply for restoration of employment with DEA (e.g., DD-214 or military orders from the service command).
- ❑ Review information on your return to duty entitlements which can be found in Section 2353 of the Personnel Manual.
- ❑ Return to work should be timely (except for circumstances beyond your control).
  - For military service less than 31 days: you must report back to work on the 1st regularly scheduled work day following completion of service, reasonable travel, and one rest day.
  - For military service of 31 to 180 days: you have 14 days to return to work.
  - For military service of 181 days or more: you have 90 days to return to work.
- ❑ Submit your military deposit paperwork to the HRSE Unit to receive credit for Post 1956 Military Service.
- ❑ Review your employment and benefits records to determine if any updates are needed.

## **CHECKLIST FOR VETERANS AND RESERVISTS CALLED TO ACTIVE MILITARY DUTY**



**For more information contact  
Heather Shaner, Veterans  
Employment Coordinator at  
(202) 307-6098**