



Updated 31 Mar 04

INFORMATION FOR EMPLOYEES ENTERING MILITARY ACTIVE DUTY

Limited Service

Employees must be in an appropriate leave status from their civilian position while on military active duty. Appropriate leave includes military leave, annual leave, compensatory time, credit hours, and leave without pay (LWOP-US). In accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, employees interrupting a period of civilian employment to perform military duty will be placed on Leave Without Pay Uniformed Services (LWOP-US) unless they choose to be separated (Separation-US). A Request for Personnel Action (RPA), SF 52, requesting LWOP-US or Separation-US must be submitted with a copy of the active duty orders. An SF 52 is required for all periods of LWOP-US regardless of the duration. The following is designed to provide information regarding your options.

MILITARY LEAVE: Employees absent to perform active military duty may be entitled to military leave under the following provisions. Questions on this subject, including whether or not you are eligible for it and how it is charged, must be directed to the Employee Relations Section at your servicing Civilian Personnel Office.

Members of the National Guard or Reserves who are called to active duty are entitled to paid military leave under 5 U.S.C. 6323(a) which may be used in conjunction with LWOP-US or Separation-US, at their option. Eligible full-time employees accrue 15 days (120 hours) of military leave each fiscal year. Military leave is prorated for part-time career employees and employees on uncommon tours of duty. Employees receive both their civilian salary and military salary while using this leave.

Effective 24 Nov 03, employees 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 Title 10 U.S.C. Section 101(a)(13) are entitled to an additional 22 days of military leave under 5 U.S.C. 6323(b). Eligible employees are entitled to receive the greater of their civilian or military pay, but not both.

Reserve and National Guard Technicians may be entitled to 44 additional workdays (352 hours) of military leave in a calendar year when on active duty **without pay** for participation in operations outside the United States, its territories, and possessions. The active duty orders must cite 10 U.S.C. 12315, 12301(b), or 12301(d) to be eligible for this entitlement. This leave **cannot** be used while on active duty in support of a war or national emergency declared by the President or Congress.

DEFINITION OF CONTINGENCY OPERATION: A military operation that is (a) 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 U.S. 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 Title 10 U.S.C., chapter 15 of Title 10 U.S.C., or any other provision of law during a war or during a national emergency declared by the President or Congress.

ANNUAL LEAVE: Employees who enter on active military duty may choose to (1) have their annual leave remain to their credit until they return to the civilian position, (2) receive a lump-sum payment for all accrued and accumulated annual leave, or (3) use all or a portion of accrued annual leave in conjunction with LWOP-US. Please indicate your decision on the checklist at Attachment 1. You will not earn additional annual leave while you are on LWOP-US. Contact your local Civilian Personnel Office if you have further questions.

SICK LEAVE: Sick leave will be held in your leave account until you return to Federal civilian service. You will not earn additional sick leave while on LWOP-US. Contact your personnel Office if you have questions.

LIFE INSURANCE: Federal Employees Group Life Insurance (FEGLI) coverage continues (if enrolled) at no cost for up to 12 months in LWOP-US (nonpay) status. At the end of 12 months LWOP-US, the coverage terminates with a free 31-day extension of coverage and the right to convert to a private policy. Employees who separate from Federal service (Separation-US) to enter military duty are considered to be in a nonpay status for FEGLI purposes. Coverage will continue, at no cost, for up to 12 months, or until 90 days after

their military service ends, whichever date comes first. The individuals also get the free 31-day extension of coverage and right to convert.

Being called to active duty or sent to a combat zone does NOT cancel FEGLI coverage. If a Federal employee with FEGLI is called to active duty and is killed, "regular" death benefits are payable to the employee's beneficiaries. Accidental death benefits are also payable under Basic insurance (and Option A, if enrolled) unless the employee was in actual combat at the time of the injury that caused the death (unless nuclear weapons are being used).

Whether you enter LWOP-US status or separate, on restoration to Federal civilian service your FEGLI coverage will be reinstated (as long as the position is not excluded from coverage). Separated employees have the option of electing more coverage if separated 180 days or more.

It's possible to enroll in or increase Option B and Option C coverage due to a qualifying life event (QLE), such as marriage, divorce, death of spouse, or acquiring an eligible child, that occurs during LWOP-US. To be eligible, you must notify BEST of the event within 31 days before to 60 days after the date of the event. If the QLE occurs before your FEGLI terminates after 12 months, enrollment in or an increase in Option C can be effective before you return to a pay and duty status. If the QLE occurs after FEGLI coverage terminates, Option C will be effective the day you return to a pay and duty status. Enrollment in or an increase in Option B is always effective on return to pay and duty status, regardless of when the event occurs.

HEALTH INSURANCE: If you will be on active duty for 30 days or less, your Federal Employees Health Benefits (FEHB) enrollment will continue without change. However, if your orders are changed so that your period of military duty is for more than 30 days, you will need to complete another checklist (Attachment 1), attach your new/amended orders, and provide to your local Civilian Personnel Office.

Whether you separate or enter LWOP-US status (for more than 30 days), your FEHB enrollment will continue for up to 18 months unless you elect, in writing, to terminate the enrollment. The 18 month period begins the date of entrance on active duty specified in your orders. If you return to your civilian position and are again called to active duty on a new set of orders, your 18 month period for continuing FEHB starts over.

Military service in support of a contingency operation. If you are called to active duty in support of a contingency operation for more than 30 days and elect to continue FEHB coverage during LWOP-US or Separation-US, the agency will pay your share of the FEHB premium. **You must complete and submit the checklist at Attachment 1 with your orders if you wish to receive this benefit.** Your orders must show that you are called to duty (voluntarily or involuntarily) in support of a contingency operation as defined in Title 10, U.S. Code Section 101(a)(13). The maximum period of eligibility for agency-paid premiums is 18 months for each period of active duty. The 18 month period begins the date of entrance on active duty specified in your orders. **Be advised, however, that non-refundable FEHB premiums will be deducted for any period you use military leave, annual leave, compensatory time or credit hours during the 18 month period.** At the end of 18 months your enrollment will terminate, subject to a 31-day temporary extension of coverage and conversion privilege. When you are restored to duty, your enrollment will be automatically reinstated, unless you waive immediate reinstatement to use any transitional TRICARE coverage you may be entitled to. If you don't wish to take advantage of the 18 month agency-paid premiums benefit, you may elect to terminate your coverage. For more information on terminating coverage, see "Terminating your enrollment" on the next page.

Military service NOT in support of a contingency operation. If you decide to continue your FEHB enrollment, you are responsible for paying the employee share of the premium for the first 12 months and 102% (both employee and government shares and a 2% administrative fee) for the following (and final) 6 months of continued coverage. At the end of 18 months, your coverage will terminate, with a 31-day extension of coverage and right to convert to a private policy. Please note that during the final 6 months, premiums **must** be paid to DFAS on a current basis or your enrollment will terminate. Whether your enrollment terminates after 18 months or because you fail to pay your premiums on a current basis during the final 6 months, your coverage will be reinstated when you return to civilian service.

If you elect to continue coverage and incur a debt, payment of FEHB premiums will be recouped from your salary when you return to duty, and will be on a pre-tax basis if you are participating in Premium Conversion. If you elect to make payments on a current basis, these payments will be on an after-tax basis. Current payments for FEHB premiums should be made by check or money order payable to the Deputy Director for Finance and mailed to the DFAS location shown on your civilian leave and earnings statement

(LES). Include a note that the payment is for your FEHB premium, and the pay period for which the payment is being made. Also, be sure to include your name and social security number on the check or money order and all correspondence. (If your civilian LES does not show a DFAS address, please contact BEST.) If you waive participation in Premium Conversion on entering LWOP-US status, you will need to submit a new election to participate, within 60 days of restoration to duty, if you wish FEHB premiums deducted on a pre-tax basis.

Terminating your enrollment. If you elect to terminate your enrollment **before** you go on active duty, the termination will be effective the day before you enter active duty. If you decide to continue coverage, you may terminate it at any time during the 18 month period if you are NOT participating in premium conversion. Employees who participate in Premium Conversion may terminate or cancel their coverage only during an FEHB Open Season or upon a qualifying life event (QLE). Since the start or end of an unpaid leave of absence is a qualifying life event, you may, within 60 days of the entering LWOP-US, change your premium conversion participation. If you don't waive premium conversion within this 60-day period, you must wait for a qualifying life event or the next open season if you wish to end your health coverage. If you decide to terminate your FEHB enrollment later on during the 18 month period, please call BEST. A request to terminate coverage later will be effective at the end of the pay period in which BEST receives it.

If you elect to terminate FEHB coverage you are entitled to a 31-day extension of coverage with the right to convert to an individual policy offered by the carrier of your health plan. Your health benefits coverage will be automatically reinstated when you are restored to your civilian position. This is not considered a break in coverage, and the period of time on LWOP-US or Separation-US counts toward the 5 years of continuous coverage required for retirement purposes if you are covered by TRICARE/CHAMPUS during the entire absence.

Caution - DON'T use the BEST phone system or EBIS web application to stop your health insurance enrollment. Doing so will result in a **cancellation** of enrollment rather than a **termination**. A termination of FEHB coverage is more advantageous because it is not considered a break in the continuous enrollment necessary for continuing coverage during retirement, and FEHB coverage is reinstated when you return to duty. A cancellation via the BEST phone line or EBIS is considered purely voluntary and results in a break in the continuous enrollment necessary for continuing FEHB into retirement (unless covered by TRICARE/CHAMPUS during the period the coverage was cancelled). Further, if you cancel your coverage, it will NOT be reinstated upon return to duty.

Complete and submit the checklist at Attachment 1 to your local personnel office within 31 days. If you do not, your FEHB coverage will automatically continue and you will incur a debt. BEST must receive the checklist and orders to determine if you qualify for agency payment of your FEHB premiums.

TRANSITIONAL TRICARE COVERAGE: If you are on active duty that lasts more than 30 days, you and your family may be eligible for TRICARE benefits under the Emergency Supplemental Appropriations Act and the National Defense Authorization Act (NDAA) for fiscal year 2004. One provision temporarily extends eligibility for TRICARE benefits for 180 days for Reservists who separate from active duty status between 6 Nov 03 and 31 Dec 04. Contact your TRICARE representative for more information. If you are eligible for this coverage, you may, if you wish, waive immediate reinstatement of your FEHB coverage on return to duty. A waiver form will be provided with the brochure "Information for Employees Returning from Military Active" that your Civilian Personnel Office will issue you on return to duty,

LONG TERM CARE (LTC) INSURANCE: If you are enrolled in LTC insurance and your premiums are deducted through payroll deduction, you should contact LTC Partners to select a different payment option such as direct billing or automatic bank withdrawal. If you are enrolled in LTC and you separate, your LTC insurance is portable -- as long as you continue to pay the premiums, your coverage will continue. If you cancel your LTC insurance while on LWOP-US, you can reapply on return to duty, but you'll have to use the full underwriting application which may result in a higher cost for coverage. If you cancel your coverage you can apply as a military member (if eligible) and have premiums taken from your military pay, but you'll have to use the full underwriting application. Once you are released from active duty and return to a pay and duty status, you would need to contact LTC Partners to switch your payroll identifier number. For more information, contact LTC Partners at 1-800-582-3337 or via Web at www.ltcfeds.com.

THRIFT SAVINGS PLAN (TSP): You may not contribute to your civilian TSP account while on LWOP-US or Separation-US, nor will FERS employees receive agency contributions. However, if you are reemployed or restored to a position covered by CSRS or FERS in accordance with USERRA (38 U.S.C. Chapter 43), you may makeup missed TSP contributions. Your servicing Civilian Personnel Office will provide you with the brochure "Information for Employees Returning from Military Active Duty" upon return restoration or reemployment. This brochure contains a form for requesting employee, and if FERS, agency makeup contributions, and it must be submitted to BEST **within 60 days of the date of your reemployment or restoration.**

If you contributed to your uniformed services TSP account while on military duty, the amount of employee contributions you may makeup must be reduced by the amount of your contributions to your uniformed services account.

If otherwise eligible, FERS employees will receive agency matching contributions as they makeup employee contributions. You'll also receive makeup Agency Automatic 1% Contributions for the entire period missed as a result of military service **whether or not** you makeup employee contributions.

In addition, if you contribute to your uniformed services account while on active duty, you are entitled to makeup agency matching contributions to your civilian account based on the contributions that were deducted from the **basic pay** you received while performing active duty. This is true **whether or not** you makeup civilian employee contributions, although if you receive uniformed services matching contributions, your makeup agency matching contributions must be reduced by the amount of your uniformed services matching contributions.

The TSP Fact Sheet, "TSP Benefits that Apply to Members of the Military Who Return to Federal Civilian Service," explains these benefits in greater detail, including a description on how the maximum agency matching contributions are computed. We recommend you review this Fact Sheet, which is available on the TSP Web site at www.tsp.gov/forms/oc95-5.pdf. If you'd like to see the brochure "Information for Employees Returning from Military Active Duty" now, it's available on the Web at www.afpc.randolph.af.mil/dpc/best/bestbrochures.htm (under Full Service Employees), or via the BEST phone system's fax back feature, document #0111.

Military Leave and Earnings Statements (LES) – Keep your military LES forms received while on active duty safe and readily available. On return to civilian duty, you'll need to submit copies of ALL of them with your request to makeup missed TSP contributions and/or to receive agency matching contributions on contributions you made to uniformed services TSP account while on active duty.

If you have a TSP loan and elect to separate from Federal employment while on active duty, you'll need to repay your loan in full or it will be closed out and a taxable distribution declared. You may be eligible to have the taxable distribution reversed if you are reemployed under USERRA provisions, as long as you **don't** voluntarily withdraw your TSP account on separation. (Does not include an automatic cashout received on separation.)

If you have a TSP loan and elect to enter LWOP-US status while on active duty, your loan payments may be suspended. In order for loan payments to be suspended, the National Finance Center (NFC) must be notified of your LWOP-US status. Please indicate on the checklist at Attachment 1 if you have a TSP loan and provide the loan number, and we will notify the NFC on your behalf. Loan payments will automatically resume on return to a pay status. You may, however, be required to reamortize the loan (which will include interest accrued during the period of your military service) and the time frame for repaying the loan (either the original term, or if applicable, the reamortized term) will be extended by your period of military service. Consequently, when you return from LWOP-US, it is extremely important that the NFC be notified of your military service ending date. Please call BEST immediately on your return to duty and we will notify NFC on your behalf. We will need a copy of your DD 214 or certified orders (AF Form 938 or the equivalent) showing your release from active duty.

RETIREMENT SERVICE CREDIT: Employees who enter LWOP-US status or separate to perform active military duty may receive credit for the period of military service under CSRS or FERS, subject to the rules for crediting military service. The same applies if a separated employee does not exercise restoration rights, but later re-enters Federal civilian service. The rules for crediting military service may require a service credit deposit, also called a military deposit, as follows:

Employees first hired under CSRS before 1 Oct 82. The period of military service is creditable toward potential civilian retirement and annuity computation without making a service credit deposit. *However*, if you choose not to make the deposit and you are eligible for Social Security at age 62, credit for the military service will be deleted and your annuity will be recomputed downward when you reach age 62 (whether or not you apply for Social Security). This is commonly called "Catch-62." You may ensure continued retirement credit for military service by making the military deposit.

Employees first hired under CSRS after 30 Sep 82. The period of military service is creditable toward potential civilian retirement **only** if you pay the military deposit for the service.

Employees covered under FERS. This period of military service is creditable toward potential civilian retirement **only** if you pay the military deposit for the service.

Employees first hired under CSRS before 1 Oct 82 but who later elect FERS. If this period of military service occurs after the date you become covered by FERS, you must make the military deposit to receive credit for the military service.

On return to civilian employment, contact your servicing Civilian Personnel Office for instructions/guidance on making the service credit deposit for military service.

Death and Disability Benefits: An employee placed on LWOP-US while performing active military duty continues to be covered by the retirement law (CSRS or FERS). Death benefits will be paid to survivors as if the employee is still in the civilian position. Disability benefits will be paid under the applicable retirement system if the employee becomes disabled for his/her civilian position during LWOP-US and has the minimum amount of civilian service necessary for title to disability benefits (5 years for CSRS, 18 months for FERS). Survivors of employees who separate from Federal service to perform active military duty and die before electing a refund of retirement withholdings are eligible for survivor benefits paid upon the death of a former employee – this may or may not include a survivor annuity.

ACTIONS TO BE PROCESSED WHILE YOU ARE IN MILITARY STATUS: Any pay adjustments, within-grade increases, and promotions to which you are entitled during your absence will be processed upon your restoration. If you receive a promotion while in military status, your reemployment rights will be to the position you are promoted to.

RESTORATION RIGHTS: In accordance with the provisions of USERRA, Department of Defense (DoD) employees who are absent from a position of employment by reason of service in the uniformed services shall be entitled to reemployment rights if (1) they give advance written or verbal notice of the active service to their employer, (2) the cumulative length of this and all previous absences from DoD employment for military service does not exceed 5 years, and (3) they report to or submit an application for reemployment. In some instances, the period of service is exempt from the 5-year cumulative limit; in these instances the active duty orders should cite the specific statutory reference covering the exemption. For example, if employees are called to active duty under 10 U.S.C. 12304, the orders should include a remark such as, "In accordance with Title 38, Chapter 43, section 4312(c)(4)(A), this period of active service is exempt from the 5-year cumulative limit under USERRA."

(1) If the period of active military service is less than 31 days, you must report back to work at the beginning of the first full workday on the first full calendar day following release from service and the expiration of 8 hours after a period allowing safe travel back to your residence; or as soon as possible after the expiration of the 8-hour period if prevented from reporting through no fault of your own.

(2) If the period of active duty is more than 30 days but less than 181 days, you must submit an application for reemployment (or a letter as explained in the above paragraph) within 14 days of release by the military.

(3) If your period of active duty is more than 180 days, you must submit an application for reemployment within 90 days of release from the military and your separation must be under honorable conditions. Check with your servicing Civilian Personnel Office – you may be able to submit a letter advising the date you were/will be separated from active service. You may also return to your civilian position while on military terminal leave.

Employees who serve less than 91 days must be restored to the position for which qualified that they would have attained had their employment not been interrupted. Employees who serve more than 90 days have

essentially the same rights, except that the agency has the option of placing an employee in a position for which qualified of like seniority, status, and pay. If you cannot be reemployed in that position, you will be assigned to an equivalent vacant position for which you qualify. If a suitable vacancy does not exist, you will only be entitled to displace an employee occupying a continuing position under a temporary appointment. If there is no such position available in the commuting area, your reemployment rights will be agency-wide and you may be offered a position anywhere within the Air Force.

POWER OF ATTORNEY: If you wish your spouse or other person to make health insurance, life insurance, or TSP elections on your behalf while on active military duty, BEST requires a power of attorney or statement signed and dated by you. The power of attorney or statement must clearly specify the person who may make changes on your behalf, and that they are allowed to make changes/investments to your health insurance, life insurance, or Thrift Savings Plan. Fax an applicable power of attorney to BEST at DSN 665-2936 or (210) 565-2936.

QUESTIONS OR CONCERNS: If you have questions concerning health insurance, life insurance, or TSP entitlements, please contact the Benefits and Entitlements Service Team (BEST) immediately at the following numbers. Benefits Counselors are available Monday through Friday, 7 a.m. to 6 p.m. Central Time. Within the U.S., call 1-800-616-3775. Overseas, call a toll-free AT&T direct access number for the country in which located, then 800-997-2378. AT&T direct access numbers can be obtained from http://www.att.com/international_business/dialing_guide/country-diallist.cgi.

Questions concerning retirement and service credit deposits, death-in-service survivor benefits, military leave, annual or sick leave, restoration rights, or personnel actions processed while you are in a non-pay status must be directed to your servicing Civilian Personnel Office.

Remember to complete the 2-page checklist at Attachment 1 and submit it with your RPA/SF 52 and orders to your Civilian Personnel Office, who will forward a copy of the checklist and your orders to BEST.

Attachment:
Checklist for Employees Entering Extended Military Active Duty

RECEIPT ACKNOWLEDGEMENT:

I acknowledge receipt of this brochure, "Information for Employees Entering Military Active Duty – Limited Service" (31 March 2004 version).

Employee Signature

Date

Checklist for Employees Entering Extended Military Active Duty

EMPLOYEES: Complete and return with RPA/SF-52 and active duty orders to your Civilian Personnel Office.

CIVILIAN PERSONNEL FLIGHTS: Please remember to mail or fax a copy of this form and the active duty orders to BEST at HQ AFPC/DPCMB, 550 C Street West Ste 57, Randolph AFB TX 78150-4759, Fax: DSN 665-2936 or (210) 565-2936. Any information from this checklist required for processing the RPA should be annotated on the note pad of the RPA.

Employee Full Name (please print) _____

SSN _____ Date of Birth _____

Date of Entry on Active Duty Specified in Orders _____

I want to be: (Please initial your election/acknowledgment)

_____ Placed on LWOP-US, beginning _____ (the first civilian duty day following annual leave, military leave, compensatory time, and/or credit hours).

_____ Separated, effective _____.

Annual Leave: (initial one)

_____ I want my annual leave to remain to my credit.

_____ I would like to be paid a lump sum for my annual leave balance.

Health Benefits: (initial to continue/terminate; if form not returned, coverage continues)

_____ My military service is for 30 days or less so my coverage will continue. I need make no further election regarding health benefits, *unless* my military service is later extended past 30 days.

_____ I want to terminate my FEHB coverage. The effective date will be the day before the date of entrance on active duty specified on my orders, NOT the effective date of LWOP-US. The coverage will be reinstated on return to civilian service (unless upon return to duty I waive immediate reinstatement to use any transitional TRICARE coverage I may be eligible for).

_____ I want to continue my FEHB coverage: (initial one)

_____ I am being called to active duty in support of a contingency operation. My agency will pay my share of the FEHB premium for up to 18 months of active duty in support of a contingency. The 18 month period starts the date of entry on active duty specified in my orders. Non-refundable FEHB premiums will be withheld from pay I may receive for military leave, annual leave, compensatory time or credit hours during the 18 month period.

_____ I am **not** called to active duty in support of a contingency operation. I want to pay for my FEHB by: (initial one)

_____ Making current continuing payments directly to DFAS during my absence (with after-tax monies) **OR**

_____ I want to incur a debt to be paid upon my return to duty (on a pre-tax basis if I participate in Premium Conversion). I understand if I continue my FEHB after the first 12 months, I will pay 102% of the cost and it must be paid currently for the final 6 months.

Premium Conversion: (you must initial)

_____ If I am participating in premium conversion, I have 60 days from the start of my unpaid leave of absence (LWOP-US) to terminate participation, which would allow me to terminate my FEHB coverage at any time later (by calling BEST). If I do not cancel my premium conversion within the 60-day limit, I cannot later terminate my FEHB except during the annual FEHB open season or 60 days after another qualifying life event.

Life Insurance: (initial both)

- I understand my FEGLI coverage (if enrolled) will continue for 12 months in nonpay status (LWOP-US) with no cost to me. It will then terminate with an automatic 31-day extension of coverage and right to convert to private policy. If I separate from employment, I understand my FEGLI coverage will continue at no cost for up to 12 months or until 90 days after my military service ends, whichever date comes first, and will then terminate with the 31-day extension of coverage and right to convert to a private policy.
- I understand if I have a qualifying life event (QLE), such as marriage, divorce, death of spouse, acquiring an eligible child, while on LWOP-US, I must contact BEST from 31 days before but not later than 60 days after the event if I wish to enroll in or increase Option B or C.

Retirement: (initial one)

- FERS employees. I understand that a military deposit is required to receive credit for this period of military service toward my civilian retirement, and that the deposit must be made before I retire.
- CSRS employees first hired after 9/30/82. I understand that a military deposit is required to receive credit for this period of military service toward my civilian retirement, and that the deposit must be made before I retire.
- CSRS employees first hired before 10/1/82. I understand if I am eligible for Social Security at age 62, a military deposit is required to ensure continued credit in the computation of my retirement annuity after age 62. I understand this deposit must be made before I retire.

Thrift Savings Plan: (initial both)

- If I am restored to my civilian position, I may make retroactive contributions and elections, which will be reduced if I contribute to TSP as a uniformed service member while on active duty. I understand I need to notify the Benefits and Entitlements Service Team (BEST) within 60 days of return to duty if I want to make retroactive TSP contributions and elections, and will need to provide copies of all my military Leave and Earnings Statements.
- I understand if I have a TSP loan and enter LWOP-US, it will be suspended for the entire period of my active military service, and loan payments will resume on return to duty. Also, I must immediately notify BEST on return to duty and provide DD 214 or certified orders (AF Form 938 or the equivalent) showing release from military service. BEST will notify NFC of my return to duty. If I fail to notify BEST, the loan may have to be reamortized or a taxable distribution may be declared.

Check one:

- I have a TSP loan(s). Loan number(s): _____
- I do not have a TSP loan.

Power of Attorney: I understand I must provide a power of attorney or statement to BEST (to the fax number/address at the top of this checklist) if I wish my spouse or other person to make health, life, or TSP changes/elections on my behalf while on active military duty.

My elections for this period of military active duty are marked above and I understand my elections. I understand that I must notify my supervisor and/or Civilian Personnel Office when my tour is completed.

Signature _____ **Date** _____

Home Address _____