



West Virginia National Guard Human Resources Office Bulletin



Bulletin Number: 10-03

Date: 24 September 2010

Applicability: National Guard (NG) Technicians

Absent- Uniformed Service

Subject: Personnel processing for technicians on military orders

References: The Guide to Processing Personnel Actions (GPPA) Update 52

5 U.S.C. Sections 5538; 5550b 6304; 6307; 6323

38 U.S.C. Chapter 43

5 C.F.R. 353.208

NGB Memo TN 10-16 dated 7 July 2010

NGB Memo TN 10-25 dated 16 September 2010

NGB Memo TN 10-27 dated 21 September 2010

Effective Date: 21 September 2010

Use: On March 28, 2010, the Office of Personnel Management updated the Guide to Processing Personnel Actions which introduced the Nature of Action (NOA) Absent- Uniformed Services. This change allows the Human Resource Office to now document service that may be qualifying under Reservist Differential. Update 52 of the GPPA makes the term "LWOP-US" obsolete and provides that the new term "Absent- Uniformed Service" applies when:

1. A technician is on a military order (whether in a paid or non-paid status) and
2. Has a reemployment right under USERRA.

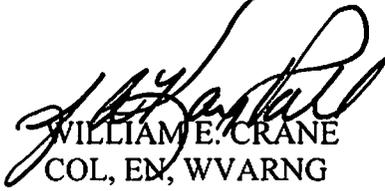
A technician may use the following approved paid leave while on Absent- Uniformed Service: Annual leave, Military Leave, Compensatory Time for Travel, or Sick Leave if appropriate. **A technician MAY use Compensatory Time Earned while on military orders. In order to use Compensatory Time Earned the effective date of the Absent- Uniformed Service will be delayed until the technician has used all the desired Compensatory Time Earned. It must be used exclusively and consecutively. Once the desired amount of Compensatory Time Earned is used the Human Resource Office will process the Absent- Uniformed Services SF 50 and the technician remains on Absent-Uniformed Service for the duration of the order.**

For technicians on military orders less than 30 days, they will be automatically placed in Absent-Uniformed services by the Human Resource Office. **DO NOT SUBMIT AN SF 52 FOR ORDERS LESS THAN 30 DAYS.** The report will be generated after the military service was performed but it will be retroactively effective on the first day in which they entered into military service. The return to duty personnel action will be automatically processed effective the day after the military service is complete.

Technicians still have the opportunity to go into a non-pay status for military service (time card code KG). If a technician enters into non-pay for more than one full pay period while on a military order, a military deposit must be made in order for that period of non-pay to be creditable for retirement purposes. This will be computed once a technician has returned to duty. Employees must coordinate leave and timecards with supervisors and/ or time keepers prior to deployment as a timecard will have to be turned in for each pay period while in Absent – Uniform Service.

For technicians who will be on military orders 30 days or more, there is not a change in the reporting requirement. A Standard Form 52 must be submitted from the supervisor prior to the start of the military order and technicians must schedule an Absent-Uniformed Services out-processing brief through the HRO. This briefing must be performed prior to entrance into military status.

Your points of contact are the Employee Relations Specialist at (304) 561-6431 and the Technician Manager at (304) 561-6357.


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