

## If you are Called to Active Duty

This checklist is provided as a concise summary of the many actions, forms, contacts, and decisions that you may need to be aware of as you transition through this "life event." This list has been developed through many years of assisting employees in similar circumstances. Most of the actions are optional, but they are worth considering. If you have any questions about special circumstances, suggestions for improvement, or lessons learned, please let us know.

### If You Are Called to Active Duty

Your Action...	By when?	With what?	With whom?	Other Information
Review <b>Uniformed Services Employment and Re-employment Rights Act USERRA</b>	Prior to departure	<b>Department of Labor website</b>	Not applicable	<b>Employer Support of Guard &amp; Reserve website</b>
Provide a copy of your orders to your Human Resources Office	Prior to departure	Not applicable	Benefits Counselor	Not applicable
Provide forms to your Human Resources Office	Prior to departure	<b>Called to Active Duty Form</b> <b>Request for Personnel Action Form (PDF)</b>	Benefits Counselor	Health Benefits Section in the <b>USERRA</b> (PDF)
Plan/Schedule Annual and Military Leave Use	Prior to departure	Check leave balances on your Time & Attendance Record	With your supervisor and time & attendance clerk	<b>WebTA</b>
Update Beneficiaries	Prior to departure	Use form: <ul style="list-style-type: none"> <li>• <b>SF1152 Unpaid Compensation,</b></li> <li>• <b>TSP-3 Thrift Savings Plan,</b></li> <li>• <b>SF2808 Civil Service Retirement System (CSRS),</b></li> <li>• <b>SF3102 Federal Employees Ret. System (FERS),</b></li> <li>• <b>SF2823 Federal Employee Group Life Insurance Beneficiary Form</b></li> <li>• <b>Designation of a Recipient of the Death Gratuity Payment under Section 1105 of Public Law 110-181</b></li> </ul>	Benefits Counselor	Check age limits for beneficiaries
Review the status of your Federal Employees Health Benefits coverage	Prior to departure	Check coverage on your Benefits Statement & <b>Health Benefits premiums while on Active Duty</b>	Benefits Counselor	Not applicable
Review the status of your Federal Employees Group Life Insurance coverage	Prior to departure	Check value of coverage on your Benefits Statement	Benefits Counselor	Not applicable
Review how your Thrift Savings Plan contribution and/or loan will be affected	Prior to departure	<b>TSP Fact Sheet</b>	Benefits Counselor	<b>TSP website</b>
Clear center activities (if required)	Prior to departure	Not applicable	not applicable	Not applicable
Provide forwarding address	Prior to departure	Not applicable	Your payroll rep. and supervisor	Not applicable