

## If you are Joining the Military

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 our 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 Separating to Join the Military

Your Action...	By when?	With what?	With whom?	Other Information
Review <b>Uniformed Services Employment and Re-employment Rights Act USERRA</b>	Not applicable	Not applicable	Not applicable	Not applicable
Provide a copy of your orders	Prior to departure	Not applicable	Benefits Counselor	Not applicable
Plan/Schedule Annual and Military Leave Use	Prior to departure	Not applicable	With your supervisor and time & attendance clerk	Not applicable
Update Beneficiaries	Prior to departure	Not applicable	Benefits Counselor	Check age limits for beneficiaries
Review/Ask about Federal Employees Health Benefits Coverage	Prior to departure	Not applicable	Benefits Counselor	Not applicable
Clear center activities	Prior to departure	Not applicable	Not applicable	Not applicable
Provide forwarding address	Prior to departure	Not applicable	Your supervisor	Not applicable
Provide verification of completion of your military service	Not applicable	DD214 or equivalent	Not applicable	Not applicable
Exercise Re-employment rights (if desired)	1 - 90 days depending upon length of military service	Complete an application for employment (if required)	Human Resources Office	Not applicable
Make retirement system deposit for military service	Upon return	Not applicable	Benefits Counselor	Not applicable