**Key Terms**

1. Absent Uniformed Service, a personnel status change generated by an SF 52 that places the technician in a paid or non-paid status in the payroll database and the personnel database. This date does NOT have to be at the beginning or end of a pay period. NOTE: Technicians may not use military leave (or ANY type of paid leave) while in PDMRA status. They must postpone the use of paid leave until the PDMRA period is over and their military terminal leave begins. Technicians may use military leave or annual leave while on terminal leave at the end of their orders.

2. RTD (Return to Duty): a personnel status change generated by an SF 52 that returns the technician to a regular working status in both the payroll and personnel databases. Once this action is effective the employee may use “presidential leave”. Technicians may RTD while on orders ONLY IF IN TERMINAL LEAVE status. Otherwise, they normally don’t RTD until the orders have ended.

3. PDMRA – Post Deployment/Mobilization Respite Absence: a specific period of time off while still on orders calculated based on the length of your deployment. Members serve their PDMRA days upon return from deployment while still on orders, and BEFORE beginning any terminal leave. Technicians may not receive any federal technician pay while in PDMRA status.

**Returning to Work Checklist for Technicians**

1. Discuss PDMRA with your unit PDMRA specialist.

2. If you have terminal leave, you may stay home and use up your new 120 Hours of Military Leave (or other types of paid leave) until your orders end, or you may decide to return to duty (RTD) at any time while still on terminal leave.

3. Your supervisor will send an SF 52 to HRO for your RTD effective date. This is the date you will be re-activated in the technician payroll database AND the date your 40 hours of “Presidential Leave” will begin – not the day you will be back at work. You won’t return to your job site until you have used up your 40 hours of presidential leave. The RTD date does NOT have to be at the beginning or end of a pay period. You may decide to return to duty at the end of your terminal leave or at any time during your terminal leave. You also have other options to delay your return to work under USERRA – up to 90 days.

4. If you had health insurance, contact HRO (see numbers below), if you had Dental or Vision Insurance, you need to contact the plan directly at 800-fedvip [www.BENEFEDS.com](http://www.BENEFEDS.com) or 1-877-888-FEDS (1-877-888-3337); if you had a Flexible Spending Plan, you need to contact them directly at [www.fsafeds.com](http://www.fsafeds.com) 1-877-372-3337

5. Once you have established your official return to duty date, call the HRO to set up a counseling session (either in person or on the phone) so we can explain your options for making a military deposit and for processing a TSP make-up request. Your HRO points of contact are TSgt Freda Harmon at 561-6437 or SGT Brooke Goldsberry at 561-6429. You will need your DD 214 for the military deposit process and your military and civilian LESs for the TSP make-up process.

**Technician Status and Technician Pay Codes**

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| --- | --- | --- | --- |
| **Military Status** | **Tech Status**  | **Time Card Codes Permitted** | Codes Prohibited |
| On orders and/ or deployed | Absent Uniformed Service | 120 hrs Mil leave LMAnnual Leave LASick Leave LS (if applicable)Leave without Pay (KA)Military Furlough (Active Duty) (KG) | Presidential Leave LVExcused Absence LVComp Time CTRegular Hours RG/RFTime Off Award LY |
| Still on orders and back at home station – using PDMRA days. | Absent UnformedServices | No paid leave may be used while on PDMRA days | All pay codes prohibited while using PDMRA days |
| Still on orders and back at home station but using Military Terminal Leave for the last weeks/days of your orders. | Absent Uniformed Services | 120 Military Leave LMAnnual Leave LASick Leave LS | Presidential Leave LVExcused Absence LVComp Time CTRegular Hours RG/RFTime Off Award LY |
| Still on orders and back at home station but choosing to go back to technician job while on terminal leave (this is the ONLY time we can return to duty while on orders – when using terminal leave). | RTD  | (The 40 hours of presidential leave begins immediately upon the first business day after the RTD effective date. Employee stays home for 40 hours while receiving technician pay and military pay.)Presidential leave LVRegular hours RG/RF | N/A |
| Orders end, return to technician status to begin Presidential Leave Period | RTD | (The 40 hours of presidential leave begins immediately upon the first business day after the RTD effective date. Employee stays home for 40 hours while receiving technician pay and military pay.)Presidential leave LV | N/A |
| Return to regular technician work schedule | N/A | Regular Hours RG or RF |  |