

Question: Military Service Information

Answer:

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On October 13, 1994, the Uniformed Services Employment and Reemployment Rights Act was passed. This expanded the rights of employees entering uniformed services, providing options related to their employment and benefits, including restoration to IRS employment. Listed below are the checklists for managers and employees to complete as directed, an information job aid and the link to the OPM website for important up-to-date information regarding military leave:

[Military Benefits Election Check List](#) : Provides important information for employees regarding their benefits and entitlements. Employees should complete the checklist prior to entering active service and provide a copy to their immediate manager and to the Austin Payroll Center.

[Manager's Check List](#) : Provides managers guidance and procedures when their employee is called to active duty; entitlements while on active duty; and entitlements based on restoration to duty. This check list should be retained in the employee's EPF as reference.

[Information Job Aid for Mgrs/Employees](#) : Provides information on employee benefits, leave, separation and restoration entitlements.

[Reservists Differential Pay Information](#) : Provides information to employees who are members of the Reserve or National Guard who are called or ordered to active duty after March 11, 2009 and may be eligible for supplemental reservist differential pay. If you are interested in submitting a claim, you must complete the Reservist Differential Claim Form and submit along with copies of your military leave and earnings statements; IRS Statements of Earnings and Leave, and a copy of your military orders for each period of active duty included on the claim form for which reservist differential pay is requested.

For military service information, view this [OPM website for active duty members](#).

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