



IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
4794 Farman Street, Bldg 442
Boise, Idaho 83705-8112



JFHQ-ID/J1HR

31 March 2011

MEMORANDUM FOR All Full-Time Federal Employees of the Idaho National Guard

SUBJECT: Federal Technician Absence for Military Duty Policy Change

1. Effective 28 March 2010, Office of Personnel Management (OPM) changed the nature of action previously known as LWOP-US to Absent-Uniformed Service. In this status the technician was considered absent (whether in a pay or non-pay status) to perform duty with the uniformed services. HR Policy Letter 10-04 instructed commanders and supervisors to submit an SF 52, Personnel Action, when a technician was performing military duty, regardless of the technician's pay status. After careful consideration that policy is hereby rescinded and the following new guidance is provided concerning the nature of action ABSENT-US:

- a. If a Federal technician is in a "paid" leave status for the entire duration of the military order no SF 52, Personnel Action, will be required.
- b. If a federal technician plans to use paid leave to cover some of the absence (annual, military, compensatory earned, compensatory travel, time-off awards) a SF 52, Personnel Action, Absent-US, will not be required until the first full "unpaid" (KG) scheduled duty day during the military order. In this case, supervisors will also submit a SF 52, Personnel Action, Return to Duty, normally effective the day after the military order ends. (The only exception would be when the technician desires to return to technician duty while still on orders in a military terminal leave status.) Please insure that a copy of the military order is attached to the SF 52, Personnel Action.

2. Technicians who are in an ABSENT-US status for 30 days or more, and who are on an alternate technician work schedule will convert to a normal eight (8) hour technician schedule. The normal basic work week is established as a minimum 40 hrs, 8 hours per day, Monday through Friday.

3. Should there be any questions regarding this matter, please contact the Employee Relations Specialist at 272-4210.

A handwritten signature in black ink, appearing to read "Kevin K. Dawkins", written over a circular stamp or seal.

KEVIN K. DAWKINS, Col, IDANG
Human Resource Officer