

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

AGOH-HRO-B

15 April 2009

MEMORANDUM FOR A / B DISTRIBUTION

SUBJECT: Procedures for Requesting 120 hours of Paid Military Leave While on LWOP-US

1. Technicians accrue 120 hours of Military Leave annually. In the past, the Human Resources Office (HRO) has sent annual letters to technicians in LWOP-US for extended active duty (EAD), including AGR tours, to solicit a response for payout of accrued military leave. Going forward, the following payroll-processing procedures are established in place of the annual letters to provide a clear audit trail and standardize the method to pay military leave to technicians in LWOP-US for EAD:
 - a. The technician must request the use of all or some of his or her accrued military leave. He or she does so by submitting a Request for Leave or Approved Absence (OPM Form 71).
 - b. The technician must attach a copy of their military duty order to the OPM 71.
 - c. The OPM 71 and military orders are submitted through the technician supervisory chain to the local timekeeper for pay. The comptroller Customer Service Representative (CSR) should maintain a permanent copy of this order in the technician's "Payroll Substantiating Document File".
2. While HRO must process a personnel action to place a technician on LWOP-US for EAD (30 days or more), no personnel action is necessary to complete the military leave payout transaction described above. Leave is the responsibility of the technician, and must be requested prior to use.
3. HRO is the POC for advising technicians and supervisors on the appropriate use of leave and compliance with USERRA requirements; timekeepers and CSR's are the POC's for proper completion of pay forms and payment.



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