



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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Portland, Oregon 97208



**In Reply Refer to:**

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February 14, 2007

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Instruction Memorandum No. OR-2007-027

Expires: 9/30/2008

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director, Oregon/Washington

Subject: Oregon/Washington (OR/WA) Employees on Active Military Duty

**Program Area:** Human Resources (HR)

**Purpose:** The purpose of this memorandum is to remind Supervisors and HR staff of their responsibilities to OR/WA employees who are called to active duty.

**Policy/Action:** The following steps are to be taken to assure that our employees called to active military service receive appropriate employment and benefits counseling:

1. A discussion using the attached list should take place between the employee and a member of the Oregon State Office (OSO), HR staff or the HR representative in a district before the employee leaves for military service. The checklist should, whenever possible, be signed by the employee and the OSO HR Staff or HR representative. One copy of the signed list should be given to the employee and one to the supervisor. The original should be forwarded to the servicing HR office for filing in the Official Personnel File (OPF).
2. Among employee rights while absent for military purposes is the right to receive consideration for promotion opportunities. Supervisors are required to ask such employees who will be absent for extended military service for a written list of positions of interest prior to departure. Supervisors must nominate the employees for vacancies in the positions of interest which occur during the employee's absence. Consideration will be given even though the employee is not available for interview. If the absent employee is selected, the promotion or reassignment will be effected in his or her records. Pending return of the absent employee, the vacancy can then be filled on a temporary basis.

**Timeframe:** Duration of “Operation Enduring Freedom.”

**Budget Impact:** N/A

**Background:** Supervisors are to advise employees called to active military duty to provide a copy of their activation orders to the OSO HR Branch, the district HR representative or the district Administrative Officer as quickly as possible in order to assure the employees are advised of their rights, benefits, and obligations before departing.

**Manual/Handbook Sections Affected:** 5 USC 6323; Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA); Federal Employee Group Life Insurance Handbook; Federal Employees Health Benefits Program; and the Thrift Savings Plan for federal employees.

**Coordination:** N/A

**Contact:** Any questions concerning the above requirements should be addressed to Sheila Casey, Human Resources Specialist, at (503) 808-6060; benefit questions should be addressed to Marcia Butenschoen, Human Resources Specialist, at (503) 808-6239. Timekeeping questions should be addressed to Kelly VanDreische, Human Resources Specialist, at (503) 808-6255.

**Districts with Unions** are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
Kathy J. Eaton

Authenticated by  
Cindy Fredrickson

1 Attachment

1 - [HR Checklist for Employees called to Active Military Duty](#) (3 pp)

Distribution

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