

Reservist Differential Process and Guidance- 10/11/11

1. Centers are to submit the action using NOAC 473-“Absent-Unformed Service” and LACs “Q3K and QRD” to the NSSC for employees performing service that is qualifying for the reservist differential. To verify the qualifying period:
<http://www.opm.gov/reservist/summary/>

*A reservist differential under section 5538 is payable to an employee during a “qualifying period” during which the employee meets **both** of the following conditions:*

- *A covered employee is absent from a Federal civilian position in order to perform active duty in the uniformed services pursuant to a call or order to active duty under section 331, 332, 333, 688, 12301(a), 12302, 12304, 12305, or 12406, of title 10, United States Code, and is serving on such qualifying active duty; and*
- *The employee is entitled to reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA - 38 U.S.C. chapter 43) for such active duty.*

For additional information on Reservist Differential: <http://www.opm.gov/reservist/>

2. FPPS Notes of the Action should reference that “Service is qualifying for reservist differential provision”.
3. Centers are to email the employee’s Military Orders as supporting documentation. If the employee provides a Leave and Earning Statement (LES), mail the documentation with the Military Orders to nssc@nasa.gov, Attn: Personnel Action Processing Team (Reservist Differential).

If the employee’s LES isn’t available until after the action has been released for processing, the Center HR should inform the employee to email or fax the LES to the NSSC at nssc@nasa.gov or 1-866-779-6772, Attention: NSSC Payroll.

4. NSSC Payroll will fax the supporting documentation to DOI.