

**REQUEST TO BE PLACED IN A LWOP STATUS**  
**(ACCOMPANYING REASSIGNED SPOUSE)**

TO: \_\_\_\_\_  
(Supervisor's Name)

I am resigning from my position to accompany my spouse who has received military orders for a change in duty station. I would like to be placed in a LWOP status for 90 days to avoid a break in service while I seek federal employment.

I understand that at the end of this 90-day period, I may request to have the LWOP status extended for another 90 days. My request must be in writing to my supervisor and should be received by my supervisor at least three weeks prior to the end of the LWOP status.

I also understand that the LWOP cannot be granted for more than 90 days at a time. If at any time it appears that I will not be employed in another federal position, I will notify my supervisor so that my out processing can be completed. I also agree to notify my supervisor if I am placed in a federal position so that the records transfer can be accomplished.

I also understand that I will no longer have retention rights to my position. I understand that my resignation will be processed the day after my LWOP ends.

**A copy of my spouse's reassignment orders is attached.**

My last day to work will be \_\_\_\_\_

Forwarding Address:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

(Please forward form to HRO Office)