



**DEPARTMENT OF THE AIR FORCE  
99 TH FORCE SUPPORT SQUADRON (ACC)  
NELLIS AIR FORCE BASE NEVADA**

MEMORANDUM FOR 99 FSS/CC

FROM: 99 FSS/FSCN

SUBJECT: Leave Without Pay (LWOP) for Regular Employees Moving with Head of Household

1. (Name) has been an employee with the Nonappropriated Fund (NAF) Human Resources Office since 10 Feb 19. (Name) is requesting 150 days LWOP for Regular Employees Moving With Head of Household from (Start Date) thru (End Date) to avoid a break in service and to aid in her obtaining a federal position in San Antonio, Texas. (Name) has completed the OPM 71, Request for Leave or Approved Absence, see Attachment 1. A copy of the PCS Orders is contained in Attachment 2.
2. The NAF Personnel Program Management and Administration Procedures Guide, paragraph 14.4.3.6.2., requires the employee to submit a request for resignation which will be effective on the last day of the LWOP period, unless the employee is appointed to another position prior to the expiration of the LWOP period. See Attachment 3.
3. If you have any further questions, you can reach me at 652-8187, or via e-mail at [jamie.ricciardi@us.af.mil](mailto:jamie.ricciardi@us.af.mil)

JAMIE D. RICCIARDI, GS-12  
Human Resources Officer

3 Attachments:

1. OPM Form 71
2. PCS Orders
3. Resignation Letter

“We Empower the Nellis Complex’s  
Most Valuable Weapons System – Our Airmen”