



MANAGERS, HUMAN RESOURCES (AREA)  
MANAGERS, HUMAN RESOURCES (DISTRICT)  
MANAGER, CORPORATE PERSONNEL MANAGEMENT

SUBJECT: Voluntary Resignation to Enter Military Service

The Uniformed Services Employment and Reemployment Rights Act (USERRA) requires that employers place employees leaving for active military service in a Leave Without Pay (LWOP) status and give them non-seniority based benefits available to other similarly situated employees in a LWOP status. The only allowable reason for not placing an employee on LWOP is if the employee voluntarily resigns in writing, waives the non-seniority based benefits and states that they have no intention to return to Postal Service employment after completion of military service. The attached *Voluntary Resignation to Enter Military Waiver* is documentation of the employee's resignation, acknowledgement of the waiving of the non-seniority benefits and declaration of the intent not to return.

Effective immediately, the *Voluntary Resignation To Enter Military Waiver* must be completed by an employee who wishes to resign to enter military service. The employee must initial each statement (1 through 8) on the document acknowledging rights and waiving benefits, and must sign the declaration that they do not intend to return after completion of military duty. Local Services instructs the employee that if the document is not completed, the resignation cannot be processed and the employee will be placed on LWOP-Military. If an employee completes the document, Local Services makes the following:

- a copy for the Official Personnel Folder (OPF) (or to be scanned in the eOPF),
- a copy to be submitted with the *Separation Request Worksheet* to the Human Resources Shared Services Center (HRSSC), and
- a copy for the employee.

The HRSSC will then process the resignation. If after reading the waiver an employee decides not to resign, then no resignation is requested and instead an action for LWOP - Military is initiated. If HRSSC receives a *Separation Request Worksheet* without a copy of the waiver, the HRSSC will not process the action but instead will request that Local Services provide information to process a LWOP - Military action.

The HRSSC received some requests for resignation without the necessary waivers and will be returning these to the appropriate districts. As many of these employees have already entered military service, Local Services must give the employees the opportunity to complete the waiver so that the resignation can be processed. During the time the employees are being contacted, they should be placed in a LWOP-Military status, if they are not already in that status. Once an employee elects to complete the waiver, Local Services should then process the resignation using the above procedures.

A handwritten signature in cursive script that reads "Mangala P. Gandhi".

Mangala P. Gandhi  
Manager  
Selection, Evaluation, and Recognition

Attachment