



EN Ticket Unassignment Request

Employment Networks (EN) may unassign a Ticket any time they are unable to or no longer willing to provide services to the Ticketholder. ENs may also unassign a Ticket when they have lost contact with the Ticketholder and have exhausted all contact methods to reach the Ticketholder.

ENs can unassign Tickets via the Portal. If Ticket unassignment is not possible using the Portal, please provide the following information to request the Ticket Program Manager (TPM) unassign the Ticket:

Employment Network (EN) Name:

PID:

EN Representative Name:

Ticketholder Name:

Ticketholder Phone Number:

Ticketholder Social Security Number:

Ticket Unassignment Date:

Please identify the reason(s) you are unassigning the Ticket from your EN:

Ticket unassignment requests should be submitted via Government Services Online (GSO). If you are unable to submit via GSO, fax the request to 703-893-4020, ATTN: Ticket Unassignment.