

MEDDAC Memorandum 690-1

Personnel – General

The Voluntary Leave Transfer Program (VLTP)

**Headquarters
U.S. Army Medical Department Activity
Fort George G. Meade
2480 Llewellyn Avenue
Fort George G. Meade, MD 20755-5800
27 December 2002**

Unclassified

SUMMARY of CHANGE

MEDDAC MEMO 690-1

The Voluntary Leave Transfer Program (VLTP)

Specifically, this revision—

- o Has been published in a new format that includes a cover and this “Summary of Change” page.
- o Reformats the title page. The Contents section now includes the page numbers that the various chapters and paragraphs begin on.
- o Changes the title Chief Nurse (CN) to Deputy Commander for Nursing (DCN) throughout the publication.
- o Requires the use of new U.S. Office of Personnel Management forms in place of the following forms, which were previously used in conjunction with the VLTP: Optional Form (OF) 630 (Application for the Voluntary Leave Transfer Program), OF 630-A (Request to Donate Annual Leave (Within Agency) Under the Leave Transfer Program), OF 630-B (Request to Donate Annual Leave (Outside Agency) Under the Leave Transfer Program) and Standard Form 1150-A (Transfer of Leave Records for Leave Recipient covered by the Voluntary Leave Transfer Program (Addendum to SF 1150)) in conjunction with the VLTP because they have been replaced by Office of Personnel Management forms, which are all available on the MEDDAC’s web site (para 2-3 and para 3-4).
- o Removes the requirement for supervisors to complete portions of the leave donor request form, which was formerly required. The new leave donor request forms (OPM Forms 630-A and 630-B) are completed entirely by the persons offering to donate their leave and submitted directly by them to the Civilian Personnel Liaison (paras 2-5 and 2-6).

Department of the Army
Headquarters
United States Army Medical Department Activity
2480 Llewellyn Avenue
Fort George G. Meade, Maryland 20755-5800
27 December 2002

* MEDDAC
Memorandum 690-1

Civilian Personnel

The Voluntary Leave Transfer Program (VLTP)

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History. This is the second revision of this publication, which was first published on 6 May 1999.

Summary. This memorandum covers procedures for administering the VLTP for appropriated fund civilian employees employed by Kimbrough Ambulatory Care Center (KACC).

Applicability. This memorandum applies only to Headquarters, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC) (that is, KACC).

Proponent. The proponent of this memorandum is the Chief, Resource Management Branch, Business Division.

Suggested Improvements.

Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-BD, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by e-mail to john.schneider@na.amedd.army.mil or by fax to (301) 677-8088.

Distribution. Distribution of this publication is by electronic medium only.

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* This publication supersedes MEDDAC Memo 690-1, dated 1 October 2001.

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Glossary

Chapter 1 Introduction

1-1. Purpose

This memorandum prescribes policies, procedures and responsibilities to implement the VLTP within KACC. The VLTP is a Federal program of the U.S. Office of Personnel Management (OPM).

1-2. References

Related references and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this memorandum are explained in the glossary.

1-4. Responsibilities

a. *The MEDDAC Commander.* The MEDDAC Commander is the approving authority for all applications to enroll in the VLTP. This authority cannot be delegated.

b. *The Deputy Commander for Clinical Services (DCCS), Deputy Commander for Administration (DCA), and Deputy Commander for Nursing (DCN).* The DCCS, DCA and DCN, respective of their chains of command, will review applications for enrollment in the VLTP and recommend approval or disapproval to the MEDDAC Commander.

c. *Department and division chiefs.* Department and division chiefs will accept applications for enrollment in the VLTP from supervisors and forward them to the DCCS, DCA or DCN, as appropriate, along with their own recommendations for approval or disapproval. (The term “*department*” is explained in the glossary.)

d. *Supervisors.* Supervisors will—

(1) Review applications for enrollment in the VLTP to determine if the applicants have been affected by bona fide medical or personal emergencies and whether those emergencies are expected to be at least ten work days in duration.

(2) Verify applicants’ leave accounts to determine if their requests for donated leave are warranted.

e. *The Civilian Personnel Liaison (CPLn).* The CPLn will perform the actions required by paragraph 2-13, below.

Chapter 2 The VLTP Application Process

Section I General

2-1. Overview of the VLTP

The VLTP is a program that, under certain conditions, allows Federal employees to transfer annual leave from their leave accounts to the leave accounts of other employees of the same, higher or lower pay grade or pay level for medical emergencies. However, annual leave may not be transferred to an employee’s immediate supervisor. (The term “*medical emergency*” is explained in the glossary.)

2-2. Mandatory time frame for completing the application process

The application process, as described below in paragraphs 2-4 through 2-13, must be completed within 15 working days. This is inclusive of the date that the application is submitted to the immediate supervisor and the date that the CPLn notifies the applicant of the MEDDAC Commander's decision.

Section II The VLTP Forms

2-3. General

- a. The following forms have been developed by OPM for leave transfer purposes.
 - (1) OPM Form 630 (Application to Become a Recipient Under the Voluntary Leave Transfer Program).
 - (2) OPM Form 630-A (Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program [Within Agency]).
 - (3) OPM Form 630-B (Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program [Outside Agency]).
 - (4) OPM Form 630-C (Transfer of Leave Records for Leave Recipient Covered by the Voluntary Leave Transfer Program).

- b. Completion of each form is self-explanatory; however, specific guidance regarding the responsibilities for completing the various items of OPM Forms 630, 630-A and 630-B is stated below in this section of the publication. All forms associated with the VLTP are in fillable Portable Document File (PDF) format and are accessible through the MEDDAC's web site, at the following address: (www.narmc.amedd.army.mil/kacc/Employees/Eforms/CIVForms.htm).

2-4. OPM Form 630

OPM Form 630 will be used by all qualified civilian employees who desire to be enrolled in the VLTP as a leave recipient. (The term "*leave recipient*" is explained in the glossary.) It will be completed as follows:

- a. *Items 1 through 14.* Completed by the applicant or an individual acting on the applicant's behalf.
- b. *Items 15a through 15c.* Leave left blank if items 1 through 14 are completed by the applicant. However, if items 1 through 14 are completed by an individual acting on the applicant's behalf, that individual will complete items 15a through 15c.
- c. *Items 16a and 16b.* Completed by the person who completed items 1 through 14.
- d. *Item 17.* Completed by the applicant's first level (immediate) supervisor. If the first level supervisor is not available, the next available supervisor in the applicant's supervisory chain will complete item 17.
- e. *Item 18.* Completed only by the MEDDAC Commander or Acting MEDDAC Commander.

2-5. OPM Form 630-A

OPM Form 630-A will be completed by any KACC civilian employee who desires to donate leave to the leave account of an approved leave recipient, provided that recipient is not the donor's immediate supervisor. The completed form will be submitted directly to the CPLn.

2-6. OPM Form 630-B

OPM Form 630-B will be completed by any KACC civilian employee who wishes to donate leave to an approved leave recipient who is an employee of any other Federal agency (that is, other than DA). The form will be completed by the leave donor and submitted directly to the CPLn.

Section III

The Application Process

2-7. General

All references to *items* within this section refer to OPM Form 630.

2-8. The applicant

a. *Initiation of OPM Form 630.* The applicant (or individual acting on the applicant's behalf) will complete items 1 through 16b in accordance with (IAW) the instructions in paragraph 2-4a through c above. Although the Privacy Action statement on the form does not make it mandatory to provide his or her social security number, the applicant is strongly urged to provide this since failure to do so may delay or prevent action on the application.

b. *Supporting medical documentation.* If supporting medical documentation is available and the applicant desires it to be included in the application, it must be attached to the OPM Form 630 before the form is submitted to the supervisor.

2-9. The supervisor

Upon receiving an application from a subordinate for enrollment in the VLTP on OPM Form 630, the supervisor will review the application against criteria to determine if the potential leave recipient has been affected by a bona fide medical emergency and that the emergency is expected to last ten days or longer. In determining whether the medical emergency is likely to result in a substantial loss of income, the supervisor shall only consider the factor that the employee's absence from duty without available paid leave is (or is expected to be) at least ten work days. The supervisor will then complete item 15 and have the form immediately hand-carried to the department/division chief's office.

2-10. The department or division chief

a. The department or division chief will expeditiously review the VLTP enrollment application (OPM Form 630), the supervisor's recommendation in item 17, and any enclosures, then have the application hand-carried, without delay and under cover of an Optional Form (OF) 41 (Routing and Transmittal Slip) to the DCA, DCCS or DCN, as appropriate. The chief's recommendation for approval or disapproval must be clearly stated on the OF 41. If recommending disapproval based on information other than that provided by the supervisor, supporting documentation or a statement must be attached as an enclosure to the application before it is forwarded to the deputy commander.

b. If the department or division chief is away on an extended absence which would cause the action to be unduly delayed if held until his or her return, the individual designated by the chief to act on his or her behalf will do so IAW paragraph a.

2-11. The DCA, DCCS or DCN

The DCA, DCCS or DCN will expeditiously review the application for enrollment in the VLTP, the supervisor's recommendation in item 17 of OPM Form 630, and the department or division chief's recommendation on the accompanying OF 41; then, under cover of a second OF 41, will forward the action to the MEDDAC Commander. If recommending disapproval based on information other than that provided by the supervisor and/or the department/division chief, supporting documentation or a statement must be attached as an enclosure to the application before it is forwarded to the commander.

2-12. The MEDDAC Commander

The MEDDAC commander must make a determination of approval or disapproval of the potential leave recipient's request within 10 days of its submission. The date of submission is the date entered in item 16b on OPM Form 630. The commander will complete item 18 and expeditiously forward the completed application to the CPLn.

2-13. The CPLn

The CPLn will inform the applicant, in writing, of the MEDDAC Commander's approval or disapproval not later than the 10th work day following the date of the application (that is, the date entered in item 16b on OPM Form 630). A copy of the notification will be furnished to the applicable deputy commander, the applicable department or division chief, and the applicant's supervisor. The CPLn will then take one of the following actions:

a. *Approved application.* In addition to preparing the written notification, as described in paragraph 2-13—

(1) Immediately inform the applicant's supervisor by telephone and recommend that he or she take immediate action to request donor support from fellow civilian employees of all grades on OPM Form 630-A.

(2) Prepare a memorandum to the Management-Employee Relations Division (MER), Civilian Personnel Advisory Center (CPAC), to request establishment of a leave donation account. Attach the OPM Form 630, all supporting documents and all OPM Forms 630-A that have been received from donors in response to the memorandum mentioned in paragraph (1) before it is dispatched to MER.

b. *Disapproved application.* If the application has been disapproved by the MEDDAC Commander, the CPLn will include the reason(s) stated by the commander for making this decision in the notification memorandum required by paragraph 2-13.

Chapter 3

Special Provisions of the VLTP

3-1. Limitations on leave donations

a. In any one leave year, a leave donor may donate no more than a total of one-half of the amount of annual leave that he or she would be entitled to accrue during the leave year in which the donation is made.

b. A leave donor projected to have annual leave that otherwise would be subject to forfeiture at the end of the leave year, may donate no more than the number of hours remaining in

the leave year (as of date of transfer) for which the leave donor is scheduled to work and receive pay.

c. A waiver of the limitations on donating annual leave under paragraphs *a* and *b* may be granted in unusual circumstances. Any such waiver will be documented in writing and submitted for the MEDDAC Commander's approval through MER.

3-2. Use of transferred leave

A leave recipient may use annual leave transferred to his or her annual leave account in the same manner and for the same purpose as if he or she had accrued the annual leave. Annual leave that accrues to the account of the recipient will be used before any transferred annual leave.

3-3. Termination of a medical emergency

a. The medical emergency affecting a leave recipient will terminate when any of the following conditions occur:

(1) When the leave recipient's employment is terminated.

(2) At the end of the biweekly pay period in which the leave recipient's supervisor determines that the leave recipient is no longer affected by a medical emergency. (The supervisor will notify the Defense Civilian Pay Service (DFAS), through MER, in writing that the medical emergency has been terminated.)

(3) At the end of the biweekly pay period in which MER receives notice that OPM has approved an application for disability retirement for the leave recipient under the Civil Service Retirement System or the Federal Employees Retirement System.

b. The immediate supervisor will continuously monitor the status of the medical emergency affecting a leave recipient to ensure that the recipient continues to be affected by a medical emergency.

c. When the medical emergency affecting a leave recipient terminates, no further request for transfer of annual leave to the recipient's account may be granted, and any unused transferred annual leave remaining to the credit of the recipient shall be restored to the leave donors. (See paragraph 3-5, below.)

3-4. Transfer of leave records for leave recipient

If the employee, at the time of his or her separation, is a current leave recipient under the VLTP and is transferring to another Federal agency without a break in service, DFAS will complete an OPM Form 630-C. This form will be attached to the Standard Form 1150 (Record of Leave Data) and both forms will be forwarded to the Federal agency to which the employee is transferring.

3-5. Restoration of unused transferred annual leave

a. DFAS will restore unused transferred annual leave to leave donors as follows:

(1) Dividing the number of hours of unused transferred annual leave by the total number of hours of annual leave transferred to the leave recipient; and,

(2) Multiplying the ratio obtained in paragraph (1) by the number of hours of annual leave transferred by each leave donor eligible for restoration; and

(3) Rounding the result obtained in paragraph (2) to the nearest one-quarter hour.

b. If the total number of eligible leave donors exceeds the total number of hours of annual leave to be restored, no unused transferred annual leave will be restored. In no case will the

amount of annual leave restored to a donor exceed the amount he or she transferred to the leave recipient.

c. Transferred annual leave restored to the account of a leave donor after the beginning of the third biweekly pay period before the end of the leave year will not be subject to the limitation imposed by Title 5, USC 6304(a).

d. Transferred annual leave restored to the account of a leave donor after the beginning of the third biweekly pay period before the end of the leave year will not be subject to the limitation imposed by Title 5, USC 6304(a) until the end of the leave year following the leave year in which the transferred annual leave was restored.

3-6. Prohibition of coercion

An employee may not directly or indirectly intimidate, threaten or coerce; or attempt to intimidate, threaten or coerce any other employee for the purpose of interfering with any right such an employee may have with respect to donating, receiving or using annual leave. (The term “*intimidate, threaten and coerce*” is explained in the glossary.)

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it in order to understand this publication.

AR 310-25
Dictionary of United States Army Terms

AR 310-50
Authorized Abbreviations,
Brevity Codes, and Acronyms

5 CFR 630.901

Letter of Instruction – Voluntary Leave Transfer Program Civilian Personnel Advisory Center, Fort George G. Meade, undated

OPM Letter 630-33, 4 October 1989

Title 5, USC 6304(a)

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

OF 41
Routing and Transmittal Slip

OPM Form 630
Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program

OPM Form 630-A
Request to Donate Annual Leave to Leave Recipient Under the Leave Transfer Program [Within Agency]

OPM Form 630-B
Request to Donate Annual Leave to Leave Recipient Under the Leave Transfer Program [Outside Agency]

OPM Form 630-C
Transfer of Leave Records for Leave Recipient Covered by the Voluntary Leave Transfer Program

SF 1150
Record of Leave Data

Glossary

Section I

Abbreviations

AMEDD

Army Medical Department

CPAC

Civilian Personnel Advisory Center

CPLn

Civilian Personnel Liaison

DA

Department of the Army

DCA

Deputy Commander for Administration

DCCS

Deputy Commander for Clinical Services

DCN

Deputy Commander for Nursing

DFAS

Defense Finance and Accounting System

IAW

in accordance with

KACC

Kimbrough Ambulatory Care Center

MEDDAC

U.S. Army Medical Department Activity, Fort George G. Meade

MER

Management-Employee Relations Division

OF

optional form

OPM

U.S. Office of Personnel Management

PDF

Portable Document Format

SF

standard form

VLTP

Voluntary Leave Transfer Program

Section II Terms

Department

Any organizational element within KACC that is immediately subordinate to the DCCS.

Intimidate, threaten and coerce

Promising to confer any benefit (such as an appointment,

promotion or compensation), or effecting (or threatening to effect) any reprisal, such as deprivation of an appointment, promotion or compensation.

Leave donor

An employee who voluntarily requests transfer of annual leave from his or her annual leave account to the annual leave account of a leave recipient.

Leave recipient

A current DA employee for whom the MEDDAC Commander has approved an application to receive annual leave from the annual leave accounts of one or more leave donors.

Medical emergency

A medical condition of an employee or a family member of such employee that is likely to require the employee's absence from duty for a period of at least ten workdays and will result in a substantial loss of income to the employee because of unavailability of paid leave.