



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1
USACHRA, JRTC & FT POLK CIVILIAN PERSONNEL ADVISORY CENTER
2271 LOUISIANA AVENUE, BLDG 3304
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL
BULLETIN NO. 04-10

05 November 2009

LEAVE TRANSFER PROGRAM

CARE BULLETIN

In accordance with JRTC and Fort Polk Regulation 690-20, Part III, Voluntary Leave Transfer Program (VLTP), an employee may donate limited amounts of annual leave to another employee who has been approved to receive leave under VLTP.

*******APPROVED RECIPIENT*******

Ms. Evelyn McClinton, Budget Analyst, at the USA JRTC, Operations Group, Resource Management Office, has been approved as a recipient under the Voluntary Leave Transfer Program.

Ms. McClinton has been affected by a medical emergency which has resulted in her hospitalization and continuing treatment, and has caused her inability to return to work at this time. Ms. McClinton has exhausted all of her leave and is presently in a Leave Without Pay (LWOP) status.

Current federal employees wishing to donate annual leave to Ms. McClinton's account for use during this medical emergency may do so by completing the Fort Polk (FP) Form 25 and returning it to the CPAC. OPM Forms 630a/630b can be used if you are Fort Polk Department of Army employees. Forms can be emailed OR faxed to Retha Richard or Julie Blas at 531-1851. Donations will be accepted under this bulletin for thirty (30) days from the date of issue, or thru 5 December 09. The FP-25 and OPM Forms 630a/630b are attached to this bulletin. For additional information, please call 531-1840.

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DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center