

**DEPARTMENT OF THE ARMY
HEADQUARTERS JOINT READINESS TRAINING CENTER and FORT POLK
FORT POLK, LOUISIANA 71459**

CIVILIAN PERSONNEL
BULLETIN-NAF (VLTP)
NO. 3-12

28 March 2012

LEAVE TRANSFER PROGRAM

CARE BULLETIN

In accordance with AR 215-3, Chapter 5-13, Leave Transfer Program (LTP), regular full and part-time Non Appropriated (NAF) employees may donate limited amounts of annual leave to another employee approved to receive leave under the Voluntary Leave Transfer Program (VLTP). All leave donated will be converted to a dollar amount by multiplying the hours donated by the hourly rate of pay of each donor. The total amount is then divided by the hourly rate of recipient to determine the number of hours of donated leave to be credited.

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

Mr. Puckett, DFMWR/CRD at Fort Polk, has been approved as a recipient under the Leave Transfer Program. Mr. Puckett recently underwent rotator cuff surgery to repair a rupture. Mr. Willie has exhausted all of his leave balance and is currently in need of leave to cover his recovery period which is expected to be approximately four to six weeks.

Regular full and part-time NAF employees wishing to donate annual leave to Mr. Puckett for use during his recovery period may do so by completing Fort Polk Form 25 (Leave Transfer Authorization) in duplicate and forwarding same to Civilian Personnel Advisory Center, NAF Personnel. Donations will be accepted under this bulletin for thirty (30) days from the date of issue. For your convenience, Fort Polk Form 25 has been attached to this memorandum. It may also be downloaded off the Fort Polk Electronic Workplace

[\(https://polkintranet.nasw.ds.army.mil/USAG/DHR/Admin_Services/Documents/Fort%20Polk%20Forms/\)](https://polkintranet.nasw.ds.army.mil/USAG/DHR/Admin_Services/Documents/Fort%20Polk%20Forms/) or obtained from the Administrative Office within each Directorate.

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DONALD R. MALLET
Director, Civilian Personnel Advisory Center

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