

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

CIVILIAN PERSONNEL  
BULLETIN-NAF (VLTP)  
NO. 4-12

18 May 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. Johnson, DFMWR/CYS at Fort Polk, has been approved as a recipient under the Leave Transfer Program. Mr. Johnson's son, Connor, has been hospitalized since April 27, 2012 for multiple problems. It is undetermined how long he will be in the hospital as he has yet to be accurately diagnosed. Mr. Johnson expects to exhaust all of his leave balance and is currently in need of leave to cover the time he'll need to attend to his son.

Regular full and part-time NAF employees wishing to donate annual leave to Mr. Johnson 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. MALLETT  
Director, Civilian Personnel Advisory Center

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