



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
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FORT LEE VA 23801

IMLE -ZA

OCT 04 2018

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Voluntary Leave Transfer Program (VLTP), Non-Appropriated Funds (NAF)**

1. Reference. AR 215-3, Nonappropriated Funds Instrumentalities Personnel Policy, 16 September 2015
2. Purpose. To set forth guidance and procedures for the NAF VLTP.
3. Scope. This policy applies to all NAF employees serviced by the Fort Lee Civilian Personnel Advisory Center (CPAC).
4. Policy. Commanders are authorized to establish a VLTP. This program permits Army NAF regular (part time and full time) employees to donate annual leave to other Army NAF employees for documented emergency situations. A medical emergency means a medical condition of an employee or a family member (to include any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) that is likely to require an employee's absence from duty for a prolonged period of time, and will result in a substantial loss of income to the employee because of the unavailability of paid leave.
5. Eligibility. Regular, part time and regular full time employees must submit a written application to become a leave recipient. If an employee is not capable of applying on their own behalf, a personal representative of the potential leave recipient may produce a written application for the employee.
6. Application to become a Leave Recipient.
  - a. Each application shall be accompanied by the name, position title and grade or pay level of the potential leave recipient.
  - b. The reasons why transferred leave are required, including a brief description of the nature, severity and anticipated duration of the medical emergency and, if it is a recurring one, the approximate frequency of the medical emergency affecting the potential leave recipient.
  - c. Certification from one or more physicians, or other appropriate experts, with respect to the medical emergency or any additional information that may be required to support the request.

IMLE-ZA

SUBJECT: Voluntary Leave Transfer Program (VLTP), Non-Appropriated Funds (NAF)

7. Approving Official.

a. The approving official is Mr. Darrell Clay, Director, DFMWR, (804)734-7199.

b. The approving official will notify the leave recipient in writing within 10 workdays whether or not the application has been approved. Reasons for any disapproval will also be provided to the employee in writing.

c. Once the medical emergency is recognized, it is important to monitor the status of the emergency to ensure that the leave recipient continues to be affected by the emergency.

8. Leave Transfer Recipient Conditions.

a. A regular, part time or full time employee may submit a voluntary written request to specify a number of hours of accrued annual leave to be transferred from their leave account to the annual leave account of an approved leave recipient.

b. Annual leave may only be transferred to an approved leave recipient employed in an Army NAF position.

c. 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 the recipient to determine the number of hours of donated leave to be credited.

d. The servicing payroll office will then be informed in writing by the servicing CPAC/NAF-CPU of the hours to be taken from each donor and the hours to be credited to the leave recipient.

e. The leave, once transferred, becomes available to the leave recipient for retroactive application for periods of Leave Without Pay (LWOP) in order to liquidate an indebtedness for advanced sick leave or annual leave granted as a result of the medical emergency, and for usage in the same manner, and for the same purposes as if it had been accrued by the individual.

9. Leave Transfer Donator Conditions.

a. In any one year, a leave donor may donate no more than a total of one-half of the amount of annual leave accrued during the leave year in which the donation is made. Additionally, an employee cannot donate more leave than the current balance available at time of donation. Use or lose annual leave in excess of the maximum above may be donated.

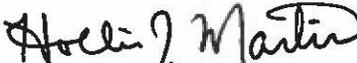
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b. Annual leave may be transferred from one installation employee to another. If an approved leave recipient exhausts all donated leave at the installation level, the NAF-CPU may request assistance from the Civilian Human Resources Agency (CHRA) NAF Human Resources Division for leave donations Army wide.

10. Termination of Medical Emergency. If the employee's medical emergency terminates, the amount of unused leave previously credited will remain in the recipient's leave account. However, no further donation of leave will be credited beyond the termination date of the emergency.

Encls

  
HOLLIE J. MARTIN  
COL, LG  
Commanding

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All DFMWR NAF Organizations serviced by the Fort Lee CPAC