UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

SEP 08 2005

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DoD FIELD ACTIVITIES

SUBJECT: Emergency Leave Transfer Program

By memorandum dated September 1, 2005, (Attachment 1), the President directed the Office of Personnel Management (OPM) to establish an Emergency Leave Transfer Program (ELTP) to assist employees affected by Hurricane Katrina. Subsequently, the Director, OPM, issued a memorandum dated September 2, 2005, (Attachment 2), authorizing agencies to administer an ELTP.

The authority granted to the Department of Defense in accordance with 5 C.F.R. 630.1101 (c) to administer an ELTP is hereby delegated to the Secretaries of the Military Departments and the Heads of the Defense agencies, and DoD Field Activities. This authority may be re-delegated in writing to appropriate levels within your organizations consistent with existing leave administration policy. When donated leave is not adequate to meet identified needs within a Military Department or Defense agency, the Civilian Personnel Management Service, Field Advisory Services Division, will solicit and coordinate the transfer of donated annual leave Department-wide.

Questions regarding this memorandum may be directed to Mr. Dennis Turner at (703) 696-1284. DSN prefix is 426.

David S. C. Chu

Attachments:
As stated

the White House
President George W. Bush

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For Immediate Release
Office of the Press Secretary
September 1, 2005

## Memorandum for the Heads of Executive Departments and Agencies

September 1, 2005

SUBJECT: Assistance to Federal Employees Affected by Hurricane Katrina

I have directed the Office of Personnel Management (OPM) to establish an emergency leave transfer program to assist employees affected by Hurricane Katrina. The emergency leave transfer program will permit employees in an executive agency to donate unused annual leave for transfer to employees of the same or other agencies who have been adversely affected by Hurricane Katrina and who need additional time off from work without having to use their own paid leave.

GEORGE W. BUSH

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http://www.opm.gov/oca/compmemo/2005/2005-17.asp

# Office of Personnel Management

The Federal Government's Human Resources Agency

Working for Americ

CPM 2005-17

September 2, 2005

## MEMORANDUM FOR FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

**FROM:** **Linda M. Springer**
**Director**

**SUBJECT:** **Emergency Leave Transfer for Federal Employees Affected By Hurricane Katrina**

President George W. Bush has authorized OPM to establish, if needed, an emergency leave transfer program to assist employees affected by Hurricane Katrina. An emergency leave transfer program will permit employees in an executive agency to donate unused annual leave for transfer to employees of the same or other agencies who are adversely affected by the hurricane and who need additional time off from work without having to use their own paid leave.

We believe the agencies with employees affected by Hurricane Katrina are in the best position to determine whether, and how much, donated annual leave is needed by their employees and to quickly facilitate the transfer of donated annual leave within their agencies.

Therefore, in response to the President's directive, we are authorizing the affected agencies to do the following:

(1) Determine whether, and how much, donated annual leave is needed by affected employees;
(2) As appropriate, approve leave donors and/or leave recipients in their agencies;
(3) Facilitate the distribution of donated annual leave from approved leave donors to approved leave recipients within their agencies; and
(4) Determine the period of time for which donated annual leave may be accepted for distribution to approved leave recipients.

OPM's regulations on the administration of the emergency leave transfer program are available on OPM's Web site at http://www.opm.gov/fedregis/html/dec_99.htm. Additional guidance is available at http://www.opm.gov/oca/leave/HTML/emerg.htm.

Most affected employees will be granted excused absence or receive other payments to cope with the immediate emergency. The emergency leave transfer program will be in place to assist approved leave recipients as the need for donated leave becomes known.

- President's Memo - Assistance to Federal Employees Affected by Hurricane Katrina