

MSC ALL HANDS,

Forwarded on behalf of the Director, Total Force Management:

Please ensure widest possible distribution. The list below identifies civilian personnel within Military Sealift Command that are approved to be Voluntary Leave Donor Program Recipients.

Employees interested in donating annual leave to one or more of the employees listed below, should complete and sign an OPM Form 630-A. You can omit your employee number (box #3) on the OPM 630-A. The OPM-630A Form may be obtained at: http://www.opm.gov/forms/pdf_fill/opm630a.pdf .

Once done, the completed form(s) should be forwarded to the Total Force Management's Civilian Workforce Policy and Sustainment Division group email box at: MSC_Workforce_Relations@navy.mil.

Employees may donate up to one-half of the annual leave accrued in the leave year. That amount is based on an individual's years of service. Please note, a first level supervisor is prohibited from receiving donated leave from a subordinate employee per 5 CFR 630.906(d).

Name/Position	End Date
Colla, Matthew, 1st Officer	02-Oct-19
Coley, Debbie, Fin Man Analyst	06-Jun-20
Williams, Keshia, Asst Storekeeper	29-Jan-20
Wright, Tiara, Able Seaman	04-Feb-20

For questions, please contact the Workforce Relations Branch Supervisor, Greg Gutierrez at MSC_Workforce_Relations@navy.mil or at (757) 341-6473.

Thank you for your generous support to this program.

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