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Bulletin for All TSA Employees – 7/9/2019

Voluntary Leave Transfer Program (VLTP) Donations Outside of TSA

To donate to a VLTP recipient outside of TSA, use the Office of Personnel Management (OPM) Form 630-B, *Request to Donate Annual Leave to Leave Recipient Under the VLTP*, or click [here](#).

The Form 630-B form should be submitted through your supervisor, your local Human Resources (HR) Specialist, or fax directly to HCAccess at 1–877–872–7993. Do not send the form to the recipient’s agency. Forms sent directly to the recipient’s agency may be rejected because they are incomplete, and donations will then be delayed. The TSA Human Capital Service Center (TSA HCSC) will coordinate with the TSA employee submitting the form and the recipient’s VLTP Coordinator to ensure the form is complete and the donation is processed as quickly as possible.

Include the following information on the fax cover sheet:

- ATTN: VLTP External Donation
- Name of the VLTP recipient
- Sender’s name and title
- Sender’s location (airport code or Headquarter (HQ) office)
- Sender’s contact information (If you are a local HR Specialist, include your name, phone number, fax number, and email address)
- Outside agency name, phone number and email address

Donors and HR Specialists are urged to submit all *VLTP Leave Donation Request* forms to HCAccess as soon as possible.

Questions?

Please contact the HCAccess Help Desk by phone at 1–877–872–7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Daylight Time (EDT) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EDT Saturday and 12:00 p.m. to 4:00 p.m. EDT Sunday. Visit the Office of Human Capital online at this [link](#), and check out HCAccess online at this [link](#).