

## Form 630-B Help Guide: Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program

**Purpose of this Form:** To donate annual leave to external leave recipients (Outside Agency).

**Directions:**

1. To help prevent common mistakes that often lead to paperwork rejection, follow along with the **checkbox below** as you complete your form.
2. All forms should be the current form from [https://www.opm.gov/forms/pdf\\_fill/opm630b.pdf](https://www.opm.gov/forms/pdf_fill/opm630b.pdf)
3. After completing, deliver the form using one of the following options:
  - Paper mail Address to:  
TSA HCAccess HCSC  
6363 Walker Lane, Suite 400,  
Alexandria, VA 22310
  - Email: [helpdesk@hraccess-mailserver.tsa.dhs.gov](mailto:helpdesk@hraccess-mailserver.tsa.dhs.gov)
  - Fax: 1-877-872-7993

Part A) Did you remember to fill out the following **mandatory** fields?

- Name (full legal name)
- SSN (Last 4 digits)
- Position Title
- Grade/pay level
- Relationship of leave donor to leave recipient
- Leave donor's Agency
- Amount of annual leave accrued as of end of last pay period
- Amount of leave projected to forfeit this leave year as of end of last pay period
- Amount of annual leave to be transferred

- Leave recipient's full legal name, agency, agency's address, organization
- Leave donor's signature
- Date signed

Note: Part B is completed by the service center

**IMPORTANT:** The outside agency e-mail address is required in order to send the approved OPM 630-B Form

Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program				Outside Agency
<p>I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit annual leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of annual leave I am transferring also is not more than half the hours I will earn this year.</p> <p>I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused donated leave remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, United States Code. I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.</p>				
<b>Part A - To Be Completed By Leave Donor</b>				
1. Name (Last, first, middle)		2. SSN (Last 4 digits)	3. Employee Number	
4a. Position title	4b. Pay plan	4c. Grade/pay level	5. Relationship of leave donor to leave recipient (if any)	
6. Leave donor's agency (Agency, Department, Office, Division, Branch, etc.)				
7. Amount of annual leave accrued as of end of last pay period		8. Amount of leave projected to forfeit this leave year as of end of last pay period	9. Amount of annual leave to be transferred	
10. Leave recipient's name, agency, agency's address, organization (Agency, Department, Office, Division, Branch, etc.)				
11a. Leave donor's signature			11b. Date signed	
<p><b>Privacy Act Statement</b> Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C 6332. The information furnished will be used to identify records properly associated with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.</p>				
<b>Part B - To Be Completed By Employing Agency of Leave Donor</b>				
Upon completion and approval of this form, forward a copy to the leave recipient's employing agency as soon as possible so that the transfer of leave can take place.				
12. Enter the amount of annual leave to be credited to the leave recipient's annual leave account		13. If the agency is waiving the maximum limitations for leave donation under the voluntary leave transfer program, describe the special circumstance that warrants the waiver		
14a. Name of agency contact who can provide further information			14b. Telephone number	
15. <b>Certification:</b> I certify that the leave donor currently has sufficient annual leave in his/her annual leave account to make a donation of the requested amount of annual leave and that the amount of the donation does not exceed the maximum limitations for leave donation under the voluntary leave transfer program.				
15a. Signature of authorizing official			15b. Date Signed	
Office of Personnel Management 5 CFR 630		Local Reproduction Authorized		OPM 630-B August 2013 Formerly Optional Form (OF) 630-B

### Questions about this form?

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 Standard Time (EST) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EST Saturday and 12:00 p.m. to 4:00 p.m. EST Sunday.