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

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
   • 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
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.