



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY**  
**MANPOWER AND RESERVE AFFAIRS**  
111 ARMY PENTAGON  
WASHINGTON, DC 20310-0111

SAMR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Emergency Leave Program Policy for Employees Affected by Hurricane Sandy

1. References:

- a. White House Memorandum, Subject: Emergency Leave Transfer Program for Federal Employees Adversely Affected by Hurricane Sandy, dated November 9, 2012.
- b. Office of Personnel Memorandum, Subject: Emergency Leave Transfer for Federal Employees Affected by Hurricane Sandy, dated November 9, 2012.
- c. Office of the Assistant Secretary of Defense (Civilian Personnel Policy) Memorandum, Subject: Emergency Leave Transfer Program for Federal Employees Affected by Hurricane Sandy, dated December 11, 2012.

2. The President directed the Office of Personnel Management (OPM) to establish an Emergency Leave Transfer Program (ELTP) to assist employees and employees with family members adversely affected by Hurricane Sandy. In the attached memoranda, OPM and the Department of Defense (DoD) further delegated this authority to Department of Defense agencies.

3. Army is committed to helping employees adversely affected by Hurricane Sandy; and has therefore established the Army Emergency Leave Transfer Program (ELTP). Implementing guidance will be provided under separate cover by the Assistant G-1 for Civilian Personnel. The program shall remain in effect for 6 months from the date of this memorandum and reestablished as needed to address employee emergencies. I urge you all to notify employees in your commands/organizations of the existence of the Emergency Leave Transfer Program.

4. An employee is considered to be adversely affected if Hurricane Sandy caused the employee or a family member of the employee severe hardship to such degree that his/her absence is required. In accordance with guidance from OPM, severe adverse effects include loss of life or property, serious injury, or physical or mental illness as a result of a direct threat to life or health.

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5. To the extent this policy impacts bargaining unit employees' conditions of employment, commands and activities are reminded to fulfill applicable labor relations obligations prior to implementation.

Encls

  
THOMAS R. LAMONT  
Assistant Secretary of the Army  
(Manpower and Reserve Affairs)  
PDASH (NLT)  
20121226

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SUBJECT: Army Emergency Leave Transfer Program Policy for Employees Affected  
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READINESS AND FORCE  
MANAGEMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

DEC 11 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Emergency Leave Transfer Program for Federal Employees Adversely Affected by Hurricane Sandy

The President's memorandum dated November 9, 2012, expressed concerns about the devastating losses suffered as a result of Hurricane Sandy. He has directed the Office of Personnel Management (OPM) to provide guidance to agencies in establishing their Emergency Leave Transfer Programs (ELTP) and to establish a Government-wide ELTP if necessary. You are reminded you may excuse employees who are seriously adversely affected based on the criteria contained in the Department of Defense Instruction 1400.25 Volume 630.

The attached memorandum from the Director, OPM, provides guidance on the ELTP. As indicated by OPM, agencies with employees affected by natural disasters are in the best position to administer the ELTP and to quickly facilitate the transfer of donated leave. Therefore, addressees are authorized to administer ELTPs within the guidelines established by OPM. This authority may be redelegated to appropriate levels consistent with establishing leave administration policy. If donated leave within your component is not adequate to meet identified needs, the Defense Civilian Personnel Advisory Service (DCPAS) will facilitate the transfer of donated annual leave within the Components.

Questions may be addressed to Mr. Seth Shulman, Chief, Compensation Division, DCPAS, at [seth.shulman@cpms.osd.mil](mailto:seth.shulman@cpms.osd.mil) or (571) 372-1617.

*Paige Hinkle-Bowles*  
Paige Hinkle-Bowles  
Deputy Assistant Secretary  
(Civilian Personnel Policy)

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