



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

18 Jun 2013

MEMORANDUM FOR ALMAJCOM/A1

FROM: HQ USAF/A1P  
1040 Air Force Pentagon  
Washington, DC 20330-1040

SUBJECT: Establishment of an Emergency Leave Transfer Program (ELTP) for Employees Affected by the Severe Storms and Tornadoes in Oklahoma

This memorandum establishes an Emergency Leave Transfer Program (ELTP) for Department of Air Force (DAF) employees who experienced severe adverse effects due to the severe storms and tornadoes in Oklahoma beginning 18 May 13 through and including 2 Jun 13 and consistent with Office of Personnel Management (OPM) and Department of Defense guidance. The ELTP will be managed by the Air Force Sustainment Center, Employee Relations Branch (AFSC/DPPE), Tinker AFB, OK.

The ELTP permits employees to donate unused leave for transfer to employees who experienced severe adverse effects due to the severe storms and tornadoes in Oklahoma and who need additional time off from work without having to use their own paid leave. Civilian Personnel Sections may begin the process of soliciting leave donations for affected employees to submit to Ms. Kathye Michaelis, AFSC Leave Program Manager, [kathye.michaelis@tinker.af.mil](mailto:kathye.michaelis@tinker.af.mil), 405-739-7516 or DSN 339-7516.

Questions may be directed to Cynthia Manchester, [cynthia.manchester@us.af.mil](mailto:cynthia.manchester@us.af.mil), 240-612-4029 or DSN 612-4029.

  
GINA M. GROSSO, Brig Gen, USAF  
Director, Force Management Policy

4 Attachments:

1. ELTP Guidance
2. DASD Memo, 6 June 2013
3. OPM Form 1637
4. OPM Form 1638

cc:  
AFPC/DPI