

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 S Development Avenue
Boise, Idaho 83705-5354

November 24, 1998

1440-630 (FA-202) P

Director's Office Information Bulletin No. 99-004

To: All FA and Law Enforcement Employees

From: Director, Office of Fire and Aviation

Subject: Leave Share Program - Nancy McMurtry

We are soliciting leave donations for BLM employee Nancy McMurtry, an Editorial Assistant with the National Fire & Aviation Training Support Group. Nancy will be having triple by-pass heart surgery in a couple of weeks. Her doctor has told her she will be at home recuperating for at least six weeks. Nancy will have exhausted all her annual and sick leave before her recuperation period is up. She has requested, under the Voluntary Leave Transfer Program, to become a leave recipient.

All employees interested in donating annual/restored leave must complete the attached Optional Form 630-A, Request to Donate Annual Leave to Leave Recipient. These completed forms should be submitted to Judy Griffith in the Human Resources Management Group, FA-202.

If you have any questions regarding leave donations, please call Judy at extension 5346.

Thank you for your generosity and concern for Nancy's quick recovery.

/s/Edward W. Shepard
Acting

1 Attachment
1 - OF-630-A(1p)