

# VLTP Checklist for Outside Agency

***This document contains information which must be protected IAW DoD 5400.11 and is For Official Use Only (FOUO)***

<i>To be Completed By Leave Donor</i>		
<b>Name</b>	<b>Phone Number</b>	<b>E-mail Address</b>
<b>SSN (Full Number)</b>	<b>Agency</b>	<b>Location (Base)</b>
<b>VLTP ID Number</b>	<b>Work Schedule (Permanent; Term; Temp; Shifts)</b>	<b>Biweekly (Hours)</b>
<b>Human Resources Office (HRO)</b>	<b>HRO Phone Number</b>	<b>HRO E-mail Address</b>
<i>Information Requirements</i>		
<p>Marine Corps Installation Pacific Comptroller Office is unable to access payroll information from your agency. Therefore, manual inputs are required for processing. In order to assist them in doing this the above information is required.</p>		
<i>* Required Documents</i>	<i>Additional Information</i>	
<ol style="list-style-type: none"> <li>1. OPM 630-B</li> <li>2. Supervisor Checklist</li> <li>3. VLTP Checklist</li> </ol>		
<i>Instruction</i>		
<p>Complete required documents (1-3), submit to:</p> <p>Via e-mail:            Civilian Human Resources Office (CHRO)            U.S. Employee &amp; Labor Relations/Benefits            E-mail address: miki.abe@usmc.mil</p> <p>Hard copy package (mail or hand carry):            Civilian Human Resources Office (CHRO),            U.S. Employee &amp; Labor Relations/Benefits,            Camp Foster, Bldg 495, Room 229.            Attn: Ms. Miki Abe</p> <p>Phone Number: 645-5441/7548.</p>		