

TAKING CARE OF OUR OWN

The *Taking Care of Our Own* Program was launched in October 2005 to provide a support network for federal civilian members of the DoD Fire and Emergency Services **family**. The Program provides a simple, systematic, DoD-wide, means to help family members in crisis who have exhausted their leave. The program entails alerting all members of the family that a fellow member is suffering from a personal or family (medical) crisis and has been approved for the *Volunteer Leave Transfer Program*. Each family member is asked to donate at least **one hour** of annual leave to the member in crisis so they can focus on recovering rather than worrying about loss of the pay check (the result of running out of leave).

Participation in the program is completely voluntary and no member may be pressured to donate. The single requirement is that the leave recipient must be approved for the Volunteer Leave Transfer Program.

No strings are attached to participating in the Program for either a leave donor or the leave recipient. No consideration is given to the employing agency, position, grade, past participation of the leave recipient, or other factors which would make the Program difficult or controversial. It is simply a Program to help each other during situations that often represent the most difficult time in our life. Take the Program at face value - it provides an opportunity to dramatically benefit members of our fire family who are in trouble.

PROGRAM PARTICIPANTS

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The necessary forms are located at <http://www.opm.gov/Forms/html/opm.asp> . Form 630a is used if you are donating to someone within your own service component. Form 630b is used for donations to someone in another service component. Participation in the program must be coordinated through the Fire Chief or his designated representative.