



REPLY TO
ATTENTION OF

AHRC-PDZ-RC

DEPARTMENT OF THE ARMY
ARMY HUMAN RESOURCES COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332

6 October 2004

MEMORANDUM FOR DFAS

SUBJECT: Verification of Leave from Mobilization/CO-TTAD Status: LAST NAME,
First Name, Rank, SSN

1. Request transfer of accrued leave to DJMS-AC for soldier listed above. The following is a breakdown of used and unused leave.

Total Days Accrued: _____
Total Days Used: _____
Total Days Cashed In: _____
Balance to Transfer: _____

2. I have verified that this information is correct. Soldier is not scheduled to use anymore leave between now and the start date of his/her CO-EAD tour.

3. Point of contact is _____ () - . POC email address is _____.

SIGNATURE BLOCK OF COMMANDER