

MEMORANDUM FOR DFAS

SUBJECT: Verification of Leave for LAST NAME, First Name, Rank, SSN

1. Request transfer or cash in 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 active duty tour.

3. Point of contact is for this action is _____. POC email address is _____.

SIGNATURE BLOCK
Demobilization Finance OIC