



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS IR READINESS & INTEGRATION ORGANIZATION

MEMORANDUM FOR RECORD

Date:

FROM:

SUBJECT: Leave Sell Back

I, \_\_\_\_\_, \_\_\_\_\_ request that the following days of accrued  
(Print Name) (SSAN)

leave be sold at this time.

<u>Ending Order Number</u>	<u>Start Date – End Date</u>	<u>Accrued Leave Days</u>
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Member Signature, Rank

Enclosed:

1. Leave Sell Memo
2. Final End-of-Tour Certified Order