

# LEAVE SETTLEMENT OPTION

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C., Chapter 833, Enlistments, Executive Order 9397 (SSN), as amended.

**PURPOSE:** To document the member's decision on selling all, part, or no leave in conjunction with their reenlistment or first voluntary extension.

**ROUTINE USE:** Disclosures generally permitted under 5 U.S.C. 552 a(b) of the Privacy Act, may be specifically disclosed outside DoD as a routine use pursuant to 5 U.S.C. 552a(b)3, the "Blanket Routine Uses" Apply.

**DISCLOSURE:** VOLUNTARY. However, if the information is not provided, the request to settle leave balance may not be processed.

**SORN(s):** F036 AF PC G, Selective Reenlistment Consideration

### I. IDENTIFICATION DATA

**NAME (Last, First, Middle Initial)**

Doe, Jane R

**GRADE**

TSgt

**SSN**

111-222-3333

**UNIT OF ASSIGNMENT**

Detachment 4

**DUTY PHONE (DSN)**

**ETS**

**DOS**

**MEMBER ONLY FILLS OUT HIGHLIGHTED SECTIONS.**

### II. LEAVE SETTLEMENT ON REENLISTMENT

In conjunction with my reenlistment on \_\_\_\_\_, I hereby make the leave settlement election as indicated below. I understand if I am in an advance leave or excess leave status at this time, I should immediately report to the Accounting and Finance Office for counseling concerning the treatment of advance or excess leave upon reenlistment. I understand and acknowledge that I cannot sell more than 60 days accrued leave during my entire military career. I UNDERSTAND AND ACKNOWLEDGE THAT I WILL NOT BE ALLOWED TO CHANGE MY ELECTION ONCE I HAVE REENLISTED.

**INITIAL/MARK**

**INITIAL/MARK**

A. CASH SETTLEMENT FOR ALL OF MY ACCRUED LEAVE.

B. CARRY FORWARD ALL OF MY ACCRUED LEAVE.

C. CASH SETTLEMENT FOR \_\_\_\_\_ DAYS.

### III. LEAVE SETTLEMENT ON ENTRY INTO FIRST EXTENSION OF ENLISTMENT

In conjunction with me entering my first extension on \_\_\_\_\_, I hereby make the leave settlement election as indicated below. I acknowledge full understanding that I cannot sell any accrued leave on entry into a second or later extension I make to my current enlistment. I understand that if I apply for voluntary separation, any leave sold upon entry into my first extension of enlistment will effect the number of terminal leave days I have available. I also understand that if I am in an advance leave or excess leave status at this time, I should immediately report to the local Accounting and Finance Office for counseling concerning the treatment of advance or excess leave upon entry into an extension. I understand and acknowledge that I cannot sell more than 60 days accrued leave during my entire military career. I UNDERSTAND AND ACKNOWLEDGE THAT I WILL NOT BE ALLOWED TO CHANGE MY ELECTION ONCE I AM WITHIN 10 CALENDAR DAYS OF THE EFFECTIVE DAY OF MY ENTRY INTO THE EXTENSION OF ENLISTMENT.

**INITIAL/MARK**

A. CASH SETTLEMENT FOR ALL OF MY ACCRUED LEAVE.

B. CARRY FORWARD ALL OF MY ACCRUED LEAVE.

C. CASH SETTLEMENT FOR \_\_\_\_\_ DAYS.

### IV. MPS VERIFICATION SECTION

**MPS REMARKS**

#### IV. LEAVE SETTLEMENT AT END OF MPA/RPA TOUR (RC ONLY)

In conjunction with my projected end of MPA/RPA Tour on 25 Dec 2016 and order number 456789,

I hereby make the leave settlement election as indicated below. I understand and acknowledge that I cannot sell more than 60 days

of non-expected accrued leave (leave earned for continuous active duty over 365 days not in support of contingency operations)

during my entire military career with exception to Special Leave Accrual. I understand CZTE will be used first during my next chargeable leave period. I understand I cannot sell carryover leave when not on MPA/RPA tour of duty and I cannot use leave while on Annual Training or Inactive Duty Training.

A. CASH SETTLEMENT FOR ALL MY ACCRUED LEAVE ( 12 DAYS).

B. CARRY FORWARD ALL OF MY ACCRUED LEAVE ( \_\_\_\_\_ DAYS)

**MPS SIGNATURE**

**DATE**

### V. MEMBERS VERIFICATION SECTION

**SIGNATURE OF MEMBER**

**DATE**