

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)	GRADE	SSN
UNIT OF ASSIGNMENT	DUTY PHONE (DSN)	ETS
		DOS

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.	<input type="checkbox"/>
B. CARRY FORWARD ALL OF MY ACCRUED LEAVE.	<input type="checkbox"/>
C. CASH SETTLEMENT FOR _____ DAYS.	<input type="checkbox"/>

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/RA TOUR (RC ONLY)

In conjunction with my projected end of MPA/RPA Tour on _____ and order number _____,

(start & end date orders)

(Block #32 of orders)

I hereby make the leave settlement election as indicated below. I understand and acknowledge that I cannot sell more than 60 days of non-excepted 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 (____ DAYS)

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

MPS SIGNATURE	DATE
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V. MEMBERS VERIFICATION SECTION

SIGNATURE OF MEMBER	DATE
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