

DEMOB/REFRAD LEAVE VERIFICATION

TO: COMMANDER: This soldier is scheduled to separate or retire from the active Army. In order to properly compute the soldier's final leave authorization, we require your assistance. Please list in item 14 below, all leaves taken or scheduled during this tour. This information must be provided, confirmed by the soldier, and hand-carried by the soldier to the Finance section for processing. Failure to provide this information will cause the withholding of 45 percent of the soldier's final pay at separation or retirement, pending Defense Finance and Accounting System (DFAS) final verification of leave taken by the soldier. ***Blocks 5-7 will be determined by the Mobilization cell. **Blocks 8-13 to be filled out by DFAS.**

1. SOLDIER'S NAME		**8.DAYS OF TERMINAL LEAVE	
2. RANK	3. SSN	**9.DAYS OF LEAVE TO CASH IN	
4.UNIT		**10.PROJECTED DATE OF SEPARATION	
*5.INSTALLATION DEPARTURE DATE		**11. TYPED NAME AND TITLE OF FINANCE OFFICER	
*6.ADDITIONAL TRAVEL DAYS <small>If authorized more than one day of travel</small>		**12. SIGNATURE OF FINANCE OFFICER	
*7.DAYS OF HOME STATION AUTHORIZED		**13. DATE	

14. LEAVE TAKEN: (According to unit records)

The above soldier took the following leave:

LOG NUMBER (a)	DEPARTURE DATE (b)	RETURN DATE (c)	TYPE OF LEAVE (d)	SOLDIER'S INITIALS (e)

15. UNIT COMMANDER: (TYPED NAME, RANK / GRADE)	16. PHONE NO.
17. SIGNATURE OF COMMANDER OR 1SG	18. DATE