

## 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 TSgt	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"/>
DATE	SIGNATURE OF MEMBER

### 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	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"/>
DATE	SIGNATURE OF MEMBER

### REMARKS

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

In conjunction with my projected end of MPA/RPA Tour on \_\_\_\_\_ and order number \_\_\_\_\_, 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 OF MY ACCRUED LEAVE (\_\_\_\_\_ DAYS).
- B. CARRY FORWARD ALL OF MY ACCRUED LEAVE (\_\_\_\_\_ DAYS).
- C. CASH SETTLEMENT FOR \_\_\_\_\_ DAYS ACCRUED LEAVE. CARRYOVER \_\_\_\_\_ DAYS ACCRUED LEAVE.

The Carry Forward Leave includes \_\_\_\_\_ days of VZTE.

DATE	SIGNATURE OF MEMBER
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