

LEAVE VERIFICATION

TO: BN S1, ATTN: PAC SUPERVISOR: 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 9 below, all leaves taken or scheduled within the last 45 days prior to the soldier's separation or retirement date. This information must be provided, confirmed by the soldier, and hand-carried by the soldier, along with the soldier's completed DA Form 137-2-R (Installation Clearance Record) to the transition point for final transition 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.

1. SOLDIER'S NAME		2. RANK	3. SSN	
4. UNIT		5. PROJECTED DATE OF SEPARATION		
6. TYPED NAME AND TITLE OF FINANCE OFFICER		7. SIGNATURE OF FINANCE OFFICER		
		8. DATE		
9. FOR CHIEF, TRANSITION PROCESSING: 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)
10. POINT OF CONTACT			11. PHONE NO.	
12. SIGNATURE OF COMMANDER OR 1SG			13. DATE	