



U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

Excess Leave Checklist

As of Sept. 30, 2019

This checklist is for Soldiers in confinement or on appellate leave status. For more information, visit <https://home.army.mil/hawaii/index.php/garrison/dhr/mpd/reassignments>.

- DA Form 137 (Installation Clearance Record)
- DA Form 2707-1 (Result of Trial)
- Promulgating Orders (if already issued)
- DD Form 2707 (Confinement Order)
- DA Form 4187 (Personnel Action – from present for duty to confined by military authorities)
- DA Form 4187 (Personnel Action – from confined by military authorities to present for duty)
- Assignment Orders (PCS orders to personnel control facility, should be in format 410)
- DA Form 31 (Placing Soldier on ordinary leave)
- DA Form 31 (Placing Soldier on appellate leave)
- Memo approving voluntary or involuntary appellate leave status
- DD Form 2717 (Voluntary/Involuntary Appellate Leave Action)
- Voluntary Leave Addendum and Involuntary Appellate Leave Addendum
- DD Form 93 (Record of Emergency Data)
- SGLV Form 8286 (Life Insurance Election)