

KOREA - Excess Leave

FULL NAME:

RANK:

UNIT:

DEROS:

(example: 24 May 2018)

PHONE:

EMAIL:

DOCUMENTS NEEDED TO PRODUCE PCS ORDERS

This Checklist	DD Form 2717-Vol/In-Vol Appellate LV Action
DD Form 2707-Confinement Order	CSP Approval Memo / Amendments (if applicable)
DA Form 4430-Results of Trail	Early Return of Dependents Order (if applicable)
DA Form 31 - see note	POV - VPC receipt or commercial storage contract
DD Form 458-Charge Sheet	Orders to Korea / Amendments /Continuation Order
DD Form 2718-Prisoner Release Order	Memorandum from Soldier-request for excess leave, approved by GCMCA

*** IAW AR 600-8-10 para 6-2, block 17 of the DA Form 31 must state "**I understand that while I am in an excess leave status no leave accrues, no pay and allowances are earned, and I am not entitled to physical disability retired pay should I become ill or injured.**" Additionally, Whether excess leave status is voluntary or involuntary, block 17 will be over-stamped "**Space Available Travel Restriction Imposed.**" Leave Form Approval Authority is GCMCA.

I DO have a GTCC (IBA)

I DO NOT have a GTCC (IBA)

In Accordance with Title 5, U.S.C. § 552a (Privacy Act of 1974) as implemented by the Federal Register, Department of Defense, Department of the Army, 32 CFR Part 505, The Army Privacy Program; Final Rule, protected personal information will not be disclosed from this roster to any commercial enterprise or representative thereof or to any individual outside the Department of Defense. This roster will be safeguarded IAW paragraph § 505.2, of the Federal Register named above. When updated, obsolete copies will be destroyed as required by paragraph 4-501, AR 25-55, The Department of the Army Freedom of information Act Program.

S1s ARE RESPONSIBLE FOR EMAILING ALL COMPLETED LEVY PACKETS WITH APPLICABLE SUPPORTING FORMS AND DOCUMENTS TO THE RESPECTIVE AREA GROUP EMAIL MAIL BOX:

AREA I: usarmy.casey.id-pacific.mbx.mpd-reassignments@army.mil

AREA II: usarmy.yongsan.id-pacific.mbx.mpd-reassignments@army.mil

AREA III: usarmy.humphreys.id-pacific.mbx.mpd-reassignments@army.mil

AREA IV: usarmy.walker.id-pacific.mbx.mpd-reassignments@army.mil

(EMAIL SUBJECT LINE FORMAT MUST BE: Excess Leave / Unit / Rank / Last Name, First Name)

Soldiers Signature:

DATE:

S1 Signature:

DATE: