KOREA - Excess Leave

FULL NAME: **RANK:**

UNIT: **DEROS:**

(example: 24 May 2018)

PHONE: **EMAIL:**

DOCUMENTS NEEDED TO PRODUCE PCS ORDERS

This Checklist

DD Form 2707-Confinement Order

DA Form 4430-Results of Trail

DA Form 31 - see note

DD Form 458-Charge Sheet

DD Form 2718-Prisoner Release Order

DD Form 2717-Vol/In-Vol Appellate LV Action

CSP Approval Memo / Amendments (if applicable)

Early Return of Dependents Order (if applicable)

POV - VPC receipt or commercial storage contract

Orders to Korea / Amendments /Continuation 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)

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:**