

MEMORANDUM FOR ARMY MILITARY PAY OFFICE - RESERVE PAY

SUBJECT: Verification of National Guard and Reserve Service Member Leave

1. This unit has reviewed the Service Member's leave records and leave status while serving the Active Duty Tour is as follows:

Service Member's Rank / Name _____
SSN _____ **has not** taken any leave during the Active Duty Tour.

OR

Service Member's Rank / Name _____
SSN _____ **has** taken the following periods of leave during the Active Duty Tour:

START DATE:	END DATE:	LEAVE TYPE:
START DATE:	END DATE:	LEAVE TYPE:
START DATE:	END DATE:	LEAVE TYPE:

2. POC for this memorandum is

Commander/Adjutant Signature Block