

**DEPARTMENT OF THE ARMY
BATTERY A, PERSONNEL AND SUPPORT BATTALION
U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503**

ATZR-HP (635-200a)

MEMORANDUM FOR: Commander, Btry A, Pers & Spt Bn, Personnel Control Facility, USAFACFS,
Fort Sill, Oklahoma 73503

SUBJECT: Request for Excess Leave Without Pay and Allowances

Rank	Name L/F/M (full)	SSN
PRIVACY ACT AUTHORITY: Title 10 USC 3012 PURPOSE: Obtain information to process AWOL returnees. ROUTINE USE: Prepare records and process administrative actions. DISCLOSURE: Voluntary		

1. UP para 5-23, AR600-8-10, request I be placed on indefinite excel leave pending completion of administrative discharge proceedings IAW AR 635-200, Chapter 10 and 14.
2. IAW paragraph 5-23, AR 600-8-10, I understand that-- **(Initial each one)**
 - a. All periods of excess leave are without pay and allowances.
 - b. No leave accrues to members during periods of excess leave.
 - c. There is no entitlement to physical disability retired pay should I incur a physical disability while in an excess leave status.
 - d. If granted excess leave while awaiting administrative discharge, I will be charged with ordinary leave until accrued leave is exhausted.
3. In addition, I understand that—**(Initial each one)**
 - a. If granted excess leave, I will be completely processed for discharge from the Army and, if elected, receive my separation physical examination prior to departure on excess leave.
 - b. If my administrative discharge is approved, discharge papers will be mailed to me at the following leave address—

Name	SSN	Rank

- c. I am required to leave instructions at the above leave address as to my whereabouts at all times or furnish a new address to the Commander, Btry A, PCF, Pers & Spt Bn, USAFACFS, Fort Sill, OK 73503.

Signature /Signed/

Your request for excess leave has been approved as shown by DA Form 31. The Commander, Pers & Spt Bn was delegated authority on 4 Dec 83 by Commanding General, USAFACFS to approve indefinite excess leave per para 5-23, AR 600-8-10.