REQUEST AND AUTHORITY FOR LEAVE This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is DCS, G-1. *(See instructions by clicking on the instructions button.)*	1. CONTROL NUMBER

PART I - REQUESTOR INFORMATION

2. NAME *(Last, First, Middle Initial)*	3. DOD ID	4. RANK	5. DATE *(YYYYMMDD)*

6. LEAVE ADDRESS *(Street, City, State, ZIP Code and Phone Number)*	7. ORGANIZATION, STATION, POC EMAIL AND PHONE NUMBER

8. TYPE OF ABSENCE

☐ CHARGEABLE ☐ NON-CHARGEABLE ☐ COMBINATION

☐ Annual (Ordinary) Leave	☐ Emergency Leave	☐ Permanent Change of Station (PCS) Leave
☐ Accession Leave	☐ Environmental Morale Leave (EML)	☐ Reenlistment Leave
☐ Advance Leave	☐ Environmental Morale Leave, Funded (FEML)	☐ Rest and Recuperation Leave
☐ Consecutive Overseas Tour (COT) Leave	☐ Pass Termination, Leave Charged After	☐ Terminal Leave

9a. FROM *(YYYYMMDD)*	9b. TOTAL DAYS REQUESTED	9c. TO *(YYYYMMDD)*

10a. ACCRUED LEAVE (CR BAL)	10b. CHARGEABLE LEAVE REQUESTED					10c. NON-CHARGEABLE ABSENCE REQUESTED		
	FROM *(YYYYMMDD)*	DAYS REQUESTED	TO *(YYYYMMDD)*	ADVANCE	EXCESS	FROM *(YYYYMMDD)*	DAYS REQUESTED	TO *(YYYYMMDD)*
				NA	NA			

REQUESTOR / SUPERVISOR / APPROVING AUTHORITY SIGNATURES

11. SIGNATURE OF REQUESTOR *(Supervisor can sign for requestor when requestor is not available to sign.)*	DATE

12. SUPERVISOR NAME	TITLE	RANK/GRADE	RECOMMENDATION ☐ APPROVAL ☐ DISAPPROVAL	SIGNATURE	DATE

13. APPROVING AUTHORITY NAME	TITLE	RANK/GRADE	ACTION ☐ APPROVED ☐ DISAPPROVED	SIGNATURE	DATE

14. DEPARTURE - AUTHORITY SIGNATURE

a. DATE	b. TIME	c. NAME DEPARTURE AUTHORITY	d. TITLE	e. SIGNATURE	f. DATE

15. EXTENSION - APPROVAL AUTHORITY SIGNATURE

a. NUMBER DAYS	b. DATE APPROVED	c. NAME APPROVAL AUTHORITY	d. TITLE	e. SIGNATURE	f. DATE

16. RETURN - AUTHORITY SIGNATURE

a. DATE	b. TIME	c. NAME RETURN AUTHORITY	d. TITLE	e. SIGNATURE	f. DATE

17. REMARKS

PERSONNEL/FINANCE ONLY: Chargeable leave is from date *(YYYYMMDD)*: _____ to date *(YYYYMMDD)*: _____

DA FORM 31, SEP 2022	PREVIOUS EDITIONS ARE OBSOLETE.	APD AEM v1.00ES