EMAIL TEMPLATE FOR ACTIVE DUTY RETURN TO SERVICE

1. Member's Name:

2. Member's EMPLID:

3.  Members Unit:

4.  Responsible SPO:

5.  Name and EMPLID of SPO Auditor:

     Confirmed accession approved in DA.

6. Attached copy of PCS authorization for reintegration:

7. Attached Orders:

8.  Attached Contract:

9. Leave Action Requested to buy back sold Leave (LSL)?

10.  Bonus (CSB, SRB) intentions:

11.  Attached all 3307’s: