



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**U.S. ARMY HUMAN RESOURCES COMMAND**  
**200 STOVALL STREET**  
**ALEXANDRIA VA 22332-0470**  
**EXAMPLE**

AHRC-PL-M-MS

8 February 2007

MEMORANDUM FOR Commander, Army Human Resources Command, ATTN: AHRC  
PL-M-MS Room 3N29, 200 Stovall Street, Alexandria, VA 22332-22332-0478

SUBJECT: Request for Extension on Active Duty

1. Request for extension on active duty to expend accrued leave for the following soldier:

- a. MOB order UIC:
- b. Name:
- c. SSN:
- d. REFRAD Date:
- e. Requested REFRAD date:
- f. MOB Station:

2. Justification:

3. POC for this action is 1LT Smith, John, DSN xxx-xxxx or commercial (xxx) xxx-xxxx.

JOHN DOE  
COL, AD  
Commanding