

CAPITAL CITY YOUNG MARINES LEAVE OF ABSENCE REQUEST FORM



Rank / Name: _____ Date: _____

Instructions: Fill out appropriate fields and submit form up the chain of command for approval. Turn in completed form to Unit Adjutant. Unapproved forms result in missed drill meetings being marked as unexcused.

Young Marine _____ is requesting a Leave of Absence (LOA) for (check appropriate box below):

_____ Regular Scheduled Drill. Date: _____

_____ Dates ranging from _____ to _____

Reason for request: _____

Young Marine Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Squad Leader Signature: _____

Date: _____

Platoon Sergeant Signature: _____

Date: _____

Paymaster Signature: _____

Date: _____

Unit Commander Signature: _____

Date: _____

Return completed form to Unit Adjutant