

This form can be filled out online. Once completed, print the document and sign where appropriate. These instructions will not appear on the print out.



FIRE DEPARTMENT

9 METROTECH CENTER, BROOKLYN NY 11201

COMPANY

To: **Military Service Desk** **Bureau of Personnel**

From: Captain

Date:

Subject: **Request for Military Leave** **OR** (check one) **Confirmation of Service**

Name : Social Security No.:

Rank : Captain Unit : Group :

Fire Dept. Duty Status: Armed Services Unit:

Supporting Papers Attached:

Number of Hours Military Leave Used This Year:

Dates of Leave Requested:

Does This Leave Deviate From Your Reserve Unit's Original Schedule? Yes No

If Yes, Complete Sections A. B. and C. Below:

A. List Dates of Military Leave Shown on Original Drill Schedule:

From to

B. Dates of Changes: From to

C. Reasons for Changes in Drill Schedule:

Respectfully Submitted,

Captain, Gr.

Examined & Forwarded:

Approved

Disapproved

Company Commander Rank Unit Group Date

Approved

Disapproved

Battalion Chief Unit Group Date

Approved

Disapproved

Deputy Chief Unit Group Date