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From: Director, (Command Name)(Code)
To: YN1(SW) Ima U. S. Sailor, USN, XXX-XX-0000

Subj: DESIGNATION AS (COMMAND NAME) COMMAND LEAVE ADMINISTRATOR FOR E-LEAVE

Ref: (a) DODINST 1327.06
(b) MILPERSMAN Art 1050-010

1. You are hereby designated as (Command Name) Command Leave Administrator (CLA) for the Unit Identification Code (UIC or UICS) 88888 and 99999 for e-Leave.

2. You will be responsible for the management of the Command's Leave Program and as such you will familiarize yourself with references (a) and (b) in the performance of your duties.

I. M. CAPTAIN

Copy to:
PSD NAM

UIC(s) Requested:	Input Source Code: (PSD NAM USE ONLY)
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