

CONL

MEDICAL ACTION TRACKING SYSTEM (MATS)  
**CONVALESCENT LEAVE** REQUIRED DOCUMENTS CHECKLIST

The below checklist should be used as a guide when a **Convalescent Leave** action is selected in MATS. Please ensure the required documents and/or optional documents are submitted.

<b>Applicant Name:</b>	<b>SSN:</b>
<b>Checklist Completion Date:</b>	<b>MOS:</b>

Yes	N/A	Convalescent Leave Required Documents	Comments
<input type="checkbox"/>		Medical Profile (DA 3349)	
<input type="checkbox"/>		Request and Authority for Leave (DA 31)	
<input type="checkbox"/>		Medical Documents	

**Acknowledgement:**

I have reviewed the checklist for completeness and will submit the medical action for further review by NGB.