

# da form 3433

**DA Form 3433** is an essential document used within the U.S. Army and other branches of the military to facilitate the administrative processes associated with the management of soldiers. This form is crucial for various purposes, including documenting the completion of training, maintaining personnel records, and ensuring compliance with military regulations. In this article, we will delve into the details of DA Form 3433, its importance, how to fill it out, and tips for ensuring smooth processing.

## Understanding DA Form 3433

DA Form 3433, also known as the "U.S. Army Request for Leave," is utilized by soldiers to request leave from their duties. This form plays a vital role in the management of personnel within the Army, ensuring that all leave requests are documented and processed in a standardized manner.

## Purpose of DA Form 3433

The primary purposes of DA Form 3433 include:

- Documenting soldiers' leave requests
- Ensuring proper management of personnel resources
- Facilitating communication between soldiers and their commanding officers
- Maintaining accurate personnel records

## Who Needs to Use DA Form 3433?

DA Form 3433 is primarily used by:

- Active duty soldiers in the U.S. Army
- Reservists and National Guard members
- Military personnel seeking to document their leave requests

It is also relevant for administrative personnel who are responsible for processing leave requests and maintaining personnel records.

## Filling Out DA Form 3433

Completing DA Form 3433 accurately is crucial for ensuring that leave requests are processed without delays. Below is a step-by-step guide on how to fill out the form.

### Step 1: Gather Necessary Information

Before filling out the form, make sure you have the following information on hand:

- Your full name
- Your rank and unit
- Your Social Security Number (SSN)
- The dates you wish to request leave
- Any additional information that may support your leave request

### Step 2: Complete the Form

The form is divided into several sections. Here's how to complete each section:

1. **Personal Information:** Fill in your name, rank, and unit information accurately.
2. **Leave Information:** Specify the start and end dates of your requested leave. Be sure to indicate the total number of days requested.
3. **Reason for Leave:** Provide a clear and concise reason for your leave request. This could range from personal reasons to family emergencies.
4. **Approval Signature:** The form must be signed by your immediate supervisor or commanding officer to ensure that your request is processed.

## Step 3: Submit the Form

Once the form is completed and signed, submit it according to your unit's protocols. Ensure that you keep a copy for your records.

## Common Reasons for Submitting DA Form 3433

There are various reasons why soldiers may submit a leave request using DA Form 3433. Some common reasons include:

- Family emergencies
- Medical reasons
- Personal matters
- Holidays and vacations
- Special events such as weddings or graduations

Understanding the common reasons can help soldiers articulate their leave requests effectively.

## Important Tips for Submitting DA Form 3433

To ensure your leave request is processed smoothly, consider the following tips:

- **Submit Early:** Aim to submit your DA Form 3433 well in advance of your desired leave dates. This allows ample time for processing and approval.
- **Be Clear and Concise:** When stating your reason for leave, be straightforward. Avoid using vague language that may lead to misunderstandings.
- **Follow Up:** After submitting the form, follow up with your supervisor or the administrative office to confirm that your request is being processed.
- **Keep Records:** Maintain a copy of the completed form and any correspondence regarding your leave request for future reference.

# Conclusion

In conclusion, **DA Form 3433** is a critical document that plays a vital role in the leave request process for U.S. Army soldiers and other military personnel. Understanding how to fill out this form correctly and the significance of each section can greatly improve the chances of your leave request being approved. By following the outlined steps and tips, soldiers can navigate the complexities of military leave more efficiently, ensuring they receive the time off they need while maintaining compliance with military regulations. Always remember that clear communication and proper documentation are key to a successful leave request process.

## Frequently Asked Questions

### What is DA Form 3433 used for?

DA Form 3433 is used for documenting the results of the Army Physical Fitness Test (APFT) and is typically utilized by U.S. Army personnel.

### Who is required to fill out DA Form 3433?

DA Form 3433 must be filled out by soldiers who participate in the Army Physical Fitness Test, typically under the supervision of a designated fitness instructor or commander.

### What information is recorded on DA Form 3433?

The form records personal information such as the soldier's name, rank, unit, test date, and individual scores for the three APFT events: push-ups, sit-ups, and a timed run.

### How often must DA Form 3433 be completed?

DA Form 3433 must be completed after each official Army Physical Fitness Test, which is typically conducted bi-annually or quarterly, depending on the unit's policy.

### Is DA Form 3433 available online?

Yes, DA Form 3433 can be accessed online through the U.S. Army Publishing Directorate's website or other military form repositories.

### What happens if a soldier fails to submit DA Form 3433?

Failure to submit DA Form 3433 may result in disciplinary action, as it is a requirement for documenting physical fitness compliance within the Army.

### Can DA Form 3433 be used for records management?

Yes, DA Form 3433 serves as an official record of a soldier's physical fitness performance

and can be used for evaluations and personnel management.

## Are there any recent changes to DA Form 3433?

Changes to DA Form 3433 can occur, and it's important for soldiers to refer to the latest Army regulations or unit directives for the most current version and guidelines.

## Where can I find guidance on filling out DA Form 3433?

Guidance for filling out DA Form 3433 can typically be found in Army regulations related to physical fitness, as well as through unit training manuals or resources provided by physical fitness instructors.

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