



LEAVE CARRYOVER CHECKLIST

AF 1089 signed by the member

- Identify # of days being carried over

Old Certified Closed Order

- This is the order(s) you are carrying leave FROM
 - o Include initial orders and all MODs associated with order
- Example of how a closed order should look can be found on HQ RIO Portal:
<https://www.hqrio.afrc.af.mil/Pay/Leave-Carryover/>

Statement of Understanding (SOU)

- Needs to be signed by the member, gaining unit supervisor, and gaining unit CC PRIOR to order issue date
 - o Approved SOU should be prepared before the new orders are generated
 - o Approved SOU should be submitted to the Orders Writing Cell so the writer's technician can add the carryover statement to the new order
- Example of a properly filled out SOU can be found on the HQ RIO Portal:
<https://www.hqrio.afrc.af.mil/Pay/Leave-Carryover/>

Pre-Certified Long Tour order

- This is the order you are carrying leave TO
- 1 copy of the Pre-Certified order should go to the Active Pay team to input member's order details via MyFSS ticket
- 1 copy should be included in a separate MyFSS ticket with all the other carryover documents attached
- This Pre-Certified order should have the approved carryover statement within the order to authorize the carryover amount
- Example of a Pre-Certified order with the carryover statement can be found on HQ RIO Portal: <https://www.hqrio.afrc.af.mil/Pay/Leave-Carryover/>

AF 988 Part III

- All AF Form 988 Part IIIs are required to be turned in for all previously taken leave
- New LANs will not be issued until all Part III's are returned to the IMA RPO

NOTE: PLEASE DO NOT SUBMIT ANY OF THESE REQUIRED DOCUMENTS TO THE RIO RPO UNTIL YOUR LONG TOUR BEGINS