

LEAVE CARRYOVER PREPARATION CHECKLIST

TO BE COMPLETED BEFORE THE NEW LONG TOUR ORDER BEGINS		
Complete	Responsible Party	Action
	Member	Submits a certified close out order to HQ RIO/RPO for processing at the end of their long tour order. Certified close out orders include blocks 36A through 44 completed. Member and Certifying Official signatures must be completed on or after the last day of the tour.
	Gaining Commander	Requests the member obtain an MPA/RPA long tour order.
	Member	Submits the most current Leave and Earnings Statement (LES), a copy of the certified close out order, a signed Leave Carryover Statement of Understanding (SOU), and an Air Reserve Component Leave Settlement Option (AF Form 1089A) to the gaining unit supervisor.
	Gaining Unit Supervisor	Reviews the required documentation, verifies carryover leave days, and signs the SOU with concurrence, nonconcurrence, or modification, and forwards to the member.
	Member	Submits the required documentation to the Resource Advisor or MPA Manager for approval.
	Resource Advisor or MPA Manager	Reviews the required documentation, verifies the funding for leave is available, and signs with concurrence or nonconcurrence, and forwards to the member.
	Member	Submits signed SOU and required documentation to gaining commander.
	Gaining Commander	Signs the SOU and AF Form 1089A with modification, approval, or disapproval. <u>If the leave carryover request is not approved, the process ends.</u> If approved or modified, the gaining Commander will: (1) For MPA requirements: ensures the

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	Gaining Commander (continued)	tour end date in the CMAS message reflects the leave carryover days, ensures a remark is included in the CMAS message stating the number of days of leave carryover approved for the tour, and returns the SOU, AF Form 1089A, and required documentation to the member; (2) For RPA requirements: returns the SOU, AF Form 1089A, and require documentation to the member.
	Member	Submits the signed approved or modified SOU and AF Form 1089A to the Orders Writing Clerk via a MyFSS case for processing.
	Orders Writing Clerk	Ensures the MPA/RPA order includes the following remarks: “Member is approved to use XX days of leave carryover on this tour. If order is modified to accommodate leave carryover, then member is expected to use all leave, both approved carryover and accrued leave, within the order” and notifies the orders are processing. NOTE: For MPA tours, input the tour end date based on the CMAS message and ensure the CMAS message includes the number of leave carryover days approved in the remarks. If not, do not prepare orders until CMAS message includes this information.
	Member	Provides all the required leave carryover request documentation to HQ RIO/RPO via a MyFSS case for processing.