

LEAVE CARRYOVER REQUIRED DOCUMENT CHECKLIST

DOCUMENTS TO SUBMIT TO HQ RIO/RPO FOR LEAVE CARRYOVER PROCESSING		
Complete	Required Documentation	
	Statement of Understanding	Requires member, gaining unit supervisor, and gaining commander signatures.
	AF Form 1089A - Air Reserve Component Leave Settlement Option	Complete Section I and Section III. Must include member, Resource Advisor/MPA Manager, and Commander signatures.
	Certified Closed Out Order and all Modifications	Provide a signed copy of the certified close out orders to include blocks 36A through 44 completed. Member and Certifying Official signatures must be completed on or after the last day of the tour.
	Pre-certified Order with the Leave Carryover Statement	Provide a signed copy of the pre-certified orders to include blocks 36A-B, and 37 through 44 completed.
	Modification with the Leave Carryover Statement	If applicable.
	Any missing AF Form 988 Part Is or Part IIIs, as requested	If applicable.
	Copy of AGR orders	Required for IMA members carrying over leave to an AGR tour.