

MEMORANDUM FOR _____

FROM: _____

SUBJECT: Leave Carryover Statement of Understanding and Election

Initials

1. _____ I, _____, have read the Air Force Reserve Command Leave Carryover Program Policy Guidance Phase II, understand the impact that it has on my tour/leave balance and have attached a copy of my leave and earnings statement (LES).
2. _____ I understand IAW 10 USC 701(k), the FY11 NDAA, authorizes Reserve Component members to carry leave forward from an active-duty tour to another long-tour.
3. _____ In conjunction with my next MPA/RPA/AGR/EAD tour starting _____, I hereby request to carry forward my accrued leave as noted below.
4. _____ I understand that I must use this leave plus any accrued leave within this order to avoid selling or losing leave (in rare occurrences).
5. _____ I understand I may lose the balance that exceeds 60 days when crossing fiscal years, unless I am on a tour of duty that places me in a Special Leave Accrual policy.
6. _____ I understand leave is not a career continuation incentive through the accrual of large leave balances; future use of accrued leave is not guaranteed; sell back may be the only option.
7. _____ I am requesting to use _____ days of carry forward leave for this tour.

(Leave Earned in a Combat Zone)

The following leave was earned while in a combat zone and is tax deductible. Therefore, I am identifying the pertinent information so that taxes may be credited back to me.

_____ days of leave earned on order number _____ were in a combat zone (if applicable).

MEMBER SIGNATURE

1st Ind to _____

Leave Carryover Statement of Understand and Election

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I have reviewed the LES and applicable orders to verify leave balances as noted above. I have also counseled the member the maximum number of days allowed to carry forward at the end of each fiscal year is 60 days.

Attachments:

LES

Certified Copy of Close Out Orders

2nd Ind to _____

Leave Carryover Statement of Understanding and Election

MEMORANDUM FOR _____

I _____ the member's request to use leave carryover during the upcoming tour. I understand that leave days will be included within this upcoming order (not necessarily earned within my unit/organization appropriation) and will be charged to my unit/organization appropriation; resulting in fewer duty/mission days due to approving the carryover of leave earned previously. I will not authorize an extension to the end date of the order for the sole purpose of accommodating carryover leave not taken by the member during the upcoming tour without adequate justification.

_____ RPA Requirement

_____ MPA Requirement

_____ Approved

_____ Disapproved

_____ For Commander

COMMANDER SIGNATURE