



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

MEMORANDUM FOR

FROM:

SUBJECT: Leave Carryover Statement of Understanding and Election

1. ____ I _____, have read the Total Force Personnel Services Delivery Guide, Section O, dated 5 May 2025, 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 authorized Reserve members to carry leave forward from one active duty tour to another tour.

3. ____ In conjunction with my next _____ tour of duty starting _____, I hereby request to carry forward _____ of 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 will 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. ____ 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 # _____ were in a combat zone (if applicable).

8. ____ I understand I must provide my approved 938 order with a Leave Carry-over Statement, applicable AF Form 1089(s) denoting the number of leave days to be carried over and this completed SOU to the HQ RIO Reserve Pay Office (RPO) in a myFSS case in order for leave carry-over transactions to be completed. I acknowledge this action may take 60-90 days.

1st Ind _____, _____, Leave Carryover Statement of Understanding and Election

MEMORANDUM FOR

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.

2nd Ind, _____, _____, Leave Carryover Statement of Understanding and Election

MEMORANDUM FOR HQ RIO/RPO

I approve the member’s request to use leave carryover during the upcoming tour. I understand that leave days will be added to the order for which approved and these leave days will be charged to the order and the applicable appropriation. For MPA requirements, I will ensure the tour end date in the M4S message reflects the additional leave carryover days and that a remark is included in the M4S message to state the number of days of leave carryover approved for the tour.

RPA requirement	MPA requirement
Approved	Disapproved

- Attachments:
- 1. Member's LES (reflecting amount of days available to carry forward)
 - 2. Certified copy of Close-out orders from previous long-tour