

MEMORANDUM FOR _____

FROM: _____

SUBJECT: Leave Carryover Statement of Understanding and Election

(Please initial)

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 duty starting _____ I hereby request to carry forward my accrued leave as noted below (#7).
4. I understand that I must use that 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.

(below is used for 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 # _____ were in a combat zone
(if applicable)

MEMBER SIGNATURE

1st Ind to _____
Leave Carry-over 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.

SUPERVISOR SIGNATURE

Attachments:
Documents reflecting amount of days available to carry-over

2nd Ind to _____
Leave Carry-over Statement of Understanding and Election

MEMORANDUM FOR RPO, HQ RIO

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

RPA requirement

MPA requirement

Approved

Disapproved

For Commander

COMMANDER SIGNATURE