

# Electing to Carry Forward Leave to a Future Order

## A Quick Guide from HQ RIO

How to complete the carryover election notice, DAF Form 1089A.

IMA members have the option to carry forward leave from one long tour order to another long tour order with the approval of their gaining Commander.

As IMA members may have lengthy breaks between long tour orders, IMA members need to notify HQ RIO/RPO by opening a MyFSS case stating their intent to carry forward unused accrued leave to a future order.

If IMA members **do not notify** HQ RIO/RPO of their intent, their unused accrued leave will be sold back (restrictions may apply).

### **THINGS TO KEEP IN MIND:**

- Use the latest version of the [DAF1089A](#) form from AF e-publishing.
- **This is an election ONLY.** If there is a break between orders, a leave carryover package must be completed to carry forward the leave.
- Before the new long tour order begins, submit the following documentation to the Orders Writing Cell to have the leave carryover statement added to the order:
  - Statement of Understanding
  - DAF Form 1089A
- When the order begins, the IMA member must submit their completed leave carryover package to HQ RIO/RPO for processing. The following documents are required:
  - Statement of Understanding
  - DAF Form 1089A
  - A signed copy of the certified orders the leave is carried from.
  - A signed copy of the pre-certified order with the leave carryover statement.
- IMA members cannot carry forward more than 60.0 days of leave during a fiscal year (FY).

# Elect to carry forward all unused accrued leave

1. To elect to carry forward all your unused accrued leave to a future order, complete Section I and II as shown in the example below:

CUI (when filled in)

<b>AIR RESERVE COMPONENT LEAVE SETTLEMENT OPTION</b>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: 10 U.S.C., Chapter 40, Leave.                      PURPOSE: To document the member's decision on carrying over or selling all, part, or no leave in conjunction with the start and end of a qualifying Active-duty order.                      ROUTINE USE: Disclosures which are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act.                      DISCLOSURE: MANDATORY: If the information is not provided, leave will be sold at the end of a qualifying order or will not be carried over to a new qualifying order, SORN DoD-0020, Military Human Resource Records (MHRR) (May 15, 2024 89 FR 42459) and F036 AF FM A, Leave Request and approval system are available at <a href="https://dpcl.d.defense.gov/Privacy/SORNs/">https://dpcl.d.defense.gov/Privacy/SORNs/</a></p>		
I. IDENTIFICATION DATA		
NAME <i>(Last, First, Middle Initial)</i> <b>LAST NAME, FIRST NAME, MIDDLE INITIAL</b>	GRADE <b>O-X / E-X</b>	DOD ID <b>DOD ID NUMBER</b>
UNIT OF ASSIGNMENT <b>ASSIGNED UNIT AT END OF ORDER</b>	ETS	DOS
II. LEAVE SETTLEMENT ON END OF ORDER		
<p>In conjunction with the projected end of my active-duty tour (MPA/RPA/AGR) on <b>AF938 BLOCK 14</b> and order number <b>AF938 BLOCK 32</b> I hereby make the leave settlement election as indicated below. I understand and acknowledge that I cannot sell more than 60 days of non -excepted accrued leave (leave earned for continuous active duty over 365 days not in support of contingency operations) during my entire military career with exception to Special Leave Accrual. I understand CZTE will be used first during my next chargeable leave period. I understand I cannot sell carryover leave when not on an active-duty tour and I cannot use leave while on Annual Tour or Inactive Duty Training .</p>		
		INITIAL/MARK
A. CASH SETTLEMENT FOR ALL OF MY ACCRUED LEAVE DAYS ( _____ DAYS)		
B. CARRY FORWARD ALL OF MY ACCRUED LEAVE ( <b>TOTAL</b> DAYS), THIS CARRY FORWARD INCLUDES <b>TOTAL</b> DAYS OF CZTE <span style="float: right;"><b>INITIAL / MARK</b></span>		
C. CASH SETTLEMENT FOR _____ DAYS OF ACCRUED LEAVE. CARRY FORWARD _____ DAYS OF ACCRUED LEAVE. THIS CARRY FORWARD INCLUDES _____ DAYS OF CZTE		
SERVICE MEMBER SIGNATURE <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"><b>WET OR DIGITAL SIGNATURE</b></div>	DATE <b>DATE</b>	

# Elect to carry forward a portion of unused accrued leave

1. To elect to carry forward a portion of your unused accrued leave to a future order and sell back the remaining unused accrued leave, complete Section I and II as shown in the example below:

CUI (when filled in)

<b>AIR RESERVE COMPONENT LEAVE SETTLEMENT OPTION</b>		
PRIVACY ACT STATEMENT		
<p><b>AUTHORITY:</b> 10 U.S.C., Chapter 40, Leave.</p> <p><b>PURPOSE:</b> To document the member's decision on carrying over or selling all, part, or no leave in conjunction with the start and end of a qualifying Active-duty order.</p> <p><b>ROUTINE USE:</b> Disclosures which are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act.</p> <p><b>DISCLOSURE: MANDATORY:</b> If the information is not provided, leave will be sold at the end of a qualifying order or will not be carried over to a new qualifying order. SORN DoD-0020, Military Human Resource Records (MHRR) (May 15, 2024 89 FR 42459) and F036 AF FM A, Leave Request and approval system are available at <a href="https://dpcl.d.defense.gov/Privacy/SORNs/">https://dpcl.d.defense.gov/Privacy/SORNs/</a></p>		
<b>I. IDENTIFICATION DATA</b>		
<p>NAME <i>(Last, First, Middle Initial)</i></p> <p style="text-align: center;"><b>LAST NAME, FIRST NAME, MIDDLE INITIAL</b></p>	<p>GRADE</p> <p style="text-align: center;"><b>O-X / E-X</b></p>	<p>DOD ID</p> <p style="text-align: center;"><b>DOD ID NUMBER</b></p>
<p>UNIT OF ASSIGNMENT</p> <p style="text-align: center;"><b>ASSIGNED UNIT AT END OF ORDER</b></p>	<p>ETS</p>	<p>DOS</p>
<b>II. LEAVE SETTLEMENT ON END OF ORDER</b>		
<p>In conjunction with the projected end of my active-duty tour (MPA/RPA/AGR) on <b>AF938 BLOCK 14</b> and order number <b>AF938 BLOCK 32</b> I hereby make the leave settlement election as indicated below. I understand and acknowledge that I cannot sell more than 60 days of non -excepted accrued leave (leave earned for continuous active duty over 365 days not in support of contingency operations) during my entire military career with exception to Special Leave Accrual. I understand CZTE will be used first during my next chargeable leave period. I understand I cannot sell carryover leave when not on an active-duty tour and I cannot use leave while on Annual Tour or Inactive Duty Training .</p>		
		INITIAL/MARK
A. CASH SETTLEMENT FOR ALL OF MY ACCRUED LEAVE DAYS (____DAYS)		
B. CARRY FORWARD ALL OF MY ACCRUED LEAVE (____DAYS). THIS CARRY FORWARD INCLUDES ____DAYS OF CZTE		
C. CASH SETTLEMENT FOR <u>SELL</u> DAYS OF ACCRUED LEAVE. CARRY FORWARD <u>CARRY</u> DAYS OF ACCRUED LEAVE. THIS CARRY FORWARD INCLUDES <u>TOTAL</u> DAYS OF CZTE		INITIAL / MARK
<p>SERVICE MEMBER SIGNATURE</p> <div style="border: 1px solid black; padding: 5px; width: 90%; margin-top: 5px;"> <p style="text-align: center;"><b>WET OR DIGITAL SIGNATURE</b></p> </div>	<p>DATE</p> <p style="text-align: center;"><b>DATE</b></p>	

## Submitting your election request in MyFSS.

After completing the DAF Form 1089A, you need to submit it to HQ RIO/RPO via a myFSS case.

To create your myFSS case, log into myFSS.

Click on the myIMA tile on the landing page or enter “IMA Management” into the search bar.

The screenshot shows the MyFSS landing page. At the top, there are logos for the U.S. Air Force and Space Force, along with buttons for 'CHAT WITH LIVE AGENT' and 'AI SEARCH AGENT'. A search bar for 'Search Knowledge Articles' is present. Below this, a 'MyFSS Cases' button is visible. The main content area features a search bar with the placeholder text 'Search by App title or description...'. Below the search bar are several filter buttons: 'All myFSS', 'RegAF', 'Space Force', 'Civilian', 'Services', 'Guard', 'Reserve', and 'External'. The text 'Showing 23 of 23 Applications.' is displayed below the filters. A grid of application tiles is shown below, with the 'RA Reserve Assignments' tile highlighted by a red box. The search bar at the top is also highlighted by a red box.

KB	Knowledge Base	CH	Chatter	FIT	myFitness
EVAL	myEval	SVS	myServices	RR	Roles and Routing
EDU	myEducation	HR	HR Actions	COMP	myBodyComp
RET	myRetirement	BEST	Civilian Benefits & Retirement	CMD	Commander Coordination
CLASS	Civilian Classification	AVB	RegAF Aviation Bonus	CAREER	Career Management
PROMO	myPromotion	ADA	Active Duty Assignments	RA	Reserve Assignments
CTD	Civilian Talent Development	AFR	AFR Aviation Bonus	IMA	myIMA
DECS	Decorations	ANG	ANG Separations		

Select "IMA Reserve Pay"

## AFR HQ RIO IMA Management

### Applicable to: Air Force Reserve (IR/PIRR)

The Headquarters Individual Reservist Readiness Integration Organization (HQ RIO) is located at Buckley Space Force Base, Colorado.

HQ RIO is responsible for managing the readiness of the IR force and standardizing the processes associated with getting our IRs to the fight. Supporting geographically-separated bases around the world in this mission, providing direct oversight and support to more than 8,000 IR Airmen.

The IR force is comprised of Air Force Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reservists (PIRRs). Both IMAs and PIRRs augment active-component missions and are rated by active-component or government agency supervisors.

**Use below links to access myFSS-based IMA/PIRR tasks:**

[AFR IMA HQ RIO Request](#) - This page will allow you to send a request to directly to HQ RIO Headquarters.

[AFR Submit Inquiry to RIO Detachment](#) - This page will allow you to send a request directly to your servicing RIO detachment.

[AFR Readiness and Integration Organization Host Aviation Resource Management Program](#) - The HQ RIO Host Aviation Resource Management (HARM) office is the Aviation Resource 41 Management Office for IR aircrew members.

[AFR RIO Travel](#) - Allows IRs to submit travel vouchers for reimbursement and ask questions related to travel.

[AFR RIO Medical](#) - Allows IR to submit medical documentation for update and submit requests and ask questions regarding medical readiness, MEDCON, LODs, etc.

[IMA Reserve Pay](#) - Allows IR to submit documentation for pay, leave, bonuses, and submit requests and ask questions regarding these topics.

[Orders Writing Cell Request](#) - Allows IRs to request orders.

# Submitting your election request in MyFSS.

Select "HQ RIO RPO Leave"

## AFR HQ RIO RESERVE PAY OFFICE (RPO)

### Applicable to: Air Force Reserve

AFR HQ RIO RESERVE PAY (RPO)

HQ RIO RPO is the pay office for Individual Mobilization Augmentees (IMAs) and is responsible for assisting the Individual Ready Reserve Force (IRR).

NOTES: ARPC Financial Management Office is the pay office for Health Professions Scholarship Program (HPSP) or Health Professions Financial Assistance Program (FAP) individuals, not HQ RIO RPO.

Key training and required submission documentation can be found on the RIO Connect App and at the [HQ RIO Website](#). Check out the [RIO Buzz](#).

HQ RIO RPO IMA Pay Request Knowledge Articles (No IR Travel Requests):

[HQ RIO RPO Debt](#) - any debt related questions

[HQ RIO RPO Long Tours](#) - MPA/RPA Orders 30 days or more pre-certified and close-out, CONUS/OCONUS orders, Temporary Lodging Allowance (TLA), Move in Housing Allowance (MIHA), Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA), Family Separation Allowance (FSA), Family Separation Housing (FSH), Combat Zone Tax Exclusion (CZTE), Imminent Danger Pay (IDP), and Hostile Fire Pay (HFP)

HQ RIO RPO Short Tours - As of 1 Dec 2020, the use of AROWS-R TODC (online certification) is now mandatory for certifying orders of 29 or fewer days. The AROWS-R TODC process is faster, easier, and results in pay being deposited in roughly 15-18 business days.

[CLICK HERE](#) for step-by-step instructions on certifying your orders in AROWS-R. If you having trouble submitting certified and completed short tours through TODC, please create a request under "RPO: Pay Issues" [here](#).

[HQ RIO RPO Leave](#) - Carryover and sell back guidance, submit AF IMT 988 Part I and III (leave can be transferred to an [MPA/RPA/AGR/VI/PA](#)) with no break in service; leave cannot be transferred to EAD). If you are performing back-to-back orders with no break, this process may not be necessary. It depends on what order you are transferring leave from.

[HQ RIO RPO IDTs](#) - UTAPS Guidance, IMA UTAPS Instructional Video with Step-By-Step, IMA Cheat Sheet, How-To for IMA's, and Finance Welcome Packets

[HQ RIO RPO Special Actions](#) - Special Pay, SGLI, TAX, TSP, VA Waiver, and other miscellaneous requests. NOTE: RPO Does not process TSP; we are simply the liaison between you and DFAS TSP via a CMS case.

# Submitting your election request in MyFSS.

Click “Create a Request”

## AFR HQ RIO RPO LEAVE GUIDANCE

### Applicable to: Air Force Reserve

In order to sell any outstanding leave, please submit a completed AF 1089 (see sample below under Related Resources) with a final, certified copy of the corresponding order (AF 938) to the HQ RIO Reserve Pay Office.

#### GENERAL LEAVE INFORMATION

LEAVE REQUEST PART I

LEAVE REQUEST PART III

LEAVE CARRYOVER

LEAVE SELL BACK

### Step-by-Step Instructions:

1. Review the Air Force Reserve Command Leave Carryover Program Policy Guidance Phase II.
2. Complete a Leave Carryover Statement of Understanding. This must be signed by your Supervisor and CC/Director (of your gaining unit where performing duty) prior to publishing of new order.
3. Complete an AF 1089. Include the order number from which you are carrying leave from in Part IV, Remarks, and ensure the form is dated prior to publishing of the new order. The HQ RIO/RPO also needs the completed AF 938 that you are carrying leave from. The commanding officer must sign/date block 44 after your tour is complete.
4. The statement of leave carryover must be written into your new order, or as a modification to it. In order to have the leave carryover statement authorized in your order, you must submit the signed Leave Carryover Statement of Understanding to your Detachment so the authorization can be written in the M45/E49. A modification can also be generated to approve this, but only if the SOU was approved prior to the orders being published.

### Related Resources

(Note: If carrying leave to an AGR tour, this step is not needed)

The statement in the orders should read "Member is authorized to use XX days of leave carryover in addition to normal leave accrued during this tour."

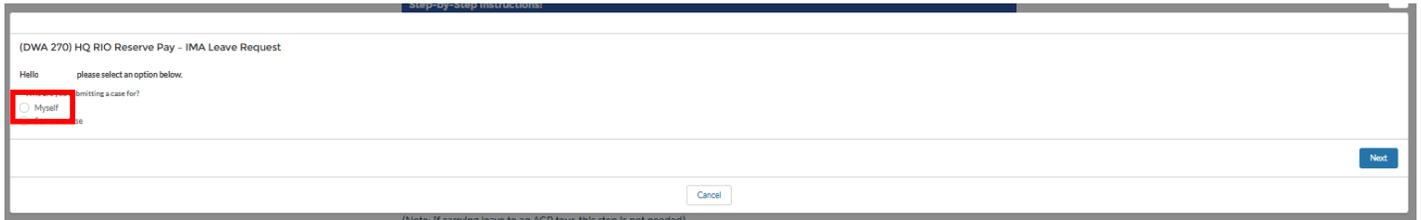
- Orders will not be extended for the sole purpose of taking leave carryover. However, with the gaining commander's approval of a leave carryover request, the leave carryover days will be built into the orders upfront and prior to orders initial publication, as part of the tour length. Once the orders are published, the orders cannot be amended after the fact to extend the order for the sole purpose of taking leave/leave carryover days.
- Once you have the Leave Carryover Statement of Understanding and the authorization published in the order, you can submit the pre-certified order (on the start date) to the RPO via myFSS ticket. Also send in the AF Form 1089 and the final certified order (AF938) from which you are carrying leave from (4 total documents).
  - [Leave Carryover Policy Guidance](#)
  - [Leave Carryover Statement of Understanding](#)
  - [AF 1089](#)
  - [HQ RIO Website](#)

> FSS

**CREATE A REQUEST**

## Submitting your election request in MyFSS.

Select the “Myself” radio button and click “Next.”



(DWA 270) HQ RIO Reserve Pay - IMA Leave Request

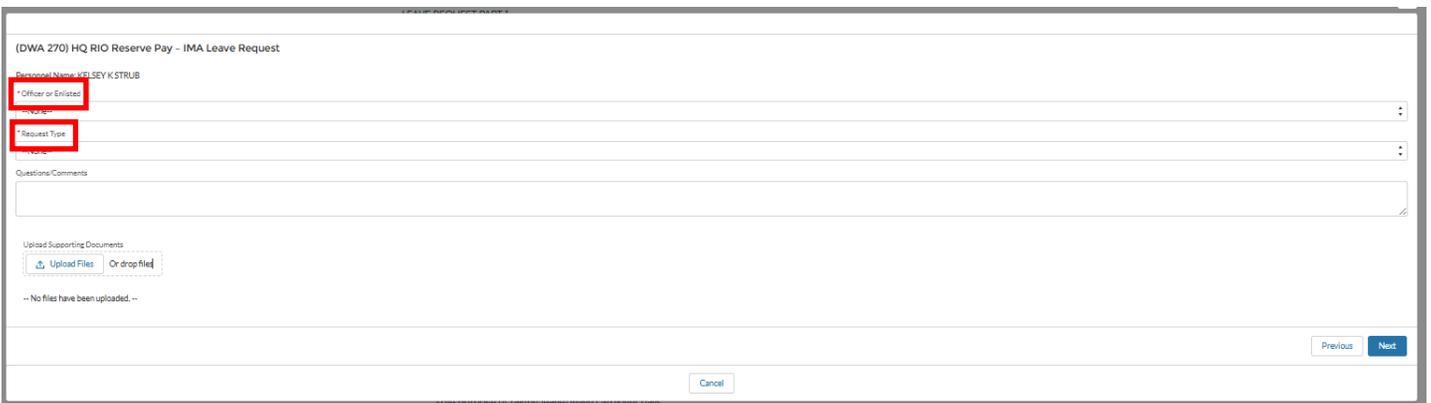
Hello, please select an option below.

Myself

Submitting a case for?

(Note: Iframe loaded in an iframe. This state is not reported.)

Select “Officer or Enlisted” from the drop down menu and then select “Carryover” from the “Request Type” drop down menu.



(DWA 270) HQ RIO Reserve Pay - IMA Leave Request

Personnel Name: KELSEY K STRUB

\*Officer or Enlisted  
--Officer or Enlisted--

\*Request Type  
--Carryover--

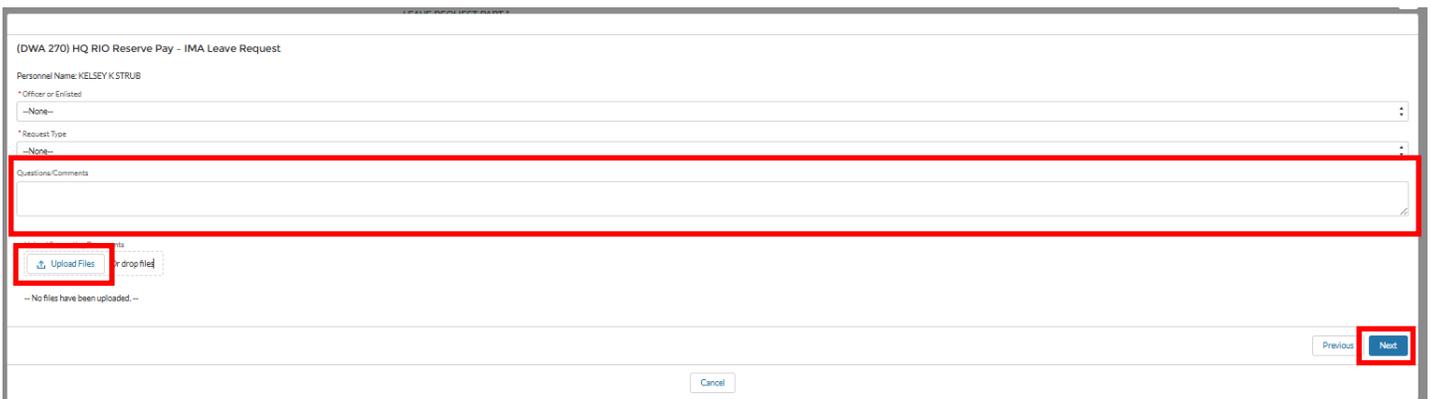
Questions/Comments

Upload Supporting Documents  
 Or drop file(s)

-- No files have been uploaded. --

(Note: Iframe loaded in an iframe. This state is not reported.)

In the “Questions/Comments” text box enter “Carryover election request,” then upload the completed DAF Form 1089A, and click “Next.”



(DWA 270) HQ RIO Reserve Pay - IMA Leave Request

Personnel Name: KELSEY K STRUB

\*Officer or Enlisted  
--None--

\*Request Type  
--None--

Questions/Comments  
Carryover election request

Upload Supporting Documents  
 Or drop file(s)

-- No files have been uploaded. --

(Note: Iframe loaded in an iframe. This state is not reported.)

## Submitting your election request in MyFSS.

Write down the MyFSS case for your records and click “Finish.”



(DWA 270) HQ RIO Reserve Pay – IMA Leave Request

Thank you for submitting your request.  
Your case number is: 05626741

Previous **Finish**

Cancel

The screenshot shows a confirmation page in the MyFSS system. At the top, it says "(DWA 270) HQ RIO Reserve Pay – IMA Leave Request". Below that, it says "Thank you for submitting your request." and "Your case number is: 05626741". There are two red boxes: one around the case number and another around the "Finish" button. The "Finish" button is highlighted in blue. There is also a "Previous" button and a "Cancel" button at the bottom.

## Unsure if you have unused accrued leave?

Submit a myFSS case using the same instructions above, but choose “Other” for the “Request Type” and input “Requesting leave audit” in the “Questions/Comments” text box of the case. A technician will respond with a full leave audit.

## What happens next?

Once your election notice is received, a technician will verify its receipt and log your election notice. The technician will respond in the myFSS case to let you know that your election notice has been processed.

### **IMPORTANT!!!**

Before the new long tour order begins, submit the following documentation to the Orders Writing Cell to have the leave carryover statement added to the order:

- Statement of Understanding
- DAF Form 1089A

When the order begins, the IMA member must submit their completed leave carryover package to HQ RIO/RPO for processing. The following documents are required:

- Statement of Understanding
- DAF Form 1089A
- A signed copy of the certified orders the leave is carried from.
- A signed copy of the pre-certified order with the leave carryover statement.

IMA members cannot carry forward more than 60.0 days of leave during a fiscal year (FY).

Carryover leave cannot be used until the carryover has been processed.

## Still encountering issues?

While it is the intent of the leadership at HQ RIO to provide you with the information that is most beneficial to you, we understand that shortfalls do sometimes exist. Here are some basic rules of engagement to ensure your requests are handled in an efficient and professional manner.

### **Good personal contact information:**

- Provide MyFSS with an email that you most regularly use.
- Delays in processing can sometimes be attributed to not having good contact information set up in your profile—please don't let this be an issue for you.
- Leave a good call back number in your MyFSS case, with the hours during the duty day when you can be reached.
- Check spam, junk, and clutter folders.
- Check the HQ RIO website for Quick Guides or Training that might be able to assist you in preparing your request.
- Please note that for military pay and travel reimbursements, the Total Force Service Center is limited in their ability to help as they don't have access to financial management systems.

### **MyFSS submission Rules of Engagement:**

- Submit one ticket per request.
  - If your request goes unanswered or not answered to your satisfaction please DO NOT open a new case, reply to the case in question.