United States Air Force Reserve

Integrity - Service - Excellence

Military Pay

U.S. AIR FORCE

Overview

- Reserve Pay Office

- myPers

- IMA Welcome Package

- Completing Pre-Cert AF938 for a Long Tour

- Completing Close-Out AF938 for a Short Tour

- Methods to submit orders for Pay (TODC)

- UTAPS

- All other inquires (excluding travel) submit to RPO

- HQ RIO/RPO Leave Carry-Over

- Setting up MyPay

Reserve Pay Office (RPO)

- Processes all IDT, MPA, RPA, AT Orders for Pay
  - Pay not started by orders approval

- Forward all pay/leave requests using myPers thru our website page:
  - One ticket per request, do not bundle issues
  - Phone: 1-800-525-0102 , DSN 665-0102
  - Website: http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx

- All IRs must use HQ/RIO Reserve Pay Office (RPO) as their finance office according to AFMAN 65-116 Vol III.

Reserve Pay Office (RPO) services all salary & leave issues—NOT TRAVEL

HQ RIO RPO Website:

http://www.arpc.afrc.af.mil/HQ RIO/IMA-RPO.aspx

HQ RIO RPO Website

Home	Resources	Travel	Pay
Detachments	Training	Vacancies	Force Development
Awards & Boards	Benefits & Entitlements	Orders Writer Cell	Activation & Deployments

Note: If accessing this page from a .mil computer, you may need to refresh the browser cache to see the latest content (Windows OS, use Ctrl+F5)

FINANCE AND PAY RESOURCES

⊞ **Pay Processing Times**
⊟ **Submit pay documents via myPers**

As of 15 Oct 18, submissions to the Reserve Pay Office (RPO) will no longer be accepted from email, AMRDEC, or fax.

The MyPers case management system will ensure customer submissions are verified, tracked, and executed within measurable timelines to ensure quality customer service

If you have grossly aged items, please contact your assigned detachment with your MyPers ticket #. The Det will contact the HQ RIO for oversight/updates.

Please be advised that submitting incorrect/incomplete packages, omitting key supporting documents, or delayed responses to technician follow-up requests will delay your final reimbursement.

Key training and required submission documentation can be found on the RIO Connect App and at the HQ RIO Website

Choose from the links below to submit your reserve pay request. No travel requests are to be submitted here.

IMA RPO Requests	BAH AF Form 594, BAH Waiver, Clothing/Uniform Allowance, IMA RPO Welcome Packages, Misc. inquiries
Leave Request	AF Form 988 Part 1, AF Form 988 Part 3, Leave Carryover, Leave Sell Back, Other leave inquiries
Short Tour Request	MPA/RPA Orders less than 30 days, Annual Training, Cost of Living Allowance (COLA)
Long Tour Request	MPA/RPA Orders greater than 29 days, Pre-certified & Close-out CONUS/OCONUS orders, Temporary Lodging Allowance (TLA), Move in Housing Allowance (MIHA), Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA)

HQ RIO RPO Website

Pay Guidance

- AROWS-R User Guide
- AROWS-R Quick User Guide
- AF Form 40A
- Tour of Duty Certification Instructions
- 2017 AFRC Critical Skills List
- BAH Recertification Guide
- BAH Guidance-Short Tour and Long Tour
- Orders Certification Example
- FY18 AFRC Health Professions Special and Incentive (HPS&I) Pay memo
- FY18 AFRC Health Professions Special and Incentive (HSP&I) Pay Plan

Pay Forms

- IMA Reserve Pay Office Welcome Package
- IMA Reserve Pay Office Welcome Package (Example)
- AF 4010 - Application for IMA Enlisted Bonus and Incentive
- AF1962 - Election of Reserve Pay and Allowances or Benefits from Prior Military Service
- AF Form 1745 - Address Change Form (New IRs only)
- DD Form 1561 - Family Separation Allowance
- AF IMT 988 - Leave Request and Authorization
- DD Form 2058 - State of Residence
- Employee's Withholding Allowance (W-4)
- AF Form 594 - Start/Stop/Change BAQ
- Direct Deposit (Change via MyPay) (Initial hire only)
- SGLV 8286 - Servicemembers' Group Life Insurance
- COLA Form
- DD 2367, Individual Overseas Housing Allowance

Leave Carryover Guidance

Leave Sellback Guidance

Contingency Pay Guidance

Contact IMA Reserve Pay Office

IMA Welcome Package for In-processing

MILITARY PAY IN-PROCESSING PACKET

CHECKLIST OF REQUIRED DOCUMENTS FOR MILITARY PAY

NAME:_____ SSN:_____ DATE: _____

PHONE NUMBER: (_____)_____ EMAIL:_____

SIGNATURE: _____

ALL FORMS ARE REQUIRED FOR MILITARY PAY IN-PROCESSING
<MISSING OR INCOMPLETE FORMS WILL RESULT IN A DELAY OF YOUR PAY>

PLEASE INITIAL NEXT TO EACH FORM INCLUDED IN YOUR PACKET

	1. DD 1288 OR APPOINTMENT ORDER
	2. DIRECT DEPOSIT FORM (SF 1199A)
	3. W-4 FEDERAL TAX WITHHOLDING
	4. STATE OF LEGAL RESIDENCE CERTIFICATE (DD 2058)
	5. SGLI-SERVICE GROUP LIFE INSURANCE (see note below)
	6. ADDRESS CHANGE FORM (AF 1745)
	7. BASIC ALLOWANCE FOR HOUSING (AF 594) *MUST INCLUDE MARRIAGE CERTIFCATE OR CHILD(REN) BIRTH CERTIFICATE IF APPLICABLE
	8. BENEFITS WAIVER (AF 1962)
	9. DD 214 – FOR ALL PRIOR SERVICE DATES

***Please visit https://www.benefits.va.gov/insurance/SOES.asp to complete SGLI election

Per AFRC/A1KK, new accessions who do NOT submit either an SGLV 8286 or SOES certificate as part of their **welcome package**, will AUTOMATICALLY be setup for the $400,000 SGLI premium.

The only personnel authorized to complete hardcopy SGLV 8286 election form are newly accessed members who wish to decline coverage or less than $400,000 coverage.

Note: Electing a coverage in SOES is still a requirement for SGLI coverage.

SOES link: https://milconnect.dmdc.osd.mil/milconnect/

U.S. AIR FORCE

- I am free to name anyone I want as my beneficiary. I understand if I am married and have designated someone other than my spouse or child as my beneficiary, the person I have named is the person I intend to receive my insurance proceeds. I also understand that my spouse may be notified that he/she (or my child) is not my designated beneficiary.

I certify that, to the best of my knowledge and belief, the above statements are complete and true. Any deception or false statement, either by reference, omission, or otherwise can result in loss of coverage or denial of a claim for benefits. If declining or reducing SGLI coverage, I have received the appropriate general information concerning life insurance from my Unit Personnel Clerk.

Service Member Signature	Social Security Number	Date (MM, DD, YYYY)

Address

Submit this form to your Unit Personnel Clerk. By ~~signing~~ **this section the Unit Personnel Clerk acknowledges that they have counseled the Service Member in regards** ~~to information~~ **provided on page 4 of this form.**

For Branch of Service Use Only		For OSGLI Use Only	
Name of Personnel Clerk		Representative	
Rank, title or grade		Approve ☐	
Contact telephone/email		Disapprove ☐	
Date		Date	
Address			

..2010.094   Ed. 12/2016

SGLV 8286   Page 2 of 4

All forms need to be filled out completely and signed

Standard Form 1199A (EG)
(Rev. June 1987)
Prescribed by Treasury
Department
Treasury Dept. Cir. 1076

DIRECT DEPOSIT SIGN-UP FORM

OMB No. 1510-0007

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.

- A separate form must be completed for each type of payment to be sent by Direct Deposit.

- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.

- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 *(TO BE COMPLETED BY PAYEE)*

A NAME OF PAYEE *(last, first, middle initial)*	D TYPE OF DEPOSITOR ACCOUNT ☐ CHECKING ☐ SAVINGS
ADDRESS *(street, route, P.O. Box, APO/FPO)*	E DEPOSITOR ACCOUNT NUMBER
CITY STATE ZIP CODE	F TYPE OF PAYMENT *(Check only one)* ☐ Social Security ☐ Fed. Salary/Mil. Civilian Pay ☐ Supplemental Security Income ☐ Mil. Active ☐ Railroad Retirement ☐ Mil. Retire.
TELEPHONE NUMBER ( )	☐ Civil Service Retirement (OPM) ☐ Mil. Survivor ☐ VA Compensation or Pension ☐ Other AF Reserve Pay *(specify)*
B NAME OF PERSON(S) ENTITLED TO PAYMENT	
C CLAIM OR PAYROLL ID NUMBER	G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY *(if applicable)*
SSN:	TYPE AMOUNT

PAYEE/JOINT PAYEE CERTIFICATION	JOINT ACCOUNT HOLDERS' CERTIFICATION *(optional)*
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.	I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.
SIGNATURE DATE	SIGNATURE DATE
SIGNATURE DATE	SIGNATURE DATE

SECTION 2 *(TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)*

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS

NAME OF FINANCIAL INSTITUTION	ROUTING NUMBER CHECK DIGIT
	DEPOSITOR ACCOUNT TITLE

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.

PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE
NA	NA	NA	NA

Financial Institutions should refer to the GREEN BOOK for further instructions.
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

NSN 7540-01-058-0224

PAYEE COPY

1199-207
Designed using Perform Pro, WHS/DIOR, Mar 97

Beside requiring a signature…some forms may require additional documentation:

AF Form 594, 20130729   PREVIOUS EDITION IS OBSOLETE

Certifying Your 938

Completing your AF 938 (Start Your Pay)

FOR THE PRE-CERTIFICATION OF >=30 DAYS OR MORE ORDER

31. DEPARTMENT OF THE AIR FORCE *(Enter designation and location of headquarters.)*
ARPC SWC
HQ ARPC BUCKLEY AFB, CO 80011

TDN:

FOR THE COMMANDER

35. AUTHORIZING/ORDER ISSUING OFFICIAL (Title and Signature)

AIR FORCE RESERVE COMMAND — OFFICIAL

32. RESERVE ORDER NO. | **33. DATE** 20150605 | **34. DISTRIBUTION**

include travel days here (if in block 11)

36. STATEMENT OF TOUR OF DUTY

	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
a. DEPART	HOR	0900	6	Jun	b. ARRIVE	Duty Location	1900	7	Jun	PA
c. DEPART					d. ARRIVE					

37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave.

Circle what applies

My Spouse (Circle One) was / **was not** in Active Duty status during this tour.
I (Circle One) did / **did not** occupy gov't quarters.

CERTIFICATION

40. Member reported for duty at 0730 hours on 8 Jun and was released from duty at ____ hours on ____

41. CERTIFYING OFFICIAL'S PRINTED NAME
Mary Thompson

42. DSN
555-0111

38. MEMBER'S SIGNATURE
John Smith

39. DATE
15 06 08

43. CERTIFYING OFFICIAL'S SIGNATURE
Mthompson

44. DATE
150608

47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.

45. TIMEKEEPER SIGNATURE

Must be dated on or after start date

FOR SHORT TOUR<30 DAY ORDER, ITS PROCESSED AFTER THE COMPLETION OF THE TOUR

Certifying Short tour Orders in AROWS-R using TODC

Methods to submit orders for pay

- **Tour of Duty Certification is online in AROWS-r website**
  - **This is a quick and easy process that will greatly reduce order processing time and errors. Usually posts in 10 workdays.**
  - **This can be accomplished by selecting the "member" option from the drop down menu, and then, under the tour of duty sub-menu, selecting "create certification".**
  - **Allows you as the member to track**

Create Certification

Please Select A Menu

Member Menu

Create Application
Applications Awaiting Action
Applications In Progress
Pull Back Application
Approved Orders

Tour of Duty

Create Certification
Certifications Awaiting Action
Certifications In Progress
Approved Certifications
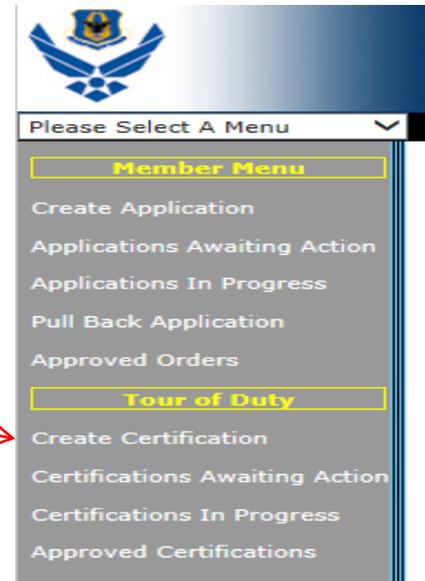
Processing of IDTs in UTAPS

U.S. AIR FORCE

The primary purpose of UTAPSweb for IMAs/PIRRs is to schedule, verify and manage pay and/or points for current Fiscal Year (FY) attendance for Inactive Duty Training (IDT) or Points Only IDTs (PNT).

U.S. AIR FORCE

If you use your CAC you can no longer use the username and password option

UTAPS - Accept

Validate Your Role/Configure Supervisor selection

1st select your roles
2nd configure your supervisor selection

Supervisor Selection

U.S. AIR FORCE

Select IMA/PIRR Schedule

| UTAPS Home | IMA/PIRR Schedule | Reports | Configuration | Help | Log Off |

wrbfm96/UtapsWebv2-ima .. integrated security=SSPI;data source=wrbfm96,1339;initial catalog=UTAPSWebV2_90;Connect Timeout=90;

Roles: IMA/PIRR ▼

Contact Information
Email:
afrc.utapsweb@us.af.mil

Help Desk Toll Free:
1-877-294-5822 Option
2
Help Desk DSN:
497-0166 Option 2

FAX Comm:
(478) 327-0519
FAX DSN:
497-0519

0730 - 1700 EST
Monday - Friday

- UTAPSweb will be down 03 July 13, from approximately 1150 - 1230, for a update to the release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- UTAPSweb will be down 03 July 13, from approximately 0600-0800, for a release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- This message is to inform you that as of June 14, the UTAPSweb calendar is available for IRs. You can begin building your IDT schedule for FY14 in UTAPSweb. We recommend you build your IDT schedule around your participation and mobilization readiness req... PHA, Dental, Fitness Assessment, etc.). For assistance on scheduling your IDTs for next fiscal year, contact the UTAPS Help Desk.
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAPSw... ear Schedule (FY12). Fiscal Year 12 UTAPweb calendars will be closed for scheduling on the last day of July. This will prevent inputs or modifications to pr... year schedules, in UTAPSweb, by the member. Coor... h your supervisor to complete all pending UTAPSweb schedules or outstanding Inactive Duty prior to this closure. Effective 1 Aug 2013, prior year calenda... will be available for viewing only. However, IR memb... tain capability to view and print prior year 40As. For any prior year UTAPSweb scheduling assistance, send request to rmg.utaps@us.af.mil
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAPSw... ear Schedule (FY12). Fiscal Year 12 UTAPweb calendars will be closed for scheduling on the last day of July. This will prevent inputs or modifications to pr... year schedules, in UTAPSweb, by the member. Coor... h your supervisor to complete all pending UTAPSweb schedules or outstanding Inactive Duty prior to this closure. Effective 1 Aug 2013, prior year calenda... will be available for viewing only. However, IR memb... tain capability to view and print prior year 40As. For any prior year UTAPSweb scheduling assistance, send request to rmg.utaps@us.af.mil
-
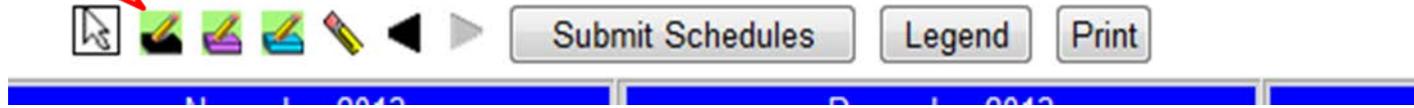- UTAPS connectivity issues have been resolved. Tha... our patience. HQ AFRC FM/Help Desk.

U.S. AIR FORCE

For this tutorial, select the black pencil to build an IDT.

IMA/PIRR Calendar

[Submit Schedules] [Legend] [Print]

Legend:

Black	**Inactive Duty Period (IDT)**
Turquoise	**Non-Paid IDT (points only)**
Eraser	**Delete IDT, RMP, etc…**
Arrows	**Shift/Change Fiscal Years**

Select Date(s)

For this tutorial, we will build an IDT on 01-12 Dec, so click this date.

IMA/PIRR Calendar

Submit Schedules | Legend | Print

	IDT	0
	RMP	0
	FHD	0
	PNT	0
	AFTP	0
	AGTP	0
	Manday	0
	Conflict	0
	Split	
	Built	
	Pending	
	Rejected	
	Approved	
	Worked	
	Paid	

U.S. AIR FORCE

Build IDT Schedules - Internet Explorer provided by USAF

Build IDT Schedules

IDT Date	12/1/2013
Number of Consecutive Periods *	24
Starting Schedule to Work Period *	1 ▾

Select one of the Location Options below: *

○ Use Home of Record Location (Telecommute)
○ Search by city/base
◉ Search by zipcode

Enter a zipcode/APO, then click Search for a list of matching locations:

Enter Zipcode/APO *	31093
Select Region: *	North America ▾ United States ▾ [Search]
City/Base *	[31093] GA - Warner Robins, Houston ▾

Location Selected: [31093] GA - Warner Robins, Houston

Comment * (Max 50 characters)	HQ/RMG
Require Subsistence? *	◉ No ○ Yes
Require Lodging? *	○ No ◉ Yes
Select A Validator *	cremeans, charles - Supervisor ▾

[OK] [Cancel]

Once you fill out the applicable information you will click "OK" and that will bring you to the next screen

Local intranet | Protected Mode: Off   🔍 105% ▾

U.S. AIR FORCE

Review your days and click "Save and Close"

IMA Schedule Editor - Internet Explorer provided by USAF

572-79-9761

Schedule Type: IDT
Participation Status Code:
Period:
Start Date:
Start Time: 0000
Schedule Period:
Telecommute:
End Date:
End Time: 0000
Validator:

Update Schedule

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/1/2013	0800	12/1/2013	1200	IDT	00	False				Comment
2	12/1/2013	1300	12/1/2013	1700	IDT	00	False				Comment
3	12/2/2013	0800	12/2/2013	1200	IDT	00	False				Comment
4	12/2/2013	1300	12/2/2013	1700	IDT	00	False				Comment
5	12/3/2013	0800	12/3/2013	1200	IDT	00	False				Comment
6	12/3/2013	1300	12/3/2013	1700	IDT	00	False				Comment
7	12/4/2013	0800	12/4/2013	1200	IDT	00	False				Comment
8	12/4/2013	1300	12/4/2013	1700	IDT	00	False				Comment
9	12/5/2013	0800	12/5/2013	1200	IDT	00	False				Comment
10	12/5/2013	1300	12/5/2013	1700	IDT	00	False				Comment
11	12/6/2013	0800	12/6/2013	1200	IDT	00	False				Comment
12	12/6/2013	1300	12/6/2013	1700	IDT	00	False				Comment
13	12/7/2013	0800	12/7/2013	1200	IDT	00	False				Comment
14	12/7/2013	1300	12/7/2013	1700	IDT	00	False				Comment
15	12/8/2013	0800	12/8/2013	1200	IDT	00	False				Comment
16	12/8/2013	1300	12/8/2013	1700	IDT	00	False				Comment
17	12/9/2013	0800	12/9/2013	1200	IDT	00	False				Comment
18	12/9/2013	1300	12/9/2013	1700	IDT	00	False				Comment
19	12/10/2013	0800	12/10/2013	1200	IDT	00	False				Comment
20	12/10/2013	1300	12/10/2013	1700	IDT	00	False				Comment
21	12/11/2013	0800	12/11/2013	1200	IDT	00	False				Comment
22	12/11/2013	1300	12/11/2013	1700	IDT	00	False				Comment
23	12/12/2013	0800	12/12/2013	1200	IDT	00	False				Comment
24	12/12/2013	1300	12/12/2013	1700	IDT	00	False				Comment

Save and Close   Cancel

Done   Local intranet | Protected Mode: Off   70%

Schedule Built Successfully

Click "OK"

U.S. AIR FORCE

IMA/PIRR Calendar

Now that your schedule is built, you need to submit them. so click on "Submit Schedules"

U.S. AIR FORCE

IMA/PIRR Calendar

Your dates will now turn YELLOW

Approved Schedule (green)

IMA/PIRR Calendar

Once your supervisor approves your IDT's, they will turn GREEN

IDT Worked (gray) signing in/out

IMA/PIRR Calendar

Select the days worked, and this window will open. You will click on the open space below under "Work Date" and sign in

U.S. AIR FORCE

Once your IDT's turn to gray, a system generated email will be sent to your supervisor to inform them of pending actions

IMA/PIRR Calendar

UTAPS CALENDAR - Ready to be paid

U.S. AIR FORCE

U.S. AIR FORCE

Carry-over Leave Process

HQ RIO/RPO Leave Carry-Over

Choose from the links below to submit your reserve pay request. No travel requests are to be submitted here.

IMA RPO Requests	BAH AF Form 594, BAH Waiver, Clothing/Uniform Allowance, IMA RPO Welcome Packages, Misc. inquiries
Leave Request	AF Form 988 Part 1, AF Form 988 Part 3, Leave Carryover, Leave Sell Back, Other leave inquiries
Short Tour Request	MPA/RPA Orders less than 30 days, Annual Training, Cost of Living Allowance (COLA)
Long Tour Request	MPA/RPA Orders greater than 29 days, Pre-certified & Close-out CONUS/OCONUS orders, Temporary Lodging Allowance (TLA), Move in Housing Allowance (MIHA), Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA)

⊞ **Pay Guidance**
⊞ **Pay Forms**
⊞ **Leave Carryover Guidance**
⊞ **Leave Sellback Guidance**
⊞ **Contingency Pay Guidance**
⊟ **Contact IMA Reserve Pay Office**
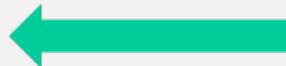
DSN: 665-0102
Comm: 1-800-525-0102

Mailing Address:
HQ RIO/IRO
Attn: Reserve Pay Office
18420 E. Silver Creek Ave.
Bldg. 390, MS68
Buckley AFB, CO 80011

⊞ Pay Guidance

⊞ Pay Forms

⊟ Leave Carryover Guidance

- *Leave can be transferred to an AGR/VPLAD tour with no break in service.*
- *Leave can be transferred to an MPA/RPA Order.*
- *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.*
- *Leave cannot be carried over to a EAD Program.*

Guidance

- Leave Carryover Policy Guidance
- Leave Carryover Statement of Understanding
- AF 1089

Step-by-step instructions:

- Review the Air Force Reserve Command Leave Carryover Program Policy Guidance Phase II
- 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.
- 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.
- 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 M4S/E49. A modification can also be generated to approve this, but only if the SOU was approved prior to the orders being published.

(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."

Keep in mind:

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.
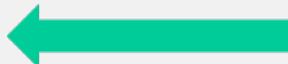
The statement of leave carryover must be written into your new order, or as a modification to it. In order to have the leave carryover statement authorized in your order, you must submit the signed Leave Carryover Statement of Understanding to your Detachment so the authorization can be written in the M4S/E49. A modification can also be generated to approve this, but only if the SOU was approved prior to the orders being published.

DD MMM YY

MEMORANDUM FOR (SUPERVISOR ORG/SYMBOL)

FROM: (MEMBER'S ORG/SYMBOL)

SUBJECT: Leave Carryover Statement of Understanding and Election

(Please initial)

1. _____I (Typed, Rank, Name, and last 4 of SSN) 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 authorized Reserve Component members to carry leave forward from active duty tour to another tour.

3. _____In conjunction with my next MPA/RPA/AGR/EAD tour duty starting _____ , I hereby request to carry forward _____ of my accrued leave as noted below.

4. _____I understand that if my order includes an extension to accommodate approved leave carryover, I must use that leave plus any accrued leave within this order.

6. _____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.

7. _____I understand leave is not a career continuation incentive through the accrual of large leave balances.

8. _____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's Full Signature and Date

Supervisor must sign prior to date of orders beginning:

1st Ind to (OFFICE SYMBOL FOR 1ST INDORSEMENT OFFICIAL), DD MMM YY, Leave Carryover Statement of Understanding and Election

MEMORANDUM FOR (OFFICE SYMBOL FOR 2D INDORSEMENT OFFICIAL)

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 Block and Date
(Supervisor at mbr's reporting unit)

Attachments:
Documents reflecting amount of days available to carry forward

Commander must sign prior to date of orders beginning:

2nd Ind to (OFFICE SYMBOL FOR 2d INDORSEMENT OFFICIAL) DD MMM YY, Leave Carryover Statement of Understanding and Election

MEMORANDUM FOR (MEMBER)

I approve/disapprove (circle one) 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

Commander Signature Block and Date
(CC at mbr's reporting unit)

U.S. AIR FORCE

Click-to-call and Email directory
Pay travel and career resources
How-to videos
Events calendar

- *MyPay* can be accessed by going in **www.dfas.mil** and clicking on the myPay symbol

- Once in myPay on the left hand sided there is a NEW User section

New User

MyPay is Commonly Used to...

- Check LES

- Update Mailing Address

- Update Direct Deposit (Bank) Information

- Change Federal/State Withholdings

- Change Thrift Savings Plan

- View AoP's for Travel

- Download W-2

Ensure your email is always current!

Questions ?