

How to Request Leave as an IMA

A Quick Guide from HQ RIO

For IMAs on orders of 31 or more days

If you are on orders of 31 or more days, you will earn leave (2.5 days per month) and be able to take leave. Follow these steps to submit your leave paperwork.

1. Download the [AF Form 988](#). You may need to open in Acrobat for the form to render properly. The most recent AF Form 988 was published 20 Nov 2020, so try to use the most up-to-date (previous edition can also be used).
2. Fill out Section 1 of the form according to the example. You'll find your current leave balance on your most recent LES on [myPay](#). If you need advance leave (using leave before you earn it), your supervisor/CC needs to approve it and you'll need to fill out Section 2 as well.
3. Have your active component supervisor approve and sign the form.

| LEAVE REQUEST/AUTHORIZATION | | | | SECTION I | | |
|--|---|---|--|--|------------------------|--|
| (See Privacy Act Statement and General Instructions below) | | | | 1. DATE OF REQUEST | 2. TYPE OF TRANSACTION | |
| | | | | TO: FSO | 20210628 | |
| 3. DoD ID (6-14) | 4. NAME (Last, First, Middle Initial) (1-19) | 5. GRADE | 6. CURRENT LV BALANCE | 6a. DOS | | |
| 123-45-6789 | Smuffy, Joe, Q | Amm | 12 | | | |
| 7. RECOMMEND CONVALESCENT LEAVE | | 8. TYPE OF LEAVE | | | | |
| FROM | TO | <input checked="" type="checkbox"/> Ordinary (A) <input type="checkbox"/> Emergency Leave of Absence (ELA) (TJ51) <input type="checkbox"/> Reenlistment (E) | | | | |
| | | <input type="checkbox"/> Convalescent (F) <input type="checkbox"/> Appellate Review (R) <input type="checkbox"/> Graduation (J) <input type="checkbox"/> Primary CG(TJ18) | | | | |
| | | <input type="checkbox"/> Terminal (P) <input type="checkbox"/> Special (H) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Secondary CG(TJ19) | | | | |
| | | <input type="checkbox"/> Permissive TDY (T) <input type="checkbox"/> R&R Leave (A) | | | | |
| REMARKS: PTDY Reason (AFI 36-3003) | | | | | | |
| PROVIDER'S SIGNATURE & STAMP | | | | | | |
| 9. NO. DAYS REQUESTED (33-35) | 10. LEAVE AUTH NO. (37-43) | 11. FIRST DAY/TIME OF LV STATUS | 12. FIRST DAY OF CHARGEABLE LV (47-52) | 13. LAST DAY OF CHARGEABLE LV (53-58) | | |
| 3 | | 20210716 0730 | 20210716 | 20210718 | | |
| 14. LEAVE AREA (36) | | 15. EMERGENCY PHONE NO. | | 16. LEAVE ADDRESS (Street, City, State, Zip Code, and Phone No.) | | |
| <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> OS <input type="checkbox"/> OS to CONUS | | 321-555-1212 | | 123 Main Street Anytown, NC 12345 | | |
| 17. DUTY PHONE NO. | 18. UNIT | OFFICE SYMBOL / DUTY SECTION | | | | |
| 654-987-1234 | HQ RIO | PA | | | | |
| 20. DUTY LOCATION | | | | | | |
| Buckley SFB, Co. | | | | | | |
| LEAVE REQUEST CERTIFICATION: I acknowledge that the leave requested by me will be charged against my leave account unless otherwise canceled or corrected through Part III of this form. In addition, if I cannot earn enough leave before separation to cover this request, I consent to withholding from current pay, final pay, or any other pay due me to satisfy this indebtedness. I understand that there is no actual debt until my final separation from the Air Force or Space Force; however, I consent to this withholding of pay in anticipation of the indebtedness for the unearned portion of my leave balance. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my requested or projected separation date, and understand that this could result in the withholding of 100% of any current pay, final pay, or any other money due me. I have read the instructions on PART II. | | | | | | |
| 21. MEMBER'S SIGNATURE | | 22. LEAVE IS | | DATE | | |
| | | <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED | | | | |
| 23. APPROVER'S NAME AND GRADE (Print or Type) | | 24. DUTY PHONE NO. | | 25. APPROVER'S SIGNATURE | | |
| | | | | | | |
| SECTION II (To be completed by supervisor/unit commander to authorize advance or excess leave) | | | | | | |
| 26. LEAVE AVAILABLE TO ETS (From LES) | 27. ADVANCE LEAVE REQUESTED (Block 9 minus 6) | 28. EXCESS LEAVE REQUESTED (44-46) (Block 9 minus 26) | 29. TOTAL LEAVE APPROVED | | | |
| | | | | | | |
| 30. UNIT HEADQUARTERS | 31. COMMANDER'S SIGNATURE/GRADE | 32. AUTHORIZATION DATE | 33. AUTHORITY FOR ADVANCE LEAVE OVER 30 DAYS | | | |
| | | | | | | |

4. Once you and your supervisor have signed it, submit the form to the [LEAVE REQUEST](#) link in the RIO Reserve Pay section of myPers. Select "AF Form 988 Part 1." In the body of the message, request a leave number.
5. After the leave number has been assigned and you've completed your leave, fill out Part 3 of the form (be sure to note any changes from what was originally put in Part 1).
6. Have your supervisor sign the Part 3, then submit the completed AF Form 988 with Parts 1 and 3 filled and out signed to the same [LEAVE REQUEST](#) link on myPers. Select "AF Form 988 Part 3."

ARPC (FOUO) IMA Leave Request

If you have questions on how to submit or prepare your leave requests, leave sell back, or carry over go to our Learning Experiences by clicking on the link below and select "Leave and Leave Carryover"

[IR Training](#)

- Target SSAN (No Dashes) 123456789
- Officer/Enlisted AIR RESERVE ENLISTED
- Leave Request LEAVE (IMA)

No Value
Leave (IMA)
AF Form 988 Part 1
AF Form 988 Part 3
Carryover
Sell Back
Other

requested completed quickly remember to include the following documents with your

- Leave Carryover Statement of Understanding and Election (SOU), Memo
- A copy of your Leave and Earnings Statement (LES) from myPay
- Leave Settlement Option Form (AF Form 1089)
- Request and Authorization for Active Duty Training/Active Duty Tour Form (AF Form 938 - from ARO/V5-R) from the prior tour that has unused leave
- Pre-certified Order

Leave Sell Back

- Leave Settlement Option Form (AF Form 1089)
- Certified Copy of the Request and Authorization for Active Duty/Active Duty Tour Form (AF Form 938) in which you have unused leave

Questions/Comment

Attach Documents Choose File No file chosen

7. After receiving confirmation that your request was processed, check your next LES to ensure you were correctly charged for the leave. Keep in mind that the RIO Pay Office can calculate you total amount of leave, including future leave days that haven't been used yet. Leave won't post to your LES until it's used.