

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.

The image shows a sample AF Form 988 LEAVE REQUEST/AUTHORIZATION form. Red arrows point to the following fields: 1. 'TO: FSO' in the top right section. 2. 'RECOMMEND CONVALESCENT LEAVE FROM' and 'TO' in the middle left section. 3. 'LEAVE AUTH NO.' in the bottom left section. 4. 'APPROVER'S NAME AND GRADE' in the bottom right section. The form includes fields for member information, leave type, dates, and supervisor approval.

4. Once you and your supervisor have signed it, submit the form to the [LEAVE REQUEST](#) link in the RIO Reserve Pay section of myFSS. Select "Create a Request" 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 myFSS. Select "AF Form 988 Part 3."

The image shows a screenshot of the myFSS 'LEAVE REQUEST' form. The title is '(DWA 270) HQ RIO Reserve Pay - IMA Leave Request'. The form includes fields for Personnel Name, Officer or Enlisted status (Enlisted is selected), Request Type (AF Form 988 Part 1 is selected), and a Questions/Comments field. At the bottom, there is an 'Upload Supporting Documents' section with an 'Upload Files' button and a note 'Or drop files'.

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.