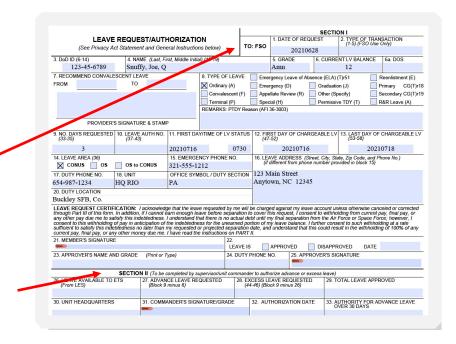
How to Request Leave as an IMA

A Quick Guide from HQ RIO

For IMAs on orders of 31 or more days

If you are on orders for 31 days or more, you will earn leave at a rate of 2.5 days per month. You can take this leave by following these steps to submit your leave paperwork:

- Download the <u>AF Form 988</u>. You may need to open in Acrobat for the form to render properly.
- 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



(DWA 270) HQ RIO Reserve Pay - IMA Leave Request
Personnel Name:
*Officer or Enlisted
Officer
* Request Type
AF Form 988 Part 1
None AF Form 988 Part 1 AF Form 988 Part 3 Carryover Sell Back Other
Upload Supporting Documents ① Upload Files Or drop files No files have been uploaded

supervisor approve and sign the form.

- 4. Once you and your supervisor have signed it, submit the form to the <u>LEAVE REQUEST</u> link in the RIO Reserve Pay section of myFSS. Select "Create A Request" -> "Myself" -> "AF Form 988 Part 1".
- 5. After you've completed your leave, fill out Part 3 of the form (be sure to note any changes from what was originally listed 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 <u>LEAVE REQUEST</u> link on myFSS the day after your leave ends. Select "Create A Request" -> "Myself" -> "AF Form 988 Part 3".
- 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 your 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.