

How to Request Leave as an IMA

A Quick Guide from HQ RIO

For IMAs on orders for 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:

1. Download the [AF Form 988](#). You may need to open in Acrobat for the form to render properly.
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

The image shows a screenshot of the AF Form 988 (Leave Request/Authorization) form. The form is divided into two main sections: Section I and Section II. Section I (Leave Request) contains fields for: 1. DATE OF REQUEST (20210628), 2. TYPE OF TRANSACTION (1-5) (F50 Use Only), 3. DoD ID (6-14) (123-45-6789), 4. NAME (Last, First, Middle Initial) (Smuffy, Joe, Q), 5. GRADE (Amm), 6. CURRENT LV BALANCE (12), 6a. DOS, 7. RECOMMEND CONVALESCENT LEAVE (FROM TO), 8. TYPE OF LEAVE (checked: Ordinary (A), Emergency Leave of Absence (ELA) (T)J51, Reenlistment (E), Convalescent (F), Appellate Review (R), Other (Specify), Primary CG(T)18, Terminal (P), Special (H), Permissive TDY (T), Secondary CG(T)19, R&R Leave (A)), REMARKS: PTDY Reason (AFI 36-3003), 9. NO. DAYS REQUESTED (3), 10. LEAVE AUTH NO. (37-43), 11. FIRST DAY/TIME OF LV STATUS (20210716 0730), 12. FIRST DAY OF CHARGEABLE LV (47-52) (20210716), 13. LAST DAY OF CHARGEABLE LV (53-56) (20210718), 14. LEAVE AREA (36) (checked: CONUS, OS, OS to CONUS), 15. EMERGENCY PHONE NO. (321-555-1212), 16. LEAVE ADDRESS (Street, City, State, Zip Code, and Phone No.) (123 Main Street, Anytown, NC 12345), 17. DUTY PHONE NO. (654-987-1234), 18. UNIT (HQ RIO), OFFICE SYMBOL / DUTY SECTION (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 (checked: APPROVED, DISAPPROVED), DATE, 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) contains fields for: 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. Red arrows point to Section I and Section II.

supervisor approve and sign the form.

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" -> "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 [LEAVE REQUEST](#) 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.

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

Personnel Name: [REDACTED]

* 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



Upload Files

Or drop files

-- No files have been uploaded. --