



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

12 February 2026

MEMORANDUM FOR AFRC/IMAs

FROM: HQ RIO Det 5/CC

SUBJECT: Individual Mobilization Augmentee (IMA) Formal School Guidance

References: (a) DAFMAN 36-2139, 1 July 2025, Active Duty Service Commitments and Reserve Service Commitments

1. Submission Requirement - All formal school requests for IMA members must be submitted to HQ RIO Det 5 through a MyFSS ticket.
2. Timeline for Submission - Requests must be submitted with fully completed and signed documentation no less than 45 days prior to the requested start date. If multiple start dates are provided, only those occurring more than 45 days after the submission date will be considered.
3. Submission Date - The submission date is when all required and signed documentation is submitted to HQ RIO Det 5, not when the ticket is submitted. If a ticket is opened without the required documentation and the required documentation is submitted after the 45-day deadline, the submission will be rejected.
4. Required Documentation - Required documents and step-by-step submission instructions will be maintained on the HQ RIO website. <https://www.hqrio.afrc.af.mil/Career-Management/Formal-Schools/>
5. Training Line Number (TLN) Producing Courses - All TLN producing courses are considered formal schools for the purpose of Reserve Service Commitments (RSC). All RSC-incurring events require a DAF Form 64. RSCs begin the day after course graduation and run concurrently with any existing commitments. Orders will not be processed without a signed RSC. Additional guidance is located in DAFMAN 36-2139, para. 4.2 and Table A5.1.
6. Non-TLN Courses - Courses that do not produce a TLN fall outside the purview of HQ RIO Det 5. These informal courses and professional continuing education events are not authorized for 726 funds. Members may use AT, MPA, or 727 RPA funds, and such orders will be processed through HQ RIO OWC following standard procedures.
7. Exceptions to the 45-Day Requirement - If circumstances prevent meeting the 45-day submission timeline, the member's MFM must contact HQ RIO Det 5 to coordinate a course of action that ensures adequate processing time while supporting mission requirements.

KIT W ALLEN, Colonel, USAF  
Commander