



U.S. Department of the Air Force

Personnel Management: IMA Mgmt Request

Leave Request

The purpose of this Job Aid is to guide members through the navigation of the myFSS platform to create a Leave Request.

Introduction

Revision History

Version	Date	Revision Description
1	6 FEB 2023	Process for members to create a Leave Request.
2	2 MAR 2023	Final Updates.

1. INTRODUCTION:

- The purpose of this Job Aid is to guide members through the navigation of the myFSS platform to create a Leave Request.

2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- ARPC

3. TARGET AUDIENCE:

This release is applicable to all personnel from the below functions as a demonstration of future state Department of the Air Force (DAF) functionality

- Total Force

4. DOCUMENT OUTLINE:

- [Introduction](#)
- [IMA Mgmt Request – Leave Request](#)

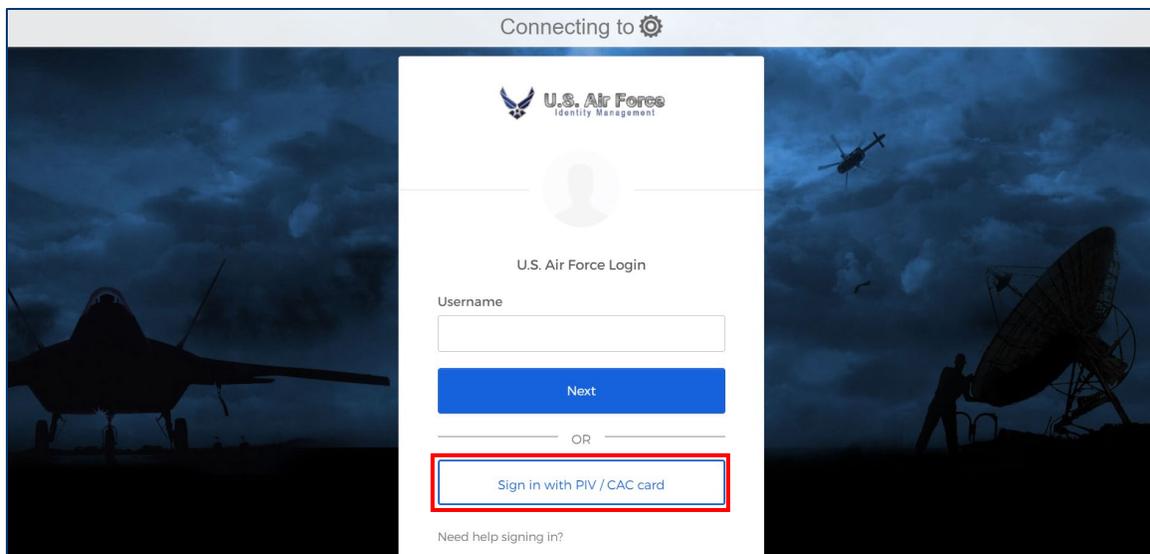
IMA Mgmt Request – Leave Request

1. Navigate <https://myfss.us.af.mil/USAFCommunity/s/> using **Microsoft Edge** or **Google Chrome** and select the **myFSS Login** icon to begin the login process. *Please Note: OKTA is the same as CAC login. OKTA is the recommended way to log on to the system, so there is no longer a need to use the former (legacy) login process that required a username and password.*

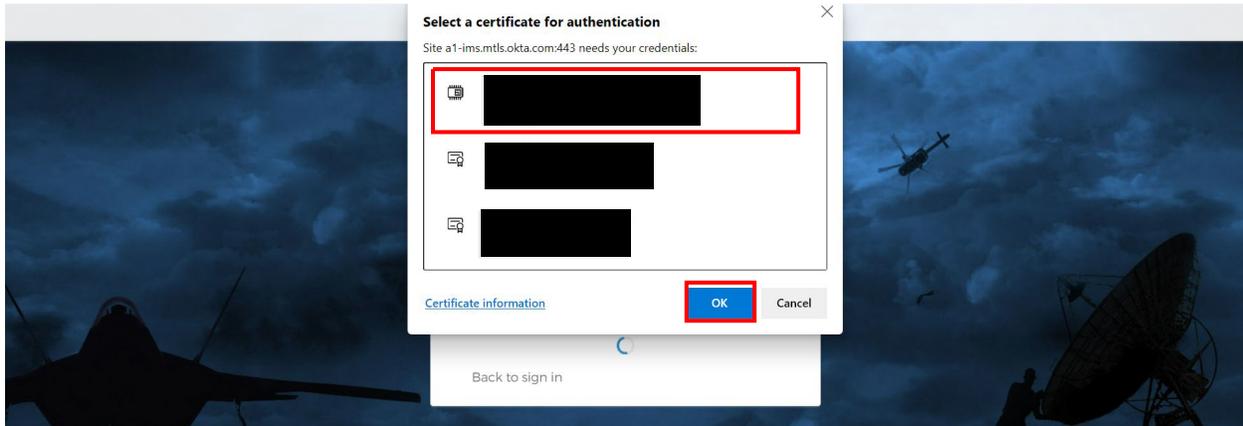
Note: Each user should be aware that users may not be able to distinguish between Certificates of Authentication within browsers other than Microsoft Edge.



2. Select the **Sign in with PIV / CAC card** button.



3. Select the appropriate **certificate for authentication** and select **OK**.



4. Enter the **PIN** and select **OK** to authenticate.



5. Review the **DoD Notice and Consent** and the **Privacy and Security Notice** before selecting **I Agree – Continue**.



myFSS

DoD Notice and Consent

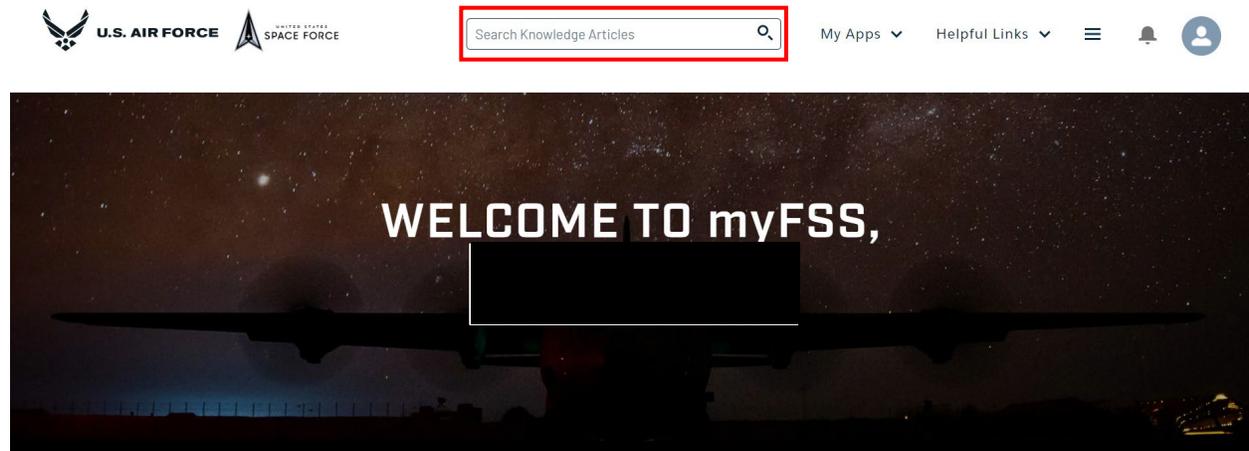
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-Authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

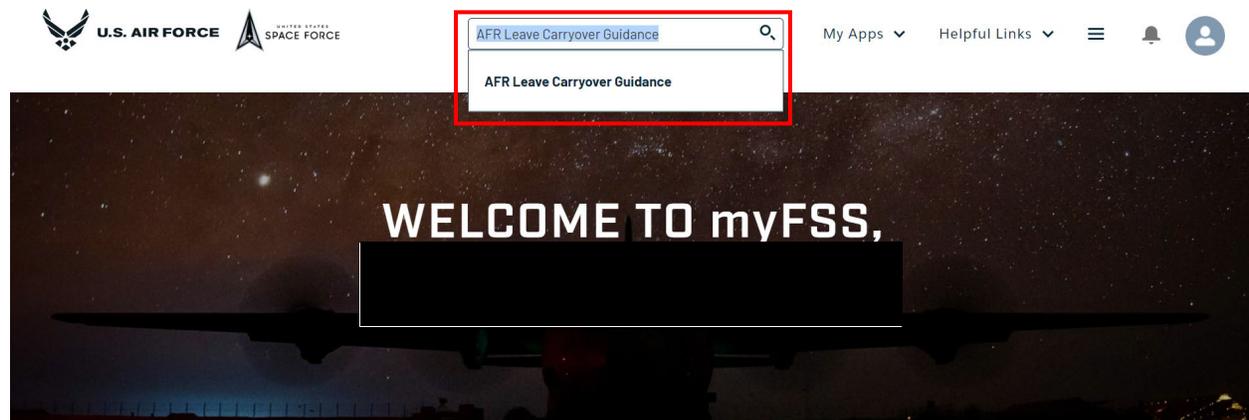
Privacy and Security Notice

- **Authority:** Solicitation of the Social Security Number (SSN) is authorized under the provisions of Executive Order (E.O.) 9397 (SSN), as amended and Privacy Act of 1974 section 3(e)(3).
- **Purpose:** Information is collected to verify your eligibility for an AFPC Secure account and to open/complete personnel actions request made by the user.
- **Routine Use:** For site management, information is collected for analytical and statistical purposes. This government computer system uses software programs to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining the technical design specifications, and identifying system performance or problem areas.
- **Disclosure:** Voluntary; however, your interaction with this system is not anonymous. By using this system you are consenting to the monitoring of your activity. Raw data logs will only be used to identify individual users and their usage habits for authorized law enforcement investigations or national security purposes. These logs are used for no other purposes and are scheduled for regular destruction in accordance with Air Force Web-RIMS RDS.
- **System of Records Notice:** F336 AF PC Q Personnel Data System (PDS).

- Following a successful navigation to the Airman Community Landing Page, enter **AFR Leave Carryover Guidance** into the Knowledge Article search bar.



- Select the **AFR Leave Carryover Guidance** search result to open the Knowledge Article.



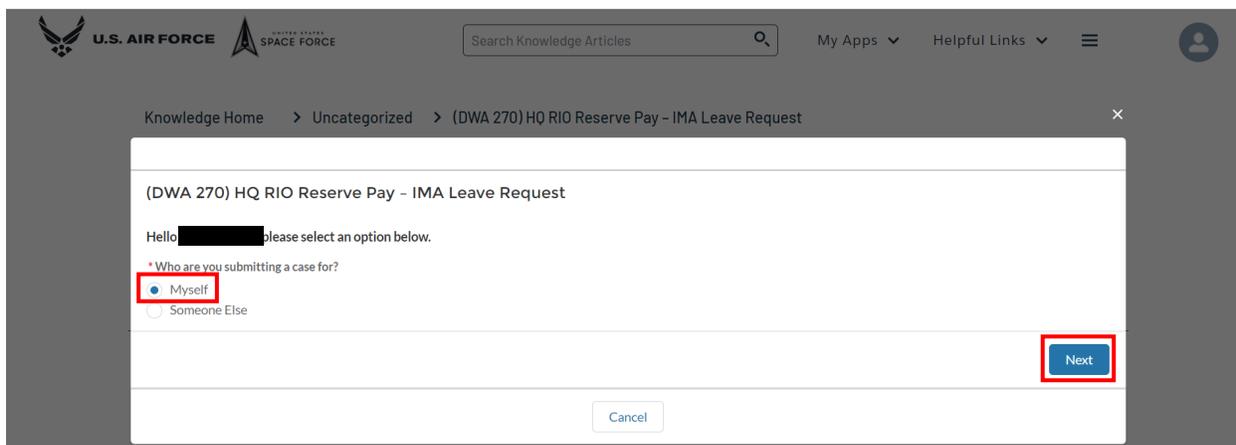
- Review the Knowledge Article and select the **CREATE A REQUEST** button at the bottom of the page to initiate a Leave Request.

> FSS

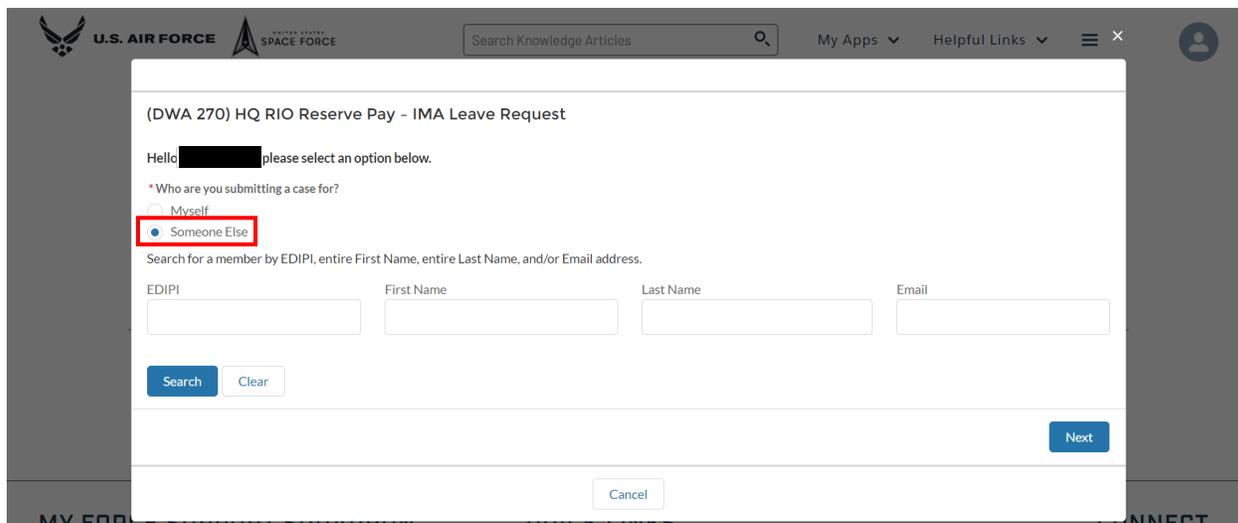


- Select **Myself** and select **Next**.

***Note:** If creating a case for themselves, skip to **Step 10**. If creating a case on someone else's behalf, continue to **Step 9a**.



- If submitting a request on someone else's behalf, select **Someone Else**.



9b. Search for customer by their **EDIPI**, **First Name**, **Last Name**, and/or **Email** and select **Search**.

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

Hello [REDACTED] please select an option below.

Who are you submitting a case for?

Myself

Someone Else

Search for a member by EDIPI, entire First Name, entire Last Name, and/or Email address.

EDIPI

First Name

Last Name

Email

9c. Once the correct customer has been located, click **Select**.

Search for a member by EDIPI, entire First Name, entire Last Name, and/or Email address.

EDIPI

First Name

Last Name

Email

Select from following matching Personnel:

SELECT	EDIPI	PERSONNEL	ORGANIZATION	EMAIL
<input type="button" value="Select"/>		SMS [REDACTED]	Retired Enlisted Members	
<input checked="" type="button" value="Select"/>		MSG [REDACTED]	Retired Enlisted Members	
<input type="button" value="Select"/>		SSG [REDACTED]	0364 USAF RECRUITING SQ..	

9d. Select Next.

U.S. AIR FORCE U.S. SPACE FORCE

Search Knowledge Articles

My Apps Helpful Links

*Who are you submitting a case for?
 Myself
 Someone Else

Search for a member by EDIPI, entire First Name, entire Last Name, and/or Email address.

EDIPI: First Name: Last Name: Email:

Selected Member: Non-Air Force Personnel

10. Select the applicable option for each **question** and add any questions or comments in the **textbox** as necessary.

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Search Knowledge Articles

My Apps Helpful Links

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

Personnel Name:

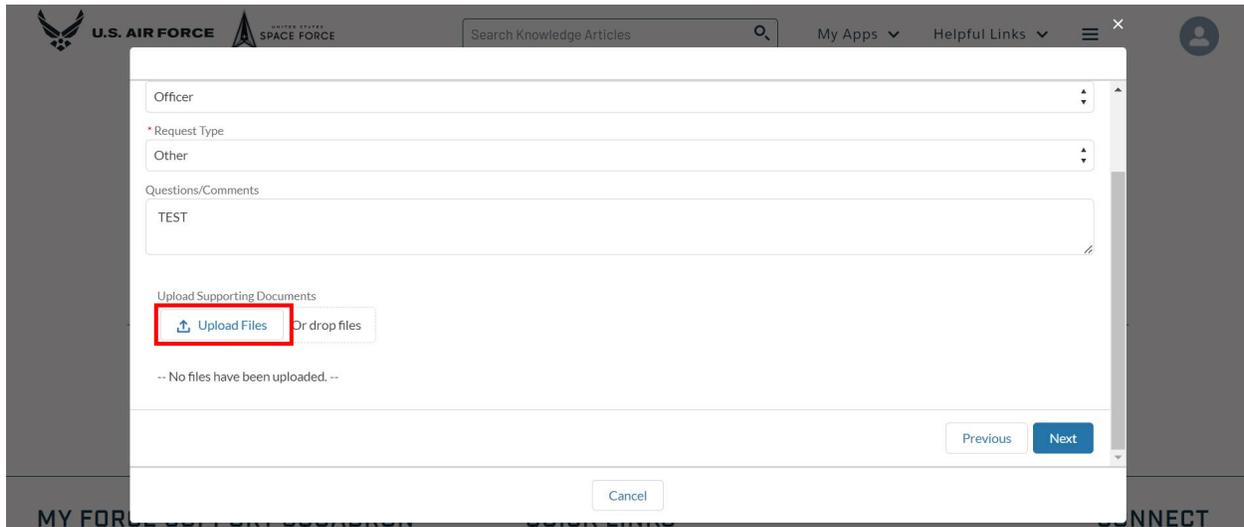
* Officer or Enlisted

* Request Type

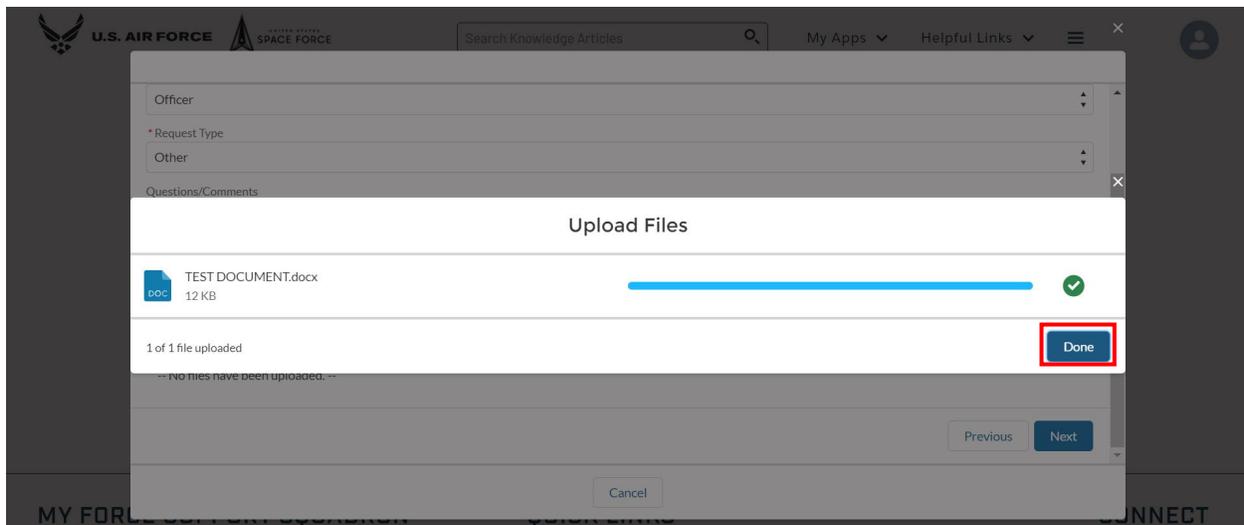
Questions/Comments

Upload Supporting Documents
 Or drop files

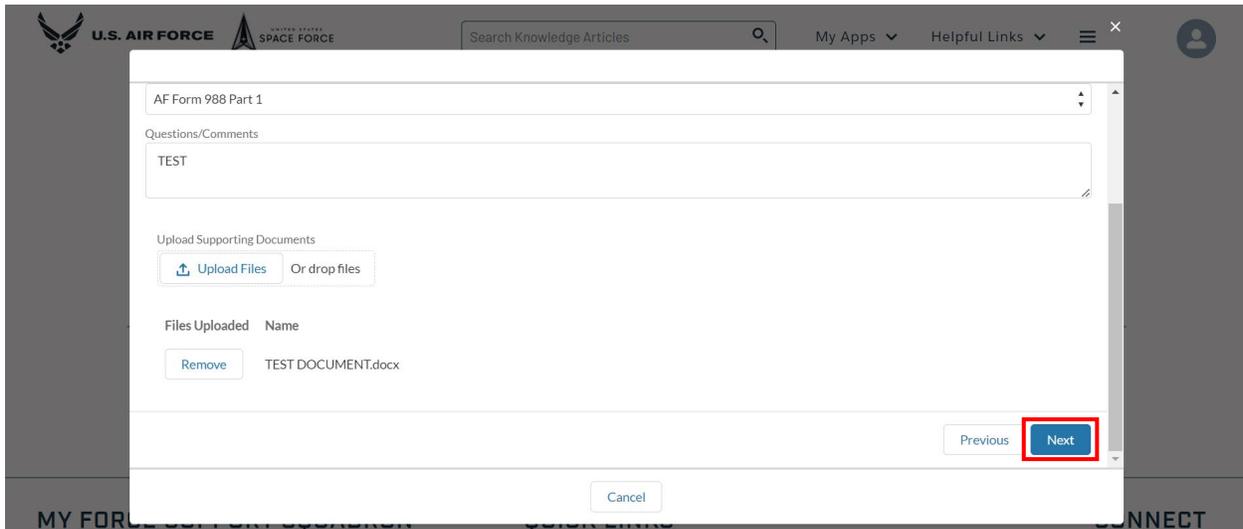
11. Select **Upload Files** to add the necessary supporting documents to the request.



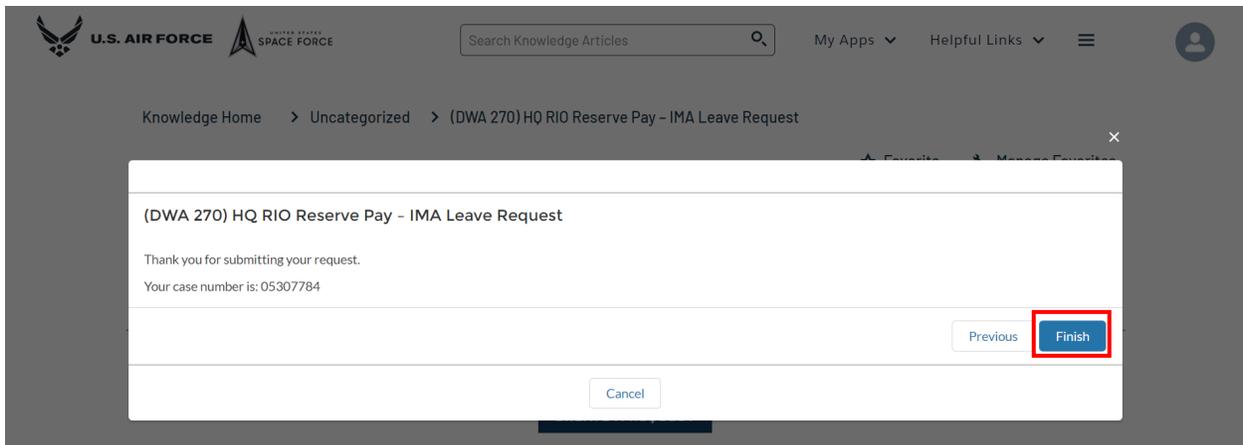
12. After uploading the required supporting documents select **Done**.



13. Review the information on the request and select **Next**.



14. The request has been created, select **Finish** to exit.



15. To navigate to the myFSS Community Landing Page click on the **U.S. AIR FORCE** logo in the top left corner of the screen.



16. Scroll down to **myFSS CASES** and select the arrow below **OPEN**.

We are resolving these issues as a top priority

We'll keep listening:

- Join one of two myEval DAF HR Community Townhalls today
- 0830 ET and 1930 ET [Click here for Zoom link.](#)

If you are experiencing the known errors above, no need to make a new ticket.

myFSS CASES myFSS QUESTIONS

OPEN (20) CLOSED (14)

>

AVAILABLE NOW

17. Locate the submitted request and select **Details**.

myFSS CASES myFSS QUESTIONS

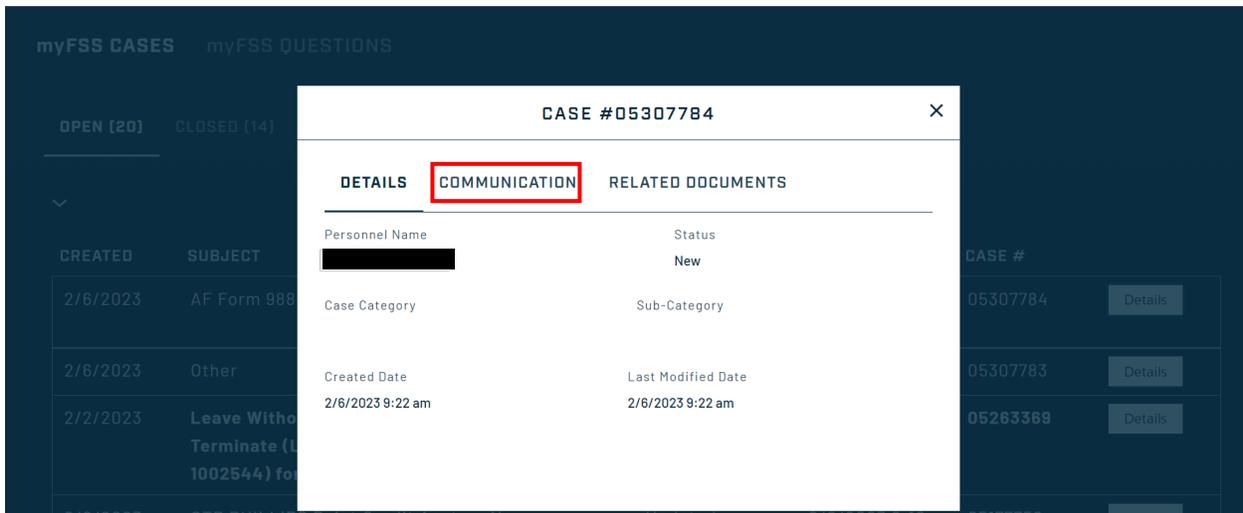
OPEN (20) CLOSED (14)

CREATED	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #	
2/6/2023	AF Form 988 Part 1	New		2/6/2023 9:22 am	05307784	Details
2/6/2023	Other	New		2/6/2023 9:17 am	05307783	Details
2/2/2023	Leave Without Pay FEHB Terminate (LWOP-MIL) (B-1002544) for [REDACTED]	New		2/2/2023 2:07 pm	05263369	Details

18. Validate the following fields: **Personnel Name** and **Status**.



19. Select the **Communication** tab.



20. Review any **Emails** from the Service Agent and verify the **Comment** provided in the request (if applicable) is saved.



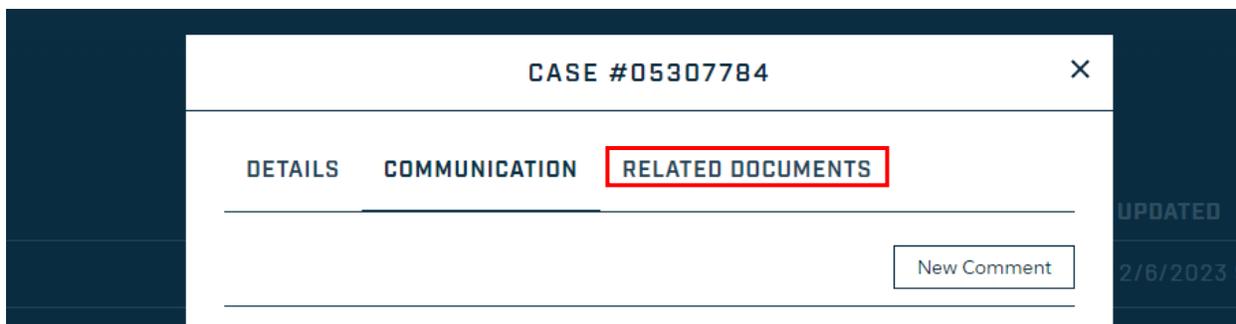
21. If necessary, select **New Comment** to communicate with the technicians working on the case.



22. Types your additional notes in the textbox and then select **Save**.



23. Select the **Related Documents** tab.



24. Verify the attachment(s) uploaded in the request are saved in the Related Document tab.

