



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

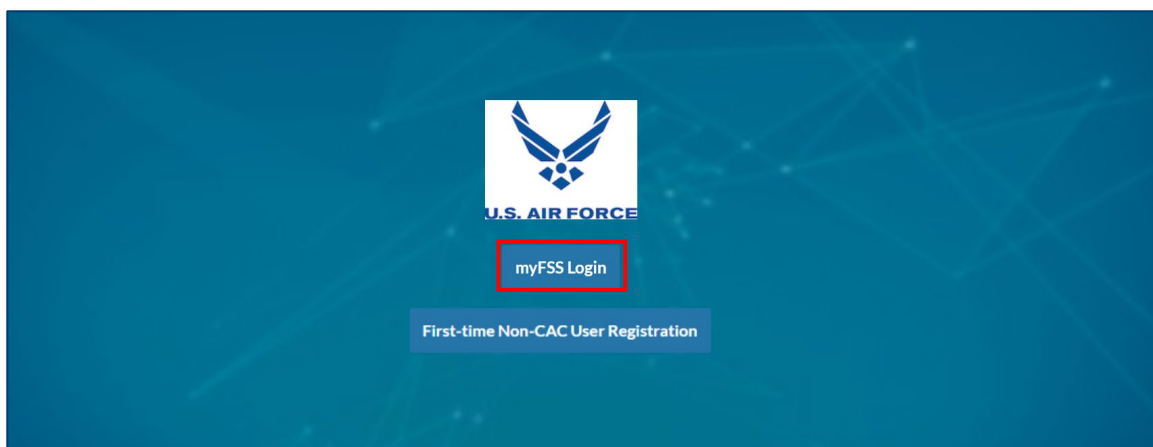
4. DOCUMENT OUTLINE:

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

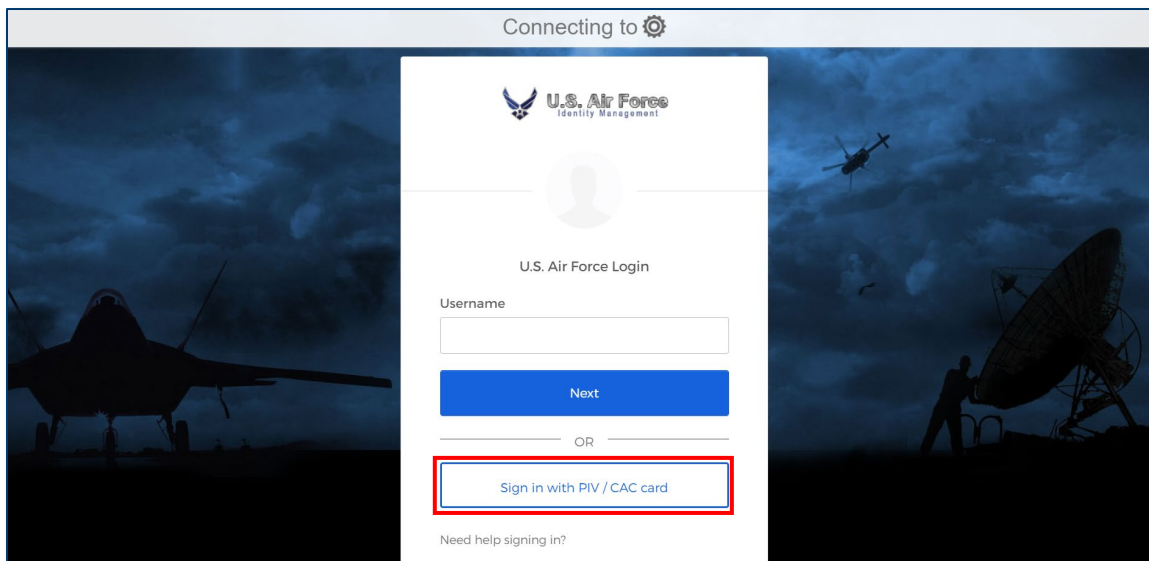
IMA Mgmt Request – Leave Request

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.*

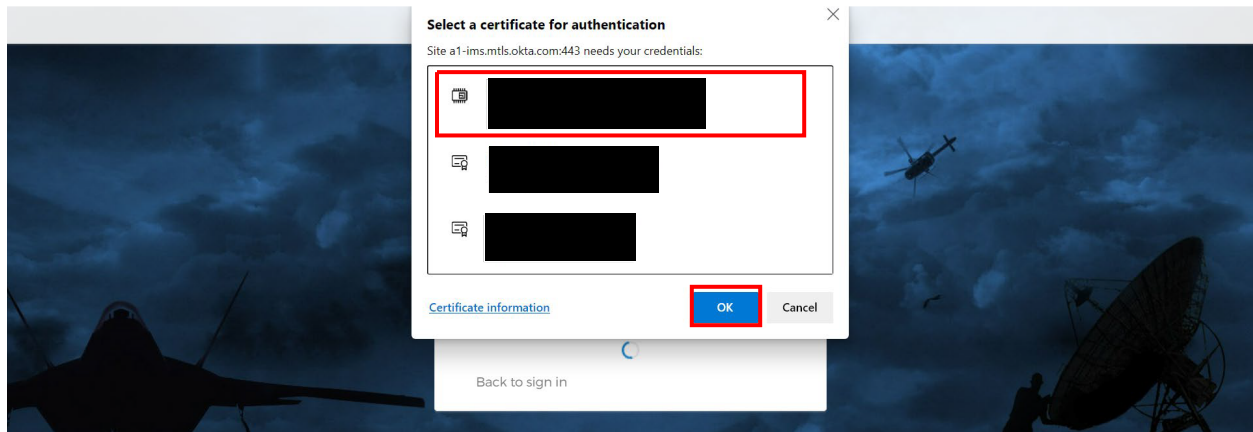
Note: Each user should be aware that users may not be able to distinguish between Certificates of Authentication within browsers other than Microsoft Edge.



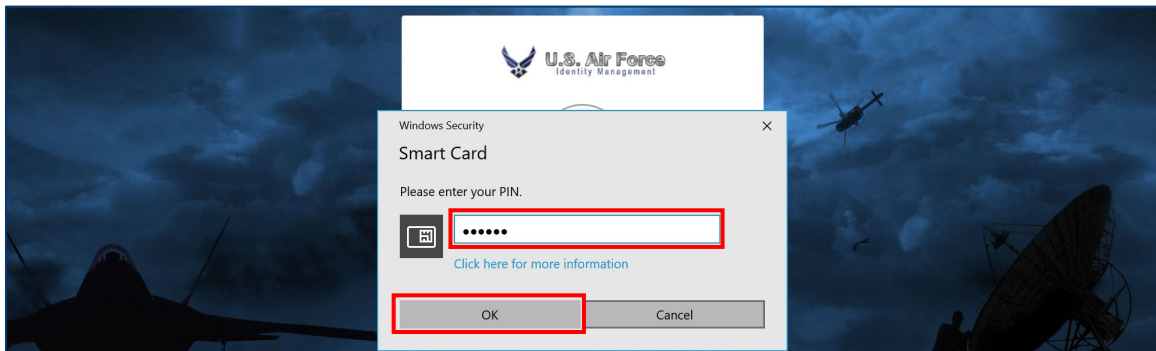
2. Select the **Sign in with PIV / CAC card** button.



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**.

**U.S. AIR FORCE**

**UNITED STATES
SPACE FORCE**

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:

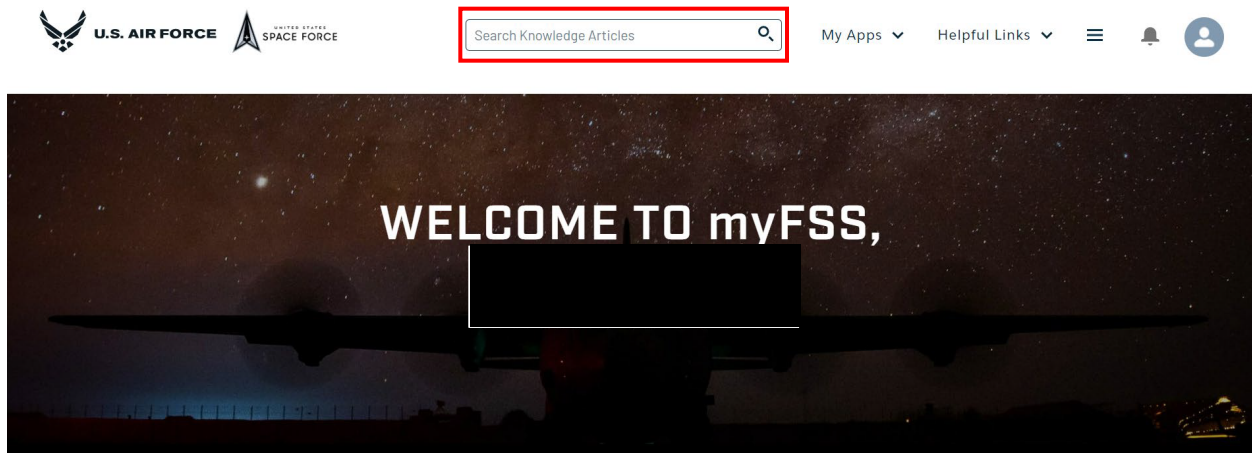
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG 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

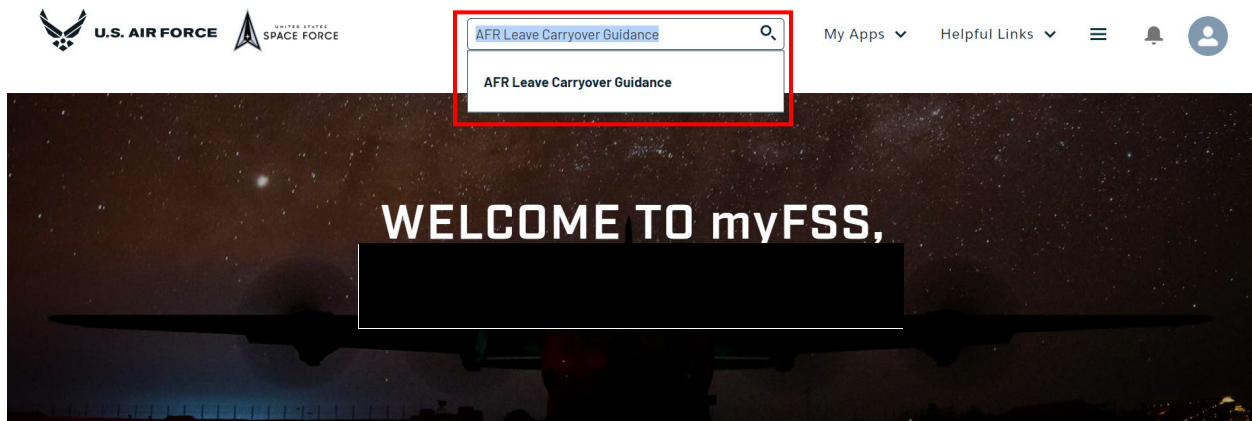
- **Authority:** Solicitation of the Social Security Number (SSN) is authorized under the provisions of Executive Order (E.O.) 9397 (SSN), as amended and Privacy Act of 1974 section 3(e)(3).
- **Purpose:** Information is collected to verify your eligibility for an AFPC Secure account and to open/complete 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).

I Agree - Continue

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



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



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

> FSS

CREATE A REQUEST

9. 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**.

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Search Knowledge Articles

My Apps Helpful Links

Knowledge Home > Uncategorized > (DWA 270) HQ RIO Reserve Pay - IMA Leave Request

(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

Next

Cancel

- 9a. If submitting a request on someone else's behalf, select **Someone Else**.

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Search Knowledge Articles

My Apps Helpful Links

(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

Search Clear

Next

Cancel

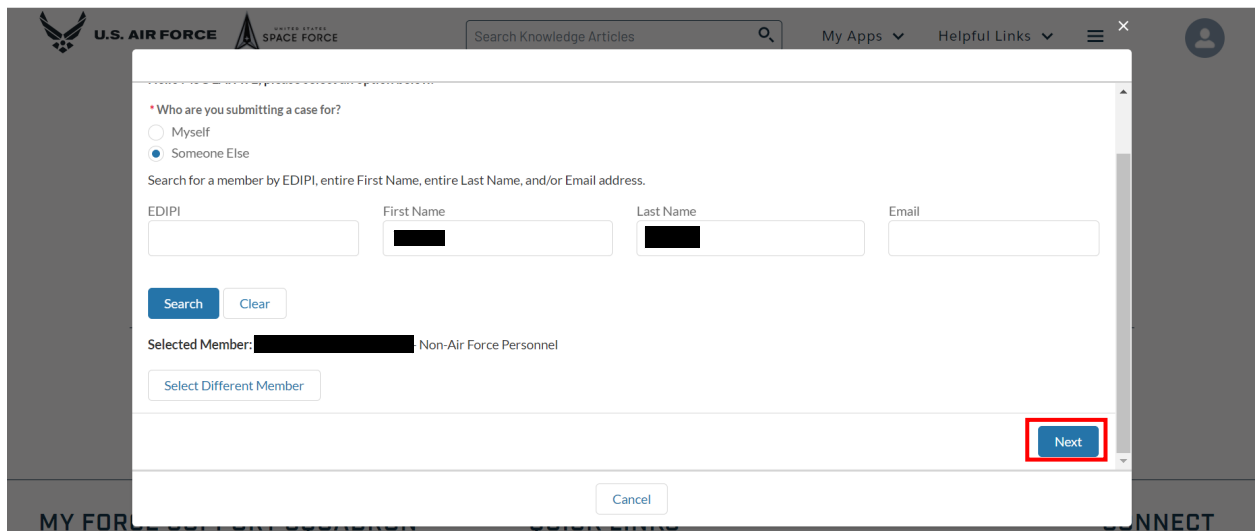
9b. Search for customer by their **EDIPI**, **First Name**, **Last Name**, and/or **Email** and select **Search**.

The screenshot shows a web application interface for the U.S. Air Force. At the top, there is a header with the U.S. Air Force and U.S. Space Force logos, a search bar for 'Search Knowledge Articles', and navigation links for 'My Apps' and 'Helpful Links'. Below the header, a modal window titled '(DWA 270) HQ RIO Reserve Pay - IMA Leave Request' is displayed. Inside the modal, there is a greeting 'Hello [redacted] please select an option below.' followed by a radio button selection for 'Who are you submitting a case for?' with options 'Myself' and 'Someone Else'. Below this, a prompt says 'Search for a member by EDIPI, entire First Name, entire Last Name, and/or Email address.' There are four input fields: 'EDIPI', 'First Name', 'Last Name', and 'Email'. A 'Search' button is highlighted with a red box, and a 'Clear' button is next to it. At the bottom right of the modal is a 'Next' button, and at the bottom center is a 'Cancel' button.

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

The screenshot shows the same web application interface as the previous one, but now displaying search results. The search fields are filled with: 'EDIPI' (empty), 'First Name' ([redacted]), 'Last Name' ([redacted]), and 'Email' (empty). The 'Search' button is still highlighted with a red box. Below the search fields, a section titled 'Select from following matching Personnel:' contains a table with three rows of results. Each row has a 'Select' button, a 'PERSONNEL' column, and an 'ORGANIZATION' column. The first two rows are for 'Retired Enlisted Members' and the third is for '0364 USAF RECRUITING SQ...'. The 'Select' button for the second row is highlighted with a red box. At the bottom center of the modal is a 'Cancel' button.

SELECT	EDIPI	PERSONNEL	ORGANIZATION	EMAIL
<button>Select</button>		SMS [redacted]	Retired Enlisted Members	
<button>Select</button>		MSG [redacted]	Retired Enlisted Members	
<button>Select</button>		SSG [redacted]	0364 USAF RECRUITING SQ...	

9d. Select **Next**.

U.S. AIR FORCE UNITED STATES 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

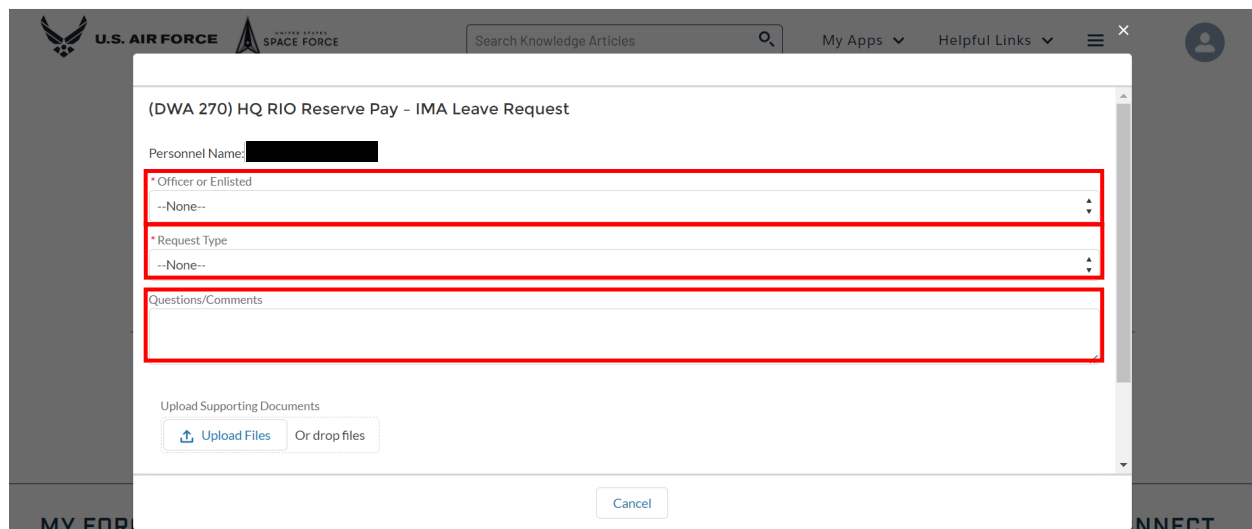
Search Clear

Selected Member: [Redacted] Non-Air Force Personnel

Select Different Member

Next

Cancel

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

U.S. AIR FORCE UNITED STATES SPACE FORCE

Search Knowledge Articles

My Apps Helpful Links

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

Personnel Name: [Redacted]

* Officer or Enlisted

--None--

* Request Type

--None--

Questions/Comments

Upload Supporting Documents

Upload Files Or drop files

Cancel

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

The screenshot shows a web form for the U.S. Air Force. The form includes fields for 'Officer', 'Request Type' (set to 'Other'), and 'Questions/Comments' (containing 'TEST'). Below these fields is the 'Upload Supporting Documents' section, which features a red box around the 'Upload Files' button and a 'Or drop files' option. A message below the upload area states '-- No files have been uploaded. --'. At the bottom of the form are 'Previous', 'Next', and 'Cancel' buttons.

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

The screenshot shows the same web form as in the previous step, but with a modal window titled 'Upload Files' open. The modal displays a file named 'TEST DOCUMENT.docx' (12 KB) with a progress bar and a green checkmark. Below the file information, it says '1 of 1 file uploaded'. A red box highlights the 'Done' button in the bottom right corner of the modal. The background form is dimmed, and the 'Previous', 'Next', and 'Cancel' buttons are still visible at the bottom.

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

U.S. AIR FORCE UNITED STATES SPACE FORCE

Search Knowledge Articles

My Apps Helpful Links

AF Form 988 Part 1

Questions/Comments

TEST

Upload Supporting Documents

Upload Files Or drop files

Files Uploaded

Name
TEST DOCUMENT.docx

Remove

Previous Next

Cancel

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

U.S. AIR FORCE UNITED STATES SPACE FORCE

Search Knowledge Articles

My Apps Helpful Links

Knowledge Home > Uncategorized > (DWA 270) HQ RIO Reserve Pay - IMA Leave Request

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

Thank you for submitting your request.

Your case number is: 05307784

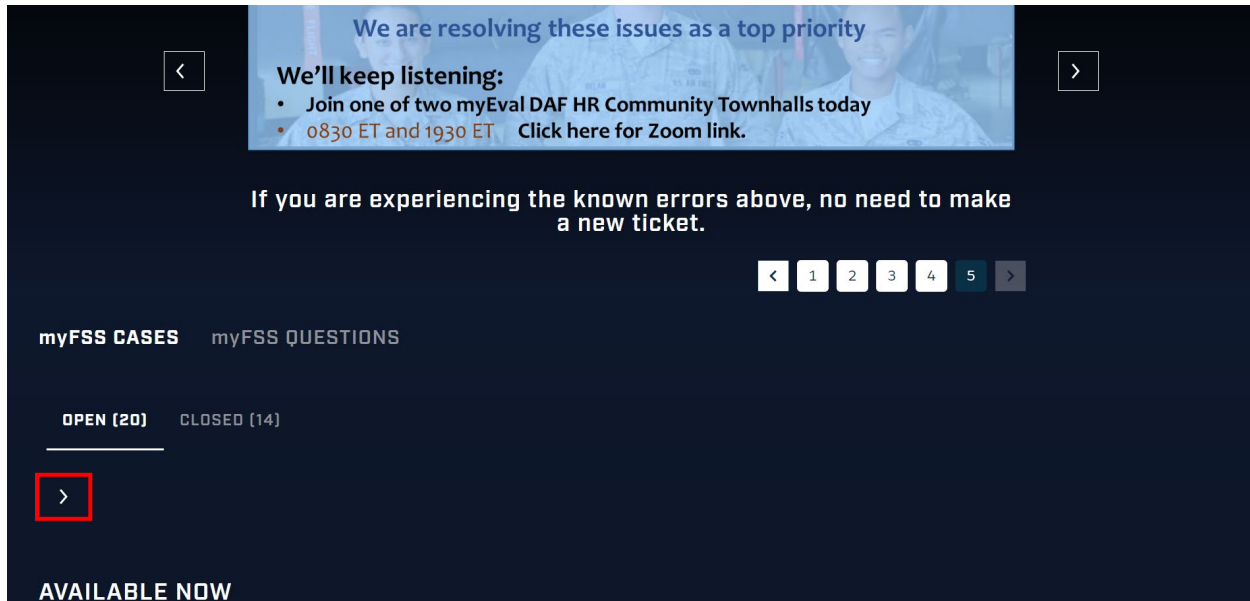
Previous Finish

Cancel

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.

< 1 2 3 4 5 >

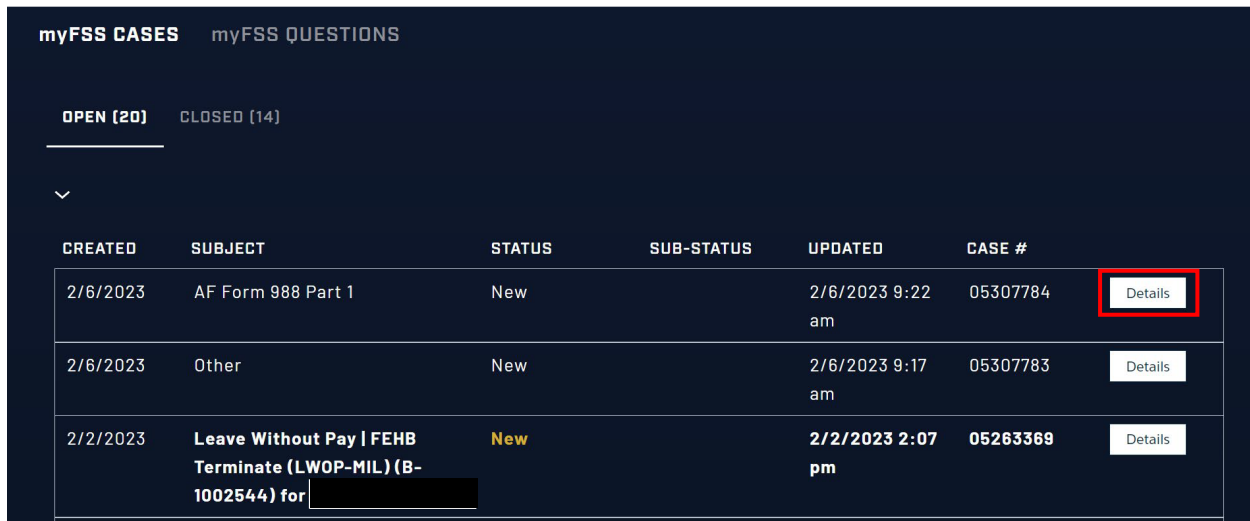
myFSS CASES myFSS QUESTIONS

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**.

The screenshot shows the 'myFSS CASES' interface. A modal window for 'CASE #05307784' is open, displaying the 'DETAILS' tab. The 'Personnel Name' field is highlighted with a red box, and the 'Status' field is also highlighted with a red box. The 'Status' field shows the value 'New'. The background shows a list of cases with columns for 'CREATED' and 'SUBJECT'.

CREATED	SUBJECT
2/6/2023	AF Form 988
2/6/2023	Other
2/2/2023	Leave Witho Terminate (L 1002544) fo

19. Select the **Communication** tab.

The screenshot shows the 'myFSS CASES' interface. A modal window for 'CASE #05307784' is open, displaying the 'COMMUNICATION' tab. The 'COMMUNICATION' tab is highlighted with a red box. The background shows a list of cases with columns for 'CREATED' and 'SUBJECT'.

CREATED	SUBJECT
2/6/2023	AF Form 988
2/6/2023	Other
2/2/2023	Leave Witho Terminate (L 1002544) fo

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

The screenshot displays a case window for Case #05307784. It features three tabs: DETAILS, COMMUNICATION, and RELATED DOCUMENTS. A 'New Comment' button is located in the top right. The 'Email (Service Agent) - 2/6/2023 9:22 am' entry is highlighted with a red box. The email content includes a greeting, a response to an inquiry about processing times, a list of average processing times for various requests, and a closing. Below the email, the 'Comment (You) - 2/6/2023 9:22 am' entry is also highlighted with a red box, containing the text 'TEST'. The bottom right corner indicates 'Viewing 1-2 of 2'.

CASE #05307784

DETAILS **COMMUNICATION** **RELATED DOCUMENTS**

New Comment

Email (Service Agent) - 2/6/2023 9:22 am

Greetings!

The RPO has received your inquiry. For most inquiries, please allow at least 12 business days before we are able to process your request. If we haven't responded to your request in 12 business days, please call 1-800-525-0102 or DSN 665-0102 to speak with a service agent for a status update.

Average Processing times:

- Leave Carryover: 45-60 days to complete (send to DFSAS for processing)
- Leave Sell: 15-25 days to process/produce LES, depending on type of leave sell request.
- Short/Long Tours: 10-12 business days to process; 12-15 business days to produce LES.
- Accessions: 10 business days to process; If sent to DFAS it may process within 45 days.
- OCONUS entitlements: 12 business days to process; 12-15 business days to produce LES.
- Leave Number: 15 business days to generate leave number.
- Pay Inquiries, including dates that are more than 11 months back; 30 business days.

If you have any travel related documents for payment, please send them to the IR Travel Office via Salesforce.

Thank you,
HQ RIO RPO

Comment (You) - 2/6/2023 9:22 am

TEST

Viewing 1-2 of 2

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

The screenshot displays a case window for Case #05307787. It features three tabs: DETAILS, COMMUNICATION, and RELATED DOCUMENTS. A 'New Comment' button is highlighted with a red box in the bottom right corner.

CASE #05307787

DETAILS **COMMUNICATION** **RELATED DOCUMENTS**

New Comment

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

Department of the Airforce Celebrates

CASE #03553303

DETAILS COMMUNICATION RELATED DOCUMENTS

TEST

Save

Comment (You) - 2/24/2023 3:54 pm

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

CASE #05307784

DETAILS COMMUNICATION RELATED DOCUMENTS

New Comment

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

myFSS CASES myFSS QUESTIONS

OPEN [20] CLOSED [14]

CREATED SUBJECT

2/6/2023	AF Form 988
2/6/2023	Other
2/2/2023	Leave Witho Terminate (L 1002544) fo

CASE #05307784 Details

CASE #05307783 Details

CASE #05263369 Details

CASE #05307784

DETAILS COMMUNICATION RELATED DOCUMENTS

Upload new file

Upload Files Or drop files

Documents

WORD_X TEST DOCUMENT

Viewing 1-1 of 1