

IMA Battle Rhythm | A Guide to Reoccurring Events

Monthly Tasks // Log in to AROWS-R, myFSS and UTAPS to prevent being locked out // Check emails // Stay in touch with DET, RA, and Unit assigned // Review RIO Buzz

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Q2 vIRO				Q3 vIRO		Q4 vIRO			Q1 vIRO	
Check Medical Readiness (IMR) Note due dates Review SGLI designations and beneficiaries	Start Planning Next FY AT/IDT Report any updates for Security clearance	Uniform Check Order new items for enlisted Officers receive allowance	Submit any participation waivers for current FY by 30 April	Request AT Orders for current FY NLT 31 May Annual TASKORD Read/sign	30 June deadline for orders funds obligation	15 July deadline for current FY funding obligations 31 July deadline to execute RPA funds	15 August deadline to update IDT schedule in UTAPS for next FY	30 Sept EOFY Closeout any outstanding vouchers for FY	New FY starts Annual Flu Shot	MyLearning Note and accomplish training due Look into DT & school board suspense	Check vRED emergency data Review vMPF Records, myVector and PRDA

Drag Personal Deadlines/Tasks Below

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Dates of planned AT	
PME Status	
Next Promotion	
Latest Decoration	

Drag to personal due date

Dental	OPB/EPB Due	PHA/MHA Due	PFA 1	BCA (birth month)
R/R Year	OPB/EPB Inputs Due	HIV Bloodwork	PFA 2 (if needed)	DT Board
Suicide/SAPR	Religious Freedom	Cyber Awareness	CUI Training	Force Protection

