

# IMA Formal School Request

(CAO 19 August 2024)

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Do not release outside of DoD channels without the consent of the originator's office. (AFI 33-332)

AUTHORITY: 10 U.S.C. 8013. PRINCIPAL PURPOSE: To obtain information for computer input from education offices requesting students be enrolled into A4/6 A4L Distance Learning Courses. Use of SSN required to make positive identification of the individual and records. ROUTINE USE: Used to prepare data for input into MilPDS and A4/6 A4L computer database.

DISCLOSURE: Voluntary. However, if requested information is not provided, the enrollment cannot be accomplished.

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## **Course Information** (Obtained from ETCA)

Course Number	Course Title	# Days	Funding Type
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## **Desired Class Dates** (List in order of availability, contact RIO Det for assistance)

#1 - Start Date

#2 - Start Date

#3 - Start Date

#4 - Start Date

Grad Date

Grad Date

Grad Date

Grad Date

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## **Member Details**

Last Name

First Name

MI

SSN

Rank

DAFSC

ETS/MSD

RIO Det

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## **Eligibility** - All items must be verified by the Active Duty Unit Training Manager

### RegAF UTM Initials

Member meets retainability required after class grad date (1yr for courses <15 days / 2yrs for courses >15 days)

Member will sign Reserve Service Commitment DAF64 upon course confirmation

Member has a current and passing fitness assessment (upload myFitness report to request)

Member readiness is current (upload ARCNet report to request)

Member meets all course pre-requisites prescribed in ETCA

Course is required for mission accomplishment per applicable CFETP, AFI, AFOCD/AFECD, or deployment instructions

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## **RegAF UNIT COMMANDER**

Typed: Name, Rank, and Title

Signature

Date

Submit completed requests to the assigned RIO Det via myFSS