

1 Jul 2024
Version 1

Submitting IMA Training Waiver Requests via myEducation Procedures

Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist Reserve members through the navigation of the myFSS platform to submit Training Waiver Requests.

Section A: Introduction

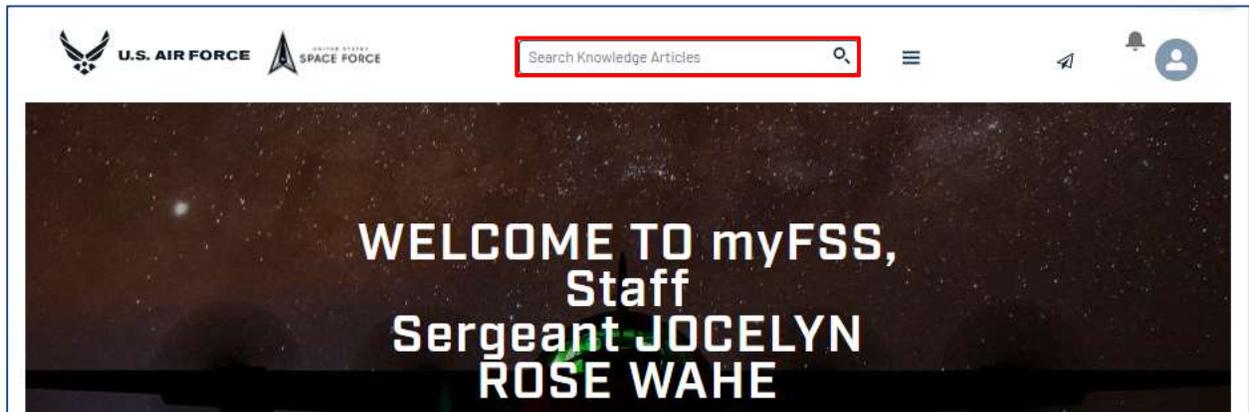
Version	Date	Revision(s)
1	1 Jul 24	myEducation process for submitting IMA Training Waiver Requests

INTRODUCTION: The purpose of this Job Aid is to guide Reserve members through the navigation of the myFSS platform to submit IMA Training Waiver Requests.

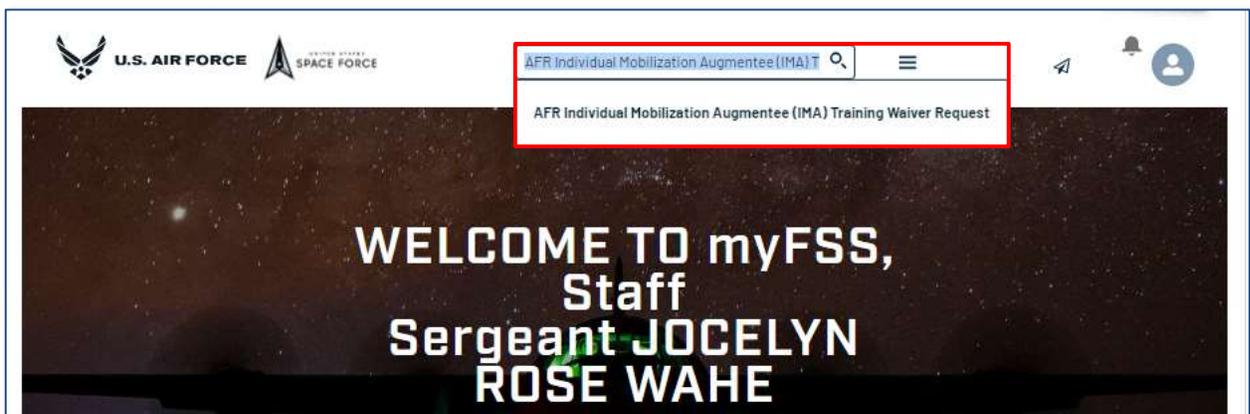
- 1. OFFICE OF PRIMARY RESPONSIBILITY (OPR):**
 - Air Reserve Personnel Center (ARPC/DPAT)
- 2. TARGET AUDIENCE:**
 - Individual Mobilization Augmentee (IMA)
- 3. REFERENCES:**
 - DAFMAN 36-2689, Training Program
 - AFMAN 36-2100, Military Utilization and Classification

Section B: Submitting an IMA Training Waiver Request

1. Following a successful navigation to the Airman Community Landing Page, locate the **Knowledge Article search bar**.



2. Locate and select the AFR Individual Mobilization Augmentee (IMA) Training Waiver Request Knowledge Article.
 - a. Knowledge Article Link: [Knowledge Detail \(af.mil\)](#)



3. Review the Knowledge Article and select Submit a Training Waiver Request.

Answer ID: 000002323 | Updated: 25 Jul 2022

AFR Individual Mobilization Augmentee (IMA) Training Waiver Request

Applicable to: Air Force Reserve

Training waivers are used when an Individual Mobilization Augmentee (IMA) possesses preexisting knowledge, skills or abilities that meet or exceed established upgrade training requirements. Training waivers benefit the Air Force by focusing knowledgeable and experienced personnel on performing the mission. This alleviates retraining them on information or tasks with which they are already familiar. Training waiver requests encompass mandatory enlisted and officer upgrade, technical training, time-in-training and 7-level craftsman course requirements. Training waivers are not to be used for two-time CDC failures, officer or enlisted classification waivers, or formal school technical training block waivers.

Guidance for creating IMA training waivers, including checklists, required documentation and example memorandums can be found in the AFRC Training Waiver Program Update memorandum.

Note: All waiver packages must be submitted within six months of the date entered training. (DET).

Routing Procedures

IMA, Supervisor:
Create the waiver package IAW DAFI 36-2670, *Total Force Development* and the AFRC Training Waiver Checklist/Template with assistance from the unit or base training manager. The training manager will review the waiver package and the IMA member will send the complete waiver package to their RIO Detachment for coordination.

NOTE: WAIVER PACKAGES THAT DO NOT COMPLY WITH THE INSTRUCTIONS WILL BE RETURNED WITHOUT ACTION.

RIO Detachment
Review the waiver package. Return Incomplete/Inaccurate waiver packages for correction. RIO Detachment Program Manager must attach endorsement letter stating comprehensive review of the package has been completed to the waiver package. Submit the waiver package (utilize link under Waiver Submission below).

HQ ARPC/DPAT
Review the waiver package. Return Incomplete/Inaccurate waiver packages without action. Submit waiver package to AFRC/A1KE.

AFRC/A1KA
Review the waiver package. Return Incomplete/Inaccurate waiver packages without action. Forward the waiver package to the AFRC Career Field Manager (CFM) for approval/disapproval. Notify HQ ARPC/DPAT of CFM decision.

HQ ARPC/DPAT
Notify RIO Detachment of CFM decision.

RIO Detachment
Notify IMA of CFM decision.

Waiver Submission

Only the RIO Detachment is authorized to submit training waivers for an IMA. Requests submitted by any other individual will be returned without action. Ensure all supporting documentation for the waiver package is included with the request.

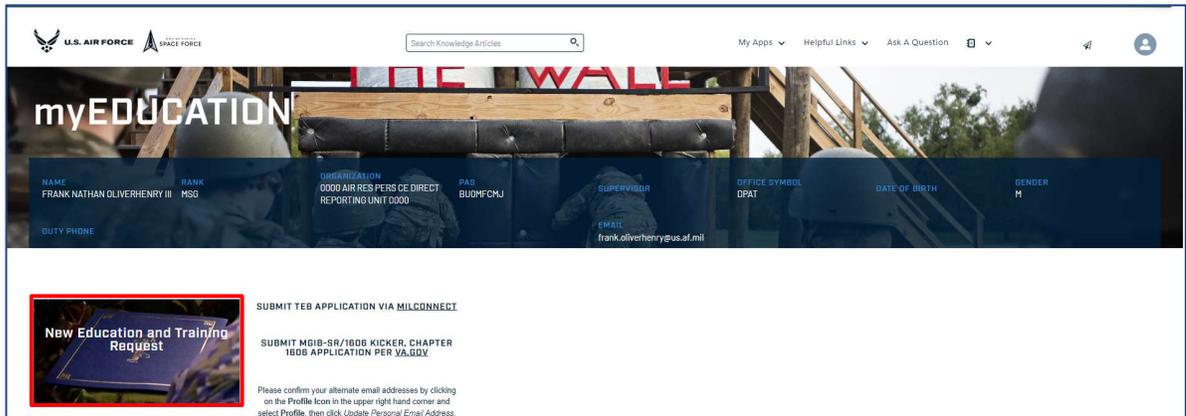
- [Submit a Training Waiver Request](#)

Related Resources

- [DAFI 36-2670, Total Force Development](#)
- [AFRC Training Waiver PSDG](#)

Note: The AFRC Training Waiver PSDG will provide guidance on required documents for the Training Waiver request.

4. The **myEducation Home Page** will automatically populate personnel information. Select the New Education and Training Request tile to initiate a request.



5. Select the Training Type answer field to reveal a drop-down menu of Training request options.

The screenshot shows a form titled 'To get started with your Training request, please select a type of request to submit, then click [Next] to continue.' The form has a field labeled '* Training Type' with a dropdown menu. The dropdown menu is open, showing the option '--None--' selected. A red box highlights the dropdown menu. Below the dropdown menu, there are 'Next' and 'Cancel' buttons.

6. Select IMA Training Waiver.

The screenshot shows the same form as in step 5. The dropdown menu is open, and the option 'IMA Training Waiver' is selected. A red box highlights the 'IMA Training Waiver' option. Below the dropdown menu, there are 'Next' and 'Cancel' buttons.

7. Select Next.

The screenshot shows the same form as in step 6. The dropdown menu is closed, and the selected option is 'IMA Training Waiver'. A red box highlights the 'Next' button. Below the dropdown menu, there are 'Next' and 'Cancel' buttons.

8. Open the Category drop-down menu and select a Category for the IMA Training Waiver Request.

Please fill in the following info about your IMA Training Waiver Request. Click [Next] when you're ready.

* Category

--None--

--None--

3 Lvl

5 Lvl

7 Lvl

Officer

Time In Training Requirement

Mandatory CDCs

Previous Next

9. Open the Detachment drop-down menu and select your HQ RIO Detachment.

Please fill in the following info about your IMA Training Waiver Request. Click [Next] when you're ready.

* Category

3 Lvl

* Detachment

--None--

--None--

HQ RIO

HQ RIO Det 2

HQ RIO Det 3

HQ RIO Det 4

HQ RIO Det 5

HQ RIO Det 6

HQ RIO Det 7

HQ RIO Det 8

10. Provide any additional information in the Comments answer field, then select Next once finished.

Please fill in the following info about your IMA Training Waiver Request. Click [Next] when you're ready.

* Category

3 Lvl

* Detachment

HQ RIO Det 2

Comments

Previous Next

11. Review the Instructions to submit a Training Waiver for an IMA before proceeding.

Instructions to submit a Training Waiver for an IMA:

1. Select the target skill-level to which the waiver request pertains from the "Category" drop-down box below.
2. Attach complete Training Waiver in .pdf format
3. Training Waiver must be completed and coordinated IAW the AFRC Training Waiver Request PSD Guide, and AFMAN 36-2100 Table 2.7.
4. Training Waiver must include at a minimum:
 - a. Privacy Act Cover Sheet
 - b. AFRC Training Waiver Request Checklist
 - c. MILPDS SURF 8
 - d. Civilian/Military Experience (RESUME) if applicable
 - e. DD214 if applicable
 - f. Technical Training Certificates related to waive CDSAR reports
 - g. EPR, if applicable
 - h. Other Supporting Documents if applicable
 - i. CFETP

Member should Attach scanned PDF document with the ability to preview prior to request submission (Mandatory for all Categories other than General Inquiry).

12. Select Upload Files to attach any supporting documents you wish to include.

Member should Attach scanned PDF document with the ability to preview prior to request submission (Mandatory for all Categories other than General Inquiry).

"This contains information which must be protected by IAW AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUO); It must be protected or privacy act information removed prior to further disclosure.

Next, upload any attachments you want to include.

Click [Upload Files] to select your files or drag and drop them onto this screen. On the pop-up that appears, wait for the files to upload, click [Done], then click [Next] to continue your request.

Upload Supporting Documents

Or drop files

-- No files have been uploaded. --

13. Select Next to complete the IMA Training Waiver Request.

Next, upload any attachments you want to include.

Click [Upload Files] to select your files or drag and drop them onto this screen. On the pop-up that appears, wait for the files to upload, click [Done], then click [Next] to continue your request.

Upload Supporting Documents

Or drop files

Files Uploaded	Name
<input type="button" value="Remove"/>	CRM R14 E&T LOC UAT_W-010517.xlsx

14. Select Finish to navigate back to the myEducation page.

Success! Your Training Request has been created. You will receive an email shortly, and you can check on the status of your Request at any time on myTRAINING.

Section C: Correspondence in myFSS with Technician

1. After submitting your request, you can view your case via both the **myEducation** and **myFSS Splash Pages**. Your **Case Number, Status, and Details** will all be found here. See examples below.

NOTE: The provided examples below are for a Formal School request, but correspondence for **myFSS** and **myEducation** cases are universal.

myEducation

My Education & Training Requests: Awaiting Member Action

Record #	Type	Created Date	Suspense Date	Status/Outcome
10 rows				

My Education & Training Requests: Open

Record #	Type	Created Date	Suspense Date	Status/Outcome
T-0355536	IMA Formal Schools Formal School Request	7/20/2023		Open

My Education & Training Requests: Closed

Record #	Type	Created Date	Suspense Date	Status/Outcome
10 rows				

myFSS

myFSS CASES myFSS QUESTIONS

OPEN [2] CLOSED

Created	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #
7/20/2023	IMA Formal Schools Formal School Request for FRANK OLIVERHENRY (T-0355536)	Open		7/20/2023 12:11 pm	02481184
7/18/2023	(FOUO) Classification/Upgrade/2096 request for an IMA: OLIVERHENRY	Open		7/18/2023 9:04 am	02489754

AVAILABLE NOW

- LEARN MORE ABOUT... Self-service access to knowledge articles
- AGILE ACCELERATOR User Stories, Reports, and Dashboards
- CHATTER Social network for your Airmen & Guardian groups
- myFITNESS Get to win. Fit to fight.
- myEVAL Evaluation System

***Note:** The “myFSS CASES” section will provide **All Open/Closed Cases** (myFSS and myEducation). It is recommended that you check this page to monitor status of your ticket.

- Click on **Details** for additional information along with comments left within your case.

myEducation

New Education and Training Request

SUBMIT TEB APPLICATION VIA MILCONNECT

SUBMIT MGIB-SR/1606 KICKER, CHAPTER 1606 APPLICATION PER VA.GOV

Please confirm your alternate email addresses by clicking on the **Profile Icon** in the upper right hand corner and select **Profile**, then click **Update Personal Email Address**.

My Education & Training Requests: Awaiting Member Action

Record #	Type	Created Date	Suspense Date	Status/Outcome
10 rows				

My Education & Training Requests: Open

Record #	Type	Created Date	Suspense Date	Status/Outcome
T-0355536	IMA Formal Schools Formal School Request	7/20/2023		Open Details
10 rows				

My Education & Training Requests: Closed

Record #	Type	Created Date	Suspense Date	Status/Outcome
10 rows				

myFSS

myFSS CASES myFSS QUESTIONS

OPEN [2] CLOSED

Created	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #
7/20/2023	IMA Formal Schools Formal School Request for FRANK OLIVERHENRY (T-0355536)	Open		7/20/2023 12:11 pm	02481184 Details
7/18/2023	(FOUO) Classification/Upgrade/2086 request for an IMA: OLIVERHENRY	Open		7/18/2023 9:04 am	02468754 Details

AVAILABLE NOW

- LEARN MORE ABOUT... Self-service access to knowledge articles
- AGILE ACCELERATOR User Stories, Reports, and Dashboards
- CHATTER Social network for your Airmen & Guardian groups
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- myEVAL Evaluation System

- The details portion of your case will provide you with the status of your case and the initial comment provided to the technician for the initial request.

myEducation

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

Search Knowledge Articles

My Apps Helpful Links Ask A Question

Back to myEDUCATION

EDUCATION & TRAINING REQUEST: T-0355536

DETAILS COMMUNICATION

Type IMA Formal Schools Formal School Request	Member FRANK OLIVERHENRY
Outcome (Display) Open	Comments Please disregard this ticket as it is a test. APP/DPAT
Suspense Date	

myFSS

CASE #03654678 X

DETAILS COMMUNICATION RELATED DOCUMENTS

Personnel Name FRANK NATHAN OLIVERHENRY III	Status Awaiting Member Action
Case Category Education and Training	Sub-Category Education
Created Date 5/15/2024 9:23 am	Last Modified Date 5/15/2024 1:29 pm

- Next, navigate to **Communication** to see all correspondence between you and the technician working your case.

myEducation

DETAILS **COMMUNICATION**

Comment (Service Agent) - 5/15/2024 1:26 pm
Greetings:
To submit a formal school request, we will require the formal school worksheet or the In-residence EPME request form. Same can be found on the myFSS knowledge article by searching: (DMA) Formal School/Enlisted Professional Military Education (EPME) request. You will complete these documents and have them signed by your active duty/UTM and leadership. Once completed, please provide same for approval/disapproval and processing.

Comment (Service Agent) - 5/15/2024 1:29 pm
EduTrng_Formal_Schools_Member_Action_Needed was sent successfully.

Viewing 1-2 of 2.

Note: If a technician requests your input, select the **Action** button to provide the requested information. Unless **Action is required** within the case, we recommend you communicate with your technician via the **myFSS case Details** since **myEducation case Details and Communications** have limited functions.

[Back to myTRAINING](#)

EDUCATION & TRAINING REQUEST: T-0000432

Action Requested by Technician:
Test

myFSS

CASE #03654678

DETAILS **COMMUNICATION** RELATED DOCUMENTS

Good Morning, Thank you for the update. [take to link]

Save

Comment (Service Agent) - 5/15/2024 1:47 pm
Thank you for providing this information. Your TLN has been requested.

Comment (You) - 5/15/2024 1:39 pm
Good Afternoon, Please see attached Fromal school request per your direction.

Comment (Service Agent) - 5/15/2024 1:26 pm
Greetings,
To submit a formal school request, we will require the formal school worksheet or the In-residence EPME request form. Same can be found on the myFSS knowledge article by searching: (IMA) Formal School/ Enlisted Professional Military Education (EPME) request. You will complete these documents and have them signed by your active duty UTM and leadership. Once completed, please provide same for approval/disapproval and processing.

Viewing 1-3 of 3

- Once your Detachment receives approval for your Training Waiver request, you should get a message via **Email** or within the **myFSS Details** on the splash page. Review the **Communication** tab for pertinent information or instructions. Attachments are not present within **myEducation** case **Details**.

Email

CUI/Formal Training RIP

myFSS No Reply <noreply.myfss@us.af.mil>
To: OLIVERHENRY, FRANK N III MSgt USAF AFRC ARPC/DPAT
You replied to this message on 5/14/2024 11:59 AM.
TRNG-963DXXXXX-Rank Last, First-DET X.docx
18 KB

CUI

Greetings,

Please see attached RIP for your records. If you plan on taking leave, please be sure to sign the RIP along with your supervisor and submit back to us for approval.

v/r
DET 5

myFSS

CASE #03654678

DETAILS **COMMUNICATION** RELATED DOCUMENTS

New Comment

Comment (Service Agent) - 5/15/2024 2:01 pm
Please see attached RIP for your records. If you plan to take leave, please complete the RIP with applicable signatures and return to Det 5 for approval. Please also submit an orders request to the orders writing cell to ensure orders are processed.

Comment (You) - 5/15/2024 1:56 pm
Good Morning, Thank you for the update.

Comment (Service Agent) - 5/15/2024 1:47 pm
Thank you for providing this information. Your TLN has been requested.

Comment (You) - 5/15/2024 1:39 pm
Good Afternoon, Please see attached Fromal school request per your direction.

Comment (Service Agent) - 5/15/2024 1:26 pm
Greetings,
To submit a formal school request, we will require the formal school worksheet or the In-residence EPME request form. Same can be found on the myFSS knowledge article by searching: (IMA) Formal School/ Enlisted Professional Military Education (EPME) request. You will complete these documents and have them signed by your active duty UTM and leadership. Once completed, please provide same for approval/disapproval and processing.

Viewing 1-5 of 5