

Training Waiver Request Process

IMAs seeking a waiver for an AFSCs training requirements can submit a **Training Waiver Request** through the **myEducation** platform within myFSS. This process ensures that all required documentation and information are submitted for timely processing. Below are detailed instructions for navigating the system and completing your request. A detailed **Personnel Services Delivery (PSD) Guide** is also available in the **Attachments** section to provide additional support.

NOTE: Ensure all required documents are prepared before submission to avoid delays. Refer to the **AFRC Training Waiver PSD Guide** for a list of necessary supporting documents and the **PSD Guide for Submitting Training Waiver** for assistance navigating myFSS.

Submitting Through myEducation

1. Login to [MyFSS](#)
2. Under **AVAILABLE NOW**, click the **myEducation** tile.
3. Click **New Education and Training Request** box.
4. Click the IMA Training Waiver for the **Request Type** from the drop down and click **Next**.
5. Select the **Category** that applies to your request, and your assigned **Detachment** from the drop downs.
6. Explain your request in the **Comments/Questions** box and click **Next**
7. Click **Upload Files** and attached all Required Documents in PDF format.
8. After request is made, navigate to the **myFSS splash page** to find your case number and status under **myFSS Cases**. Familiarize yourself with the following:
 1. **Details:** Information related to your case such as Status, Creation Date, and Date Last Modified
 2. **Communication:** Your forum for communicating to the technician handling your ticket. Ensure you regularly check this tab to stay current on any updates
 3. **Related Documents:** Where your attachments are saved. Once your case is created, verify all attachments are uploaded here.
9. You can expect to receive a status update on your Training Waiver 30 days from submission.

Note: Similar information can be found in your **Open Cases** within myEducation, but functionality is limited. It is recommended that all actions related to your case is handled at the myFSS homepage unless **Action Is Required** in myEducation.

Submitting Training Waiver Through Knowledge Article

1. Login to [MyFSS](#).
2. Locate the Knowledge Article.
 - Search **[“AFR Individual Mobilization Augmentee \(IMA\) Training Waiver Request”](#)** to access the Training Waiver Request Knowledge Article.
 - Read through the knowledge article for specific guidance and instructions.
3. Prepare Your Request
 - Under **Waiver Submission**, select **Submit a Training Waiver Request** to be navigated to myEducation.

- Click **New Education and Training Request** box.
- Click the IMA Training Waiver for the **Request Type** from the drop down and click **Next**.
- Select the **Category** that applies to your request, and your assigned **Detachment** from the drop downs.

After Submission

1. Track Your Request

- Navigate to the myFSS Splash Page to view your case under **myFSS Cases**.
- Familiarize yourself with the following tabs:
 - **Details:** Information related to your case, such as status, creation date, and last modified date.
 - **Communication:** Forum for interacting with the technician managing your case.
 - **Related documents:** Verify that your attachments have uploaded correctly and upload additional files if needed.

Follow-Up

- Periodically check your case status.
- You can expect to receive a status update on your Training Waiver 30 days from submission.
- Use the **Communication** tab to respond to technician queries or provide additional information.

Attachments

AFRC Training Waiver PSD Guide

PSD Guide for Submitting Training Waiver Requests