

1 Jul 2024
Version 1

Submitting IMA Formal School or Enlisted In-Residence PME Request 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 AFR Individual Mobilization Augmentee (IMA) Formal School/Enlisted Professional Military Education (EPME) Requests.

Section A: Introduction

Version	Date	Revision(s)
1	1 Jul 24	myFSS process for submitting IMA Formal School Requests

INTRODUCTION: The purpose of this guide is to assist Reserve members through the navigation of the myFSS platform to submit Individual Mobilization Augmentee (IMA) Formal School Requests.

1. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- Air Reserve Personnel Center (ARPC/DPAT)

2. TARGET AUDIENCE:

- Air Force Reserve (AFR) Airman

3. REFERENCES:

- **DAFI 36-2689**, *Training Program*
- **ETCA**, *Education and Training Course Announcement*
- **AFOCD**, *Air Force Officer Classification Directory*
- **AFECD**, *Air Force Enlisted Classification Directory*

Section B: Submitting a Formal Training Request

- Following a successful navigation to the myFSS Airman Community Landing Page, users can submit a Formal school request by searching for “**AFR Individual Augmentee (IMA) Formal school/Enlisted Professional Military Education (EPME) Request**” ([Knowledge Article Link](#)). The knowledge article provides all required documents and information need prior to submission. Please utilize “**Submit Formal School Request**” when ready to make your request in **myEducation**. Alternatively, users can also submit a request by selecting the **myEducation** tile shown below on the myFSS Landing Page.

Knowledge Home > Uncategorized
> AFR Individual Mobilization Augmentee (IMA) Formal School/Enlisted Professional Military Education (EPME) Request

Answer ID: 000003267 | Updated: 12 Jan 2023

AFR Individual Mobilization Augmentee (IMA) Formal School/Enlisted Professional Military Education (EPME) Request

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Applicable to: Air Force Reserve

This knowledge article provides Individual Mobilization Augmentee (IMA) with the necessary information needed to submit formal school requests (both officer and enlisted) and Enlisted Professional Military Education (PME) to their assigned RIO Detachment.

Prior to submitting a formal school request, the Unit Training Manager (UTM) must verify the IMA meets all eligibility requirements and course prerequisites identified in the Education and Training Course Announcement (ETCA). All requests must be submitted **NLT 60 days prior to the Class Start Date** and must include all supporting documentation.

Note: All formal school requests for courses not listed within ETCA will be requested on an SF 182 and submitted to the RIO Detachment.

Once processed, the member will receive a training RIP if approved. Failure to return the completed RIP by the suspense will result in the cancellation of an approved training quota. Please return signed RIPs back to the RIO Detachment for processing.

General Eligibility

- Members requesting formal schools, with the exception of EPME, must have at least 1 year retainability following graduation for all courses that are less than 15 days. Courses exceeding 15 days, retainability is 2 years following graduation.
- For EPME retainability requirements, refer to [DAFI 36-2670, Total Force Development](#).
- Members must have a current and passing AF fitness assessment to apply for formal schools. A passing AF fitness assessment must be current through the end of course completion.

Cancellation

Requests for a cancellation must be submitted NLT 30 days prior to Class Start Date, and must include a detailed justification memorandum signed by the unit commander. Return cancellation request to the RIO Detachment.

Enlisted In-Residence PME

All requests must be submitted NLT 60 days prior to Class Start Date. Requests submitted without all required supporting documentation will be returned without action. The following documents must be attached to every in-residence EPME request:

- ARC In-Residence EPME Request
- MyFitness Individual Fitness Tracker
- AF Form 622, Notification of Air Force Members Qualification Status (only if requesting a fitness waiver to attend)
- Career Data Brief
- Last 3 EPRs

Note: In order for a SMSgt to be considered for CLC, the applicant must be on the current Command E-8 KPL.
Note: TAFMS block on the form must be filled out for applicants requesting SINCOA.

All Other Formal School Requests

Requests submitted without all required supporting documentation will be returned without action. The following documents must be attached to every (non-PME) formal school request:

- Formal School Request
- ARCNet Readiness Report (In Color)
- MyFitness Individual Fitness Tracker
- ETCA Course Announcement

Submission

[Submit Formal School Request](#)

> FSS

myFSS CASES myFSS QUESTIONS

OPEN (0) CLOSED

>

AVAILABLE NOW

LEARN MORE ABOUT... Self-service access to knowledge articles	AGILE ACCELERATOR	CHATTER Social network for your Airman & Guardian groups	myFITNESS Earn and track fitness	myEVAL Evaluation System	myEVAL Admin Evaluation System	SERVICE AGENT Perform your work in the Salesforce Service Console	mySERVICES Combat Support, Community Services, MWR, and NAF Accounting
myEDUCATION Submit ARC GI Bill & TA Requests, IMA Training, and Manage TTTED Applications (Submitted via myRequest)	HR ACTIONS Perform mission-specific HR tasks	myBodyComp Body Composition Assessments	myRetirement Access self-service for Active Duty, Guard, and Reserve Retirements	Civilian Benefits & Retirement Benefits and Retirement Service Team (BCRT) FERS/FEGLI TSP, Civilian Retirement, Survivorship	Command Coordination Decision support tool for your Airman's readiness	CIVILIAN CLASSIFICATION Review classification requirements	RegAF Aviation Bonus View program information and/or apply for AvB
Career Management Access self-service for Career Management	myPROMOTION Self-service access to promotions	Active Duty Assignments Assignment information and Applications for Active Duty Assignments and Relocations	Civilian Talent Development Civilian Development & Functional Training	AFR Aviation Bonus Apply for AFR Aviation Bonus	myIMA IMA Training Management	myDECS Reimagined Desktop, mobile, and web-based and mobile	

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

U.S. AIR FORCE

myEDUCATION

NAME: FRANK NATHAN OLIVERHENRY III, RANK: MSG, ORGANIZATION: 0000 AIR RES PERS CE DIRECT, PAS: BUOMFCMJ, SUPERVISOR: [blank], OFFICE SYMBOL: DPAT, DATE OF BIRTH: [blank], GENDER: M, DUTY PHONE: [blank], EMAIL: frank.oliverhenry@us.af.mil

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.

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

To get started with your Training request, please select a type of request to submit, then click **[Next]** to continue.

* Training Type

--None--

Next

Cancel

- Select **IMA Formal Schools**.

To get started with your Training request, please select a type of request to submit, then click **[Next]** to continue.

* Training Type

--None--

--None--

Post-9/11 GI Bill Letter

Civilian Self-Certification

IMA Training Waiver

IMA Seasoning Training Request

IMA Correspondence Course Request

IMA Formal Schools

- Select **Next**.

To get started with your Training request, please select a type of request to submit, then click **[Next]** to continue.

* Training Type

IMA Formal Schools

Next

6. Open the **Type** drop-down menu and select the type of school for the Formal Schools request.

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

To submit a formal school request for an IMA select the type of school, category and detachment:

* Type

--None--

--None--

Formal School Request

In-Residence PME Request

* Detachment

--None--

Comments/Questions

7. Open the **Category** drop-down menu and select the IMA Formal School Request category.

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

To submit a formal school request for an IMA select the type of school, category and detachment:

* Type

Formal School Request

* Category

--None--

--None--

7-Level Schools/Mandatory Courses

Annual Data Call

Call for Nominations

In-Resident PME

Distance Learning

Initial Skills/Tech School

Supplemental/Advanced Course

Special Training/Misc/Other MAJCOM Crs

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

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

To submit a formal school request for an IMA select the type of school, category and detachment:

* Type

Formal School Request

* Category

7-Level Schools/Mandatory Courses

* 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

9. Provide any additional information to the **Comments** answer field, then select **Next** to proceed.

To submit a formal school request for an IMA select the type of school, category and detachment:

* Type
Formal School Request

* Category
7-Level Schools/Mandatory Courses

* Detachment
HQ RIO Det 2

Comments/Questions

Next

10. Review the **documents guidelines** before attaching a file to the request.

Attach the applicable documents in PDF format as follows:


1. In Residence PME:

- a. ARC In-Residence EPME Request Form
- b. ARCNet Readiness Report (In Color)
- c. MyFitness Report (In Color)
- d. AF Form 422 For PME Attendance (only if requesting a fitness waiver to attend)

2. All Other Formal Schools Request:

- a. Formal School Request (FSR) Form
- b. ARCNet Readiness Report (In Color)
- c. MyFitness Report (In Color)
- d. Copy of ETCA Course Announcement

Upload Supporting Documents

 Upload Files Or drop files

11. Select **Upload Files** to attach a file.

Attach the applicable documents in PDF format as follows:


1. In Residence PME:

- a. ARC In-Residence EPME Request Form
- b. ARCNet Readiness Report (In Color)
- c. MyFitness Report (In Color)
- d. AF Form 422 For PME Attendance (only if requesting a fitness waiver to attend)

2. All Other Formal Schools Request:

- a. Formal School Request (FSR) Form
- b. ARCNet Readiness Report (In Color)
- c. MyFitness Report (In Color)
- d. Copy of ETCA Course Announcement

Upload Supporting Documents

 Upload Files Or drop files

*** Note:** Coordinate with your unit's UTM to properly fill out the documents below before submitting to your Detachment. Both documents can be found within the myFSS Knowledge Article, the IR Page for "Formal Schools", or your Detachment can provide them if you do not have access.

IMA In-Residence EPME Request

HQ RIO IMA In-Residence EPME Request (CAD 19 August 2024)					
Privacy Act Statement: This worksheet contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties.					
Instructions: Complete all applicable sections on this request and forward to commander for approval. Request must be typed. Digital or wet signatures are required.					
Eligibility Requirements: Airman Leadership School (ALS): Must be a SrA or SSgt; 24 months retainability; See Notes 1 - 4. Noncommissioned Officer Academy (NCOA): Must be a TSgt; 24 months retainability; See Notes 1-3. Senior Noncommissioned Officer Academy (SNCOA): Must be a MSgt or SMSgt; 24 months retainability; See Notes 1-3. Chief Leadership Course (CLC): Must be a CMSgt or SMSgt on current E-8 KPL; Completed SNCOA; 24 months retainability; See Notes 1-3, and 5-6. Chief Orientation Course (COC): Must be a SMSgt selected for an E-9 position; Completed SNCOA; 12 months retainability; See Notes 1-3, and 6.					
Notes: 1. Must have current fitness test and remain current through class completion. 2. If the member is on a profile, follow fitness requirement policy. 3. PME is centrally funded except for Civilian and AGR status, which are unit funded. 4. SSgt from sisters services must attend ALS (or accomplish DL) unless they enter AFR as an SSgt with more than 9 years TIS; if that is the case, then they do not have complete ALS. 5. There is a two-week DL prior to in-residence start date. 6. More information can be found at: https://usaf.dps.mil/teams/app10-etca/StaticPages/home.aspx?i60g=1					
SECTION 1: (STUDENT INFORMATION):					
NAME (Last, First MI)		RANK		ETS	
SSN		RANK		DOR	
HOME UNIT, BASE	FITNESS SCORE		FITNESS DATE		
EMAIL	ATTENDANCE STATUS		<SELECT>		
The following blocks are only required for the Chief Orientation Course and Chief Leadership Course:					
SNCOA GRAD DATE		CCAF degree or equivalent completed			
SECTION 2 (COURSE SELECTION): Select course and provide class dates you are available to attend. Coordinate with UTM, Detachment R&T and reference ETCs for available class dates. If applicable, choose a location closest to your HOR.					
COURSE Chief Orientation Course					
1 st CHOICE		2 nd CHOICE		3 rd CHOICE	
SECTION 3 (COORDINATION): Please sign and forward to the next appropriate office.					
MEMBER (IMA)		Date:			
RegAF UNIT COMMANDER		Concur Non Concur (return to applicant)			Date:
RegAF UNIT TRAINING MANAGER		Date:			
RIO DET READINESS & TRAINING		Date:			
RIO DET/SEL		Date:			
COURSE REQUEST SUBMITTAL		Approved Disapproved (return to applicant)			Date:
NOTE: For requests being made for CLC, the RIO DET/SEL will coordinate with HQ RIO CEM for course approval and confirmation outside of this form. Upon approval return to ARPC/DPATIR Training for continued coordination with RIO DET/RET & AFRC/ALIO to fill open quota based on member's availability.					
Location	Course #	Class #	Start Date	Grad Date	

Section 1: Student Information

Here is where you will put your personal information such as Name, Rank, Unit, Email, etc.

Note: Ensure you have the required retainability prior to submitting request and that you have a passing PT test for the entirety of the course.

Section 2: Course Selection

Where you select the desired PME. Please coordinate with your RegAF Unit or Training Detachment to find out what dates are available. It is recommend that you project out your availability ahead of the upcoming FY to ensure you submit your request in a timely matter.

Section 3: Coordination

Member: Signed by yourself as the IMA
RegAF Unit Commander: Concurred and signed by your assigned Commander or Staff Agency Equivalent (if applicable)

RegAF Unit Training Manager: Signed by your unit's assigned Unit Training Manager or Additional Duty Training Manager. If you unit does not have a UTM, your Unit Reserve Coordinator (URC) will suffice.

RIO Det Readiness & Training: Signed by your Detachment Technician for internal coordination after submission.

RIO DET/SEL: Signed for internal coordination after submission.

Course Request Submittal: Signed to show proof your request was submitted in MilPDS.

Location: This section is to inform you of the course date that was requested based on available seat allocations. This date may change once a TLN is awarded.

IMA Formal School Request

IMA Formal School Request

(CAO 19 August 2024)

This form may contain FOR OFFICIAL USE ONLY (FOUO) information that must be protected under the Privacy Act of 1974. 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 MiPDS and A4/6 A4L computer database. DISCLOSURE: Voluntary. However, if requested information is not provided, the enrollment cannot be accomplished.

Course Information

(Obtained from ETCA)

Course Number	Course Title	# Days	Funding Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	Centrally Funded <input type="button" value="v"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grad Date	Grad Date	Grad Date	Grad Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Member Details

Last Name	First Name	MI		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
SSN	Rank	DAFSC	ETS/MSD	RIO Det
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

RegAF UTM Initials

<input type="checkbox"/>	Member meets retainability required after class grad date (1yr for courses <15 days / 2yrs for courses >15 days)
<input type="checkbox"/>	Member will sign Reserve Service Commitment DAF64 upon course confirmation
<input type="checkbox"/>	Member has a current and passing fitness assessment (upload myFitness report to request)
<input type="checkbox"/>	Member readiness is current (upload ARCNet report to request)
<input type="checkbox"/>	Member meets all course pre-requisites prescribed in ETCA
<input type="checkbox"/>	Course is required for mission accomplishment per applicable CFETP, AFI, AFODD/AFECD, or deployment instructions

RegAF UNIT COMMANDER

Typed: Name, Rank, and Title	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit completed requests to the assigned RIO Det via myFSS

Course Information

Here is where you will provide the desired course's Course Number, Course Title, Course Duration (# Days), and Funding Type.

Note: All information can be found by visiting the Course's listing via Education and Training Course Announcement site ([ETCA](#)). Please coordinate with your RegAf UTM for assistance.

Desired Class Dates

For course dates, ensure you select dates that works best with your availability. If you are unsure or there is no information available, input dates in 3 month increments and add additional details when you submit your request.

Member Details

Here is where you will put your personal information such as Name, Rank, AFSC, etc. please ensure you have the required retainability prior to submission.

Eligibility


Coordinate with your RegAF UTM so they can initial in the respective blocks. This section is to ensure nothing is missed that will delay your request after submitting. If you do not have a UTM or ADUTM, your Unit Reserve Coordinator will suffice.

RegAF Unit Commander

Signed by your Commander or Staff Agency Equivalent (if applicable).

12. Select **Done** once the file has finished uploading.

Upload Files


	CRM R14 E&T LOC UAT_W-010517.xlsx 15 KB	<div></div>	<input checked="" type="checkbox"/>
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1 of 1 file uploaded

13. Select **Next** to complete the IMA Formal Schools Request.

b. ARCNet Readiness Report (In Color)
c. MyFitness Report (In Color)
d. Copy of ETCA Course Announcement

Upload Supporting Documents

 Upload Files

 Or drop files

Files Uploaded

Name

Remove

CRM R14 E&T LOC UAT_W-010517.xlsx

Next

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.

Finish

Cancel

Section C: Correspondence in myFSS with Technician

After submitting your ticket, 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. Unless **Action is required** within the case, we recommend you communicate with your technician via the **myFSS case Details** since **myEducation case Details and Communication** has limited functions.

myEducation

My Education & Training Requests: Awaiting Member Action

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

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
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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	02401184
7/18/2023	(FOUO) Classification/Upgrade/2096 request for an IMA: OLIVERHENRY	Open		7/18/2023 9:04 am	02469754

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- myFITNESS Find what fits to fight
- myEVAL Evaluation System

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

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

myEducation

myEducation

NEW Education and Training Request

SUBMIT TEB APPLICATION VIA MILCONNECT

SUBMIT MGIB-SR/1806 KICKER, CHAPTER 1806 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				

Viewing 0-0 of 0

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				

Viewing 1-1 of 1

My Education & Training Requests: Closed

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

Viewing 0-0 of 0

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/2096 request for an IMA: OLIVERHENRY	Open		7/18/2023 9:04 am	02469754 Details

Viewing 1-2 of 2

AVAILABLE NOW

- LEARN MORE ABOUT... Self-service access to knowledge articles
- AGILE ACCELERATOR User Stories, Reports, and Dashboards
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- myFITNESS Get into win. Fit to fight.
- myEVAL Evaluation System

2. 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 **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

Suspense Date:

Comments: Please disregard this ticket as it is a test. VIT ARPC/SPAT

myFSS

CASE #03654678

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

Update Case

Print Case

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

myEducation

DETAILS

COMMUNICATION

New Comment

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
Editing_Formal_Schools_Member_Action_Needed was sent successfully.

Viewing 1-2 of 2

myFSS

CASE #03654678

DETAILS

COMMUNICATION

RELATED DOCUMENTS

Good Morning, Thank you for the update [take to (5)]

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.

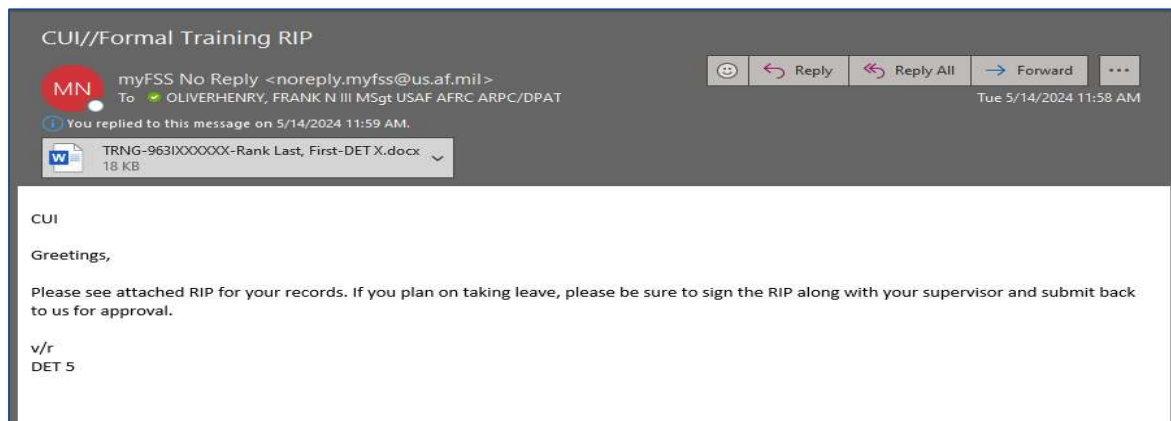
Comment (Service Agent) - 5/15/2024 1:26 pm
Greetings,
To submit a formal school request, we will require the formal school worksheet or the In-Residence EPME request form. Same can be found on the myFSS knowledge article by searching: (DMA) Formal School/Enlisted Professional Military Education (EPME) 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.

Viewing 1-3 of 3

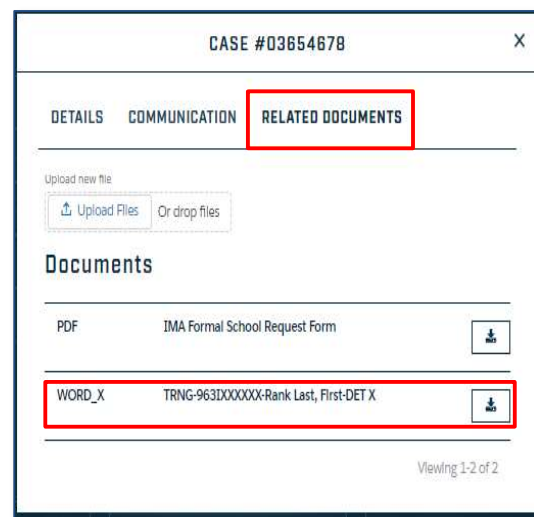
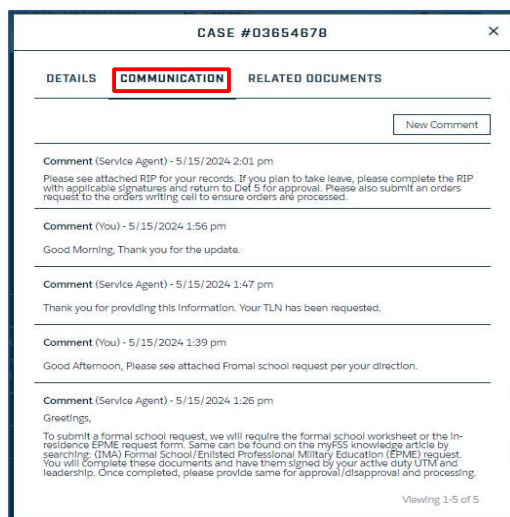
***Note:** Unless **Action is required** within the case, we recommend you communicate with your technician via the **myFSS case Details** since **myEducation case Details and Communication** has limited functions.

4. Once your Detachment receives your **Training RIP**, 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**.

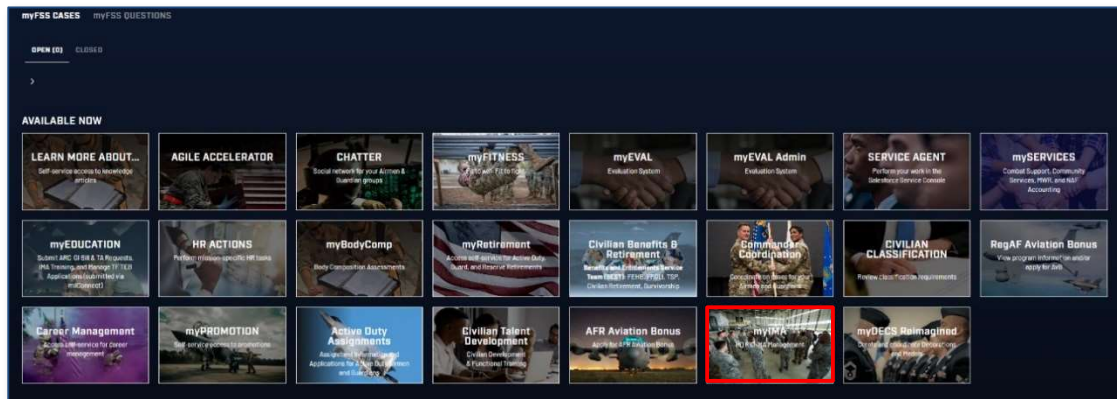
Email



myFSS



5. Once you have received your Training RIP, your next step is to submit a Orders Request via myFSS selecting the **myIMA** tile on the myFSS splash page or searching “**AFR RIO Orders Writing Cell**” ([Knowledge Article Link](#)).



Knowledge Home > Uncategorized > AFR HQ RIO IMA Management

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Answer ID: 000003593 | Updated: 02 Nov 2023

AFR HQ RIO IMA Management

Applicable to: Air Force Reserve (IR/PIRR)

Mission: Provide, Integrate and Sustain ready Individual Reserve forces globally.
Vision: One trusted team making it easy to serve.

The Headquarters Individual Reservist Readiness Integration Organization (HQ RIO) is located at Buckley Space Force Base, Colorado.

HQ RIO is responsible for managing the readiness of the IR force and standardizing the processes associated with getting our IRs to the fight. Seven detachments and six operating locations at geographically-separated bases around the world assist the headquarters in this mission, providing direct oversight and support to more than 8,000 IR Airmen.

The IR force is comprised of Air Force Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reservists (PIRRs). Both IMAs and PIRRs augment active-component missions and are rated by active-component or government agency supervisors.

Use below links to access myFSS-based IMA/PIRR tasks:

AFR IMA HQ RIO Request - This page will allow you to send a request to directly to HQ RIO Headquarters.

AFR Submit Inquiry to RIO Detachment - This page will allow you to send a request directly to your servicing RIO detachment.

AFR Readiness and Integration Organization Host Aviation Resource Management Program - The HQ RIO Host Aviation Resource Management (HARM) office is the Aviation Resource 41 Management Office for IR aircrew members.

AFR RIO Travel - Allows IRs to submit travel vouchers for reimbursement and ask questions related to travel.

AFR RIO Medical - Allows IR to submit medical documentation for update and submit requests and ask questions regarding medical readiness, MEDCON, LODs, etc.

IMA Reserve Pay - Allows IR to submit documentation for pay, leave, bonuses, and submit requests and ask questions regarding these topics.

Orders Writing Cell Request - Allows IRs to request orders.

Related Resources

- [RIO Public Website](#)
- [IR Guide](#)
- [HQ RIO IR Program Standards and Expectations Memo](#)
- [Wineman Toolkit](#)
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