

Individual Medical Readiness (IMR) At-a-Glance

A Quick Guide from HQ RIO

An overview of IMR Requirements and tips to get them completed

Your IMR status can be viewed at <https://asimsimr.health.mil/imr/MyIMR.aspx>. This is a CAC-enabled website that works best in Chrome. The following are tasks IRs must work to maintain GREEN status.

To get email notifications from MyIMR, ensure your email displayed at the top of the page is correct. The source of your duty email is vMPF. If your duty email is incorrect, go to the AF Portal, search for "vMPF" and look for instructions on how to correct the it. Your corrected email should flow automatically to ASIMS within 2-3 weeks. MyIMR can't send emails to .com or other non-gov emails.

PHA	Immunizations
<p>The PHA is an annual requirement. You will complete the PHAQ, an online questionnaire accessible via the MyIMR website (the button shows up when you're eligible to take it). A provider from your unit's Military Treatment Facility (MTF) will review and sign off on it. The Mental Health Assessment (MHA) is also a part of your PHA and is mandatory. The MHA varies by MTF and AFSC. More info on the "MTF Instructions" tab in MyIMR.</p> <p>The in-person PHA is annual for flyers, PRAP, SOB, and Arming & Use of Force Personnel.</p>	<p>The most important immunization is the flu shot, an annual requirement that MUST be completed each year, typically by mid-December. You can have the shot administered at an MTF or a civilian doctor's office or pharmacy.</p> <p>Every ten years IRs are required to receive a Td (Tetanus) shot. The same requirements and submission instructions apply for this as well.</p> <p>There are other immunizations that may be required for accession and deployments (i.e. Hep A & B, MMR, varicella, typhoid, anthrax).</p> <div data-bbox="813 1346 1523 1604" style="background-color: yellow; border: 1px solid black; padding: 10px; text-align: center;"><p>MTFs are manned and resourced for their specific assigned population.</p><p>If you aren't going to your assigned MTF, they might not be able to support you right away.</p></div>
Dental	Labs
<p>IRs are required to have a yearly dental exam. Once every three years, the exam needs to be military*. For the other years, have your civilian dentist fill out a DD Form 2813 and submit to your unit's dental clinic or to the HQ RIO Medical team via myFSS.</p>	<p>Every two years, IRs are required to have an HIV test. This MUST be conducted at an MTF. There are a few one-time labs/tests done upon entering the Air Force (DNA, Blood Type/Rh Factor, G6PD, and Sickle Cell).</p> <div data-bbox="813 1864 1523 1971" style="background-color: green; border: 1px solid black; padding: 10px; text-align: center;"><p>See the following page for more info about each IMR task, to include timelines, processes, and guidance.</p></div>

* This requirement can be substituted with a civilian exam if you meet the criteria for the RHRP program and approved by AFRC.

TIPS FOR GETTING GREEN

If possible, attend to your medical readiness tasks while serving your AT or IDTs at your unit. You are entitled to service for readiness tasks from ANY MTF as long as you live more than 40 miles from your assigned unit. However, you may receive pushback when attempting to make or attend an appointment when not in status. [THIS MEMO](#) is to share with MTFs to help them understand how to serve a reservist. You do NOT need to be in status to make the appointment, but you do need to be in some sort of status to attend one. A points-only IDT is fine; bring a copy of your orders or a signed 40A with you to show proof of status. If you aren't near an MTF, [THIS MEMO](#) explains how to request help via the [Reserve Health Readiness Program](#).

****YOUR AD MTF SHOULD BE YOUR FIRST LINE OF DEFENSE FOR GETTING ITEMS UPDATED.**

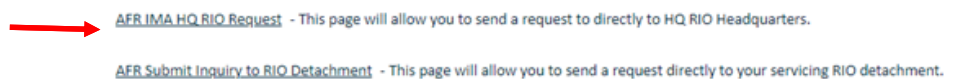
IMA Medical Readiness myFSS Submissions

If you'd like the Medical Readiness team to upload your documents for dental or flu shots, request assistance with the Reserve Health Readiness Program, or ask a question, you can submit a ticket in myFSS. Here are the steps:

1. Log into myFSS and type in **IMA Management** from the "Search Knowledge Articles. This is also where you go for pay and travel reimbursement submissions.



2. Select "AFR IMA HQ RIO Request."



3. Click on "Create a Request" and then "Myself". From here, select **Medical Readiness**.

CREATE A REQUEST

(DWA 333) HQ RIO User Request Inquiry

Who are you submitting a case for?

- Myself
 Someone Else

(DWA 333) HQ RIO User Request Inquiry

To submit a request select a category from the drop down menu based on the type of request.

RIO Detachment: Identify which Detachment you are assigned.

Question: Please include additional information as required.

Attachments: Provide any supporting documentation required to help process your request. Failure to include the correct paperwork will cause a delay in processing.

* Assigned RIO Detachment

HQ RIO

* Category

--None--

--None--

IR Orientation

IR Quarterly Training

Medical Readiness

Mobilization

URC Training

Uniform Program

General

Upload Supporting Documents

Upload Files Or drop files

-- No files have been uploaded. --

If submitting PII information it must not be in the Comment/Request field, this is a violation of PII policy and will result in the immediate deletion of this case.

4. Provide details, question, or concerns. From here, upload required documents and select **"Next."**

Best Practice: Try to complete IMR tasks while an AT/IDT at your unit. If not possible, save an IDT or use points only IDTs when your IMR comes due.

Which IMR item are you concerned about?

Do I need to be in status (on orders)?
See page 3!

Go to the AF Portal, search for My IMR / ASIMS, click link

Ensure you are on the IMR Tab

PHA

HIV Screening

Flu shot

Dental

Review the "Last In-Person PHA" section (See next page for specific time frames and AFSC requirements)

Review the "HIV Date" section to determine when your last HIV screen was completed (required every 2 years)

Flu shot due date varies by year; monitor myFSS message traffic for specific cut off date, typically mid- December

Review the "Dental Date" section to determine when your last dental exam was completed

In- Person PHA required/ requested

No

Yes

Under the PHA section click on the word "PHAQ"

Take the PHAQ Questionnaire

Once PHAQ is complete, you will be given instructions on how to complete your Mental Health Assessment

Contact your desired MTF to determine appointment availability

Click on the "MTF Instructions" tab to see if your MTF has specific guidance on HIV screening

Contact your desired MTF to determine if you can "walk-in" for an immediate HIV blood draw or if lead time is required for a lab order to be submitted

Report to MTF for blood draw

Receive flu shot from MTF or civilian provider?

Civ

MTF

Find source for flu shot that accepts your insurance

Ensure your provided documentation shows your name, date shot administered, name of office/ pharmacy, serial/lot number of shot given, and manufacturer

Provide documentation to your servicing MTF (contact MTF for proper delivery methods) or to HQ RIO/IRM (Medical Support) see page 3

Click on the "MTF Instructions" tab to see if your MTF has specific guidance on receiving immunizations like the flu shot

Report to MTF immunizations section for flu shot

Has it been more than 3 years since you saw a military dentist?

3 yrs or more

2 yrs and less

Contact your desired Dental clinic to schedule in person visit

Have your civilian dentist complete a DD2813

Send DD2813 to your servicing dental clinic (contact clinic for proper delivery methods) or to HQ RIO/IRM (Medical Support) see page 3

Monitor myIMR to ensure your status is properly reflected