## Individual Medical Readiness (IMR) At-a-Glance

**A Quick Guide from HQ RIO**

An overview of IMR Requirements and tips to get them completed

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### Your IMR status can be viewed at [https://asimsimr.health.mil/imr/MyIMR.aspx](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.

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<tr>
<th>PHA</th>
<th>Immunizations</th>
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<td>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. Every three years you will be required to complete an IN-PERSON PHA. Once your PHAQ is reviewed, you’ll be notified and can make an appointment for the in-person PHA. During the in-person PHA you may also receive a MHA. To monitor the status, read the MTF INSTRUCTIONS tab on the MyIMR website. The in-person PHA is annual for flyers, PRAP, SOB, and Arming &amp; Use of Force Personnel.</td>
<td>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. Every ten years IRs are required to receive a Td (Tetanus) shot. The same requirements and submission instructions apply for this as well. There are other immunizations that may be required for accession and deployments (i.e. Hep A &amp; B, MMR, varicella, typhoid, anthrax).</td>
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<th>Dental</th>
<th>Labs</th>
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<td>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 <a href="https://www.af.mil/shared/media/document/af-mil/1-2013/2013-dental-exam.pdf">DD Form 2813</a> and submit to your unit’s dental clinic or to the HQ RIO Medical team via myPers.</td>
<td>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). See the following page for more info about each IMR task, to include timelines, processes, and guidance.</td>
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*This requirement can be substituted with a civilian exam and DD Form 2813 for FY20. Click [HERE](https://www.af.mil/shared/media/document/af-mil/1-2013/2013-dental-exam.pdf) for the memo.*
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** explains what you are entitled to. **THIS MEMO** is to share with MTFs. 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.

IMA Medical Readiness myPers 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 myPers. Here are the steps:

1. Log into myPers and select **IMA Management** from the “LEARN MORE ABOUT” menu. This is also where you go for pay and travel reimbursement submissions.

2. Select **Individual Medical Readiness Requirements** under “PROGRAMS.”

3. The IR Medical Support page houses all the program information for IMA Medical Readiness and should be your “go to” source for information. From here, select **Submit Medical Requests By Clicking Here**.

4. Choose appropriate submission type and follow the steps. For a Reserve Health Readiness Program request, choose the reason/type of appointment you are needing.
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?

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

Ensure you are on the IMR Tab

- PHA
  - Review the “Last In-Person PHA” section (See next page for specific time frames and AFSC requirements)
  - Are you due an in-person PHA?
    - No
      - Under the PHA section click on the word “PHAQ”
      - Take the PHAQ Questionnaire
    - Yes
      - Contact your desired MTF to determine appointment availability
      - Complete PHAQ far enough ahead of time to schedule PHA during in status time frame
      - Under the PHA section click on the word “PHAQ”
      - Take PHAQ, follow instructions to complete MHA
      - Once PHAQ is REVIEWED, you will be given instructions on how to complete your in-person PHA

- HIV Screening
  - Review the “HIV Date” section to determine when your last HIV screen was completed (required every 2 years)
  - 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
  - Under the PHA section click on the word “PHAQ”
  - Take PHAQ, follow instructions to complete MHA
  - Once PHAQ is REVIEWED, you will be given instructions on how to complete your in-person PHA

- Flu shot
  - Flu shot due date varies by year; monitor myPers message traffic for specific date, typically mid-December
  - Click on the “MTF Instructions” tab to see if your MTF has specific guidance on receiving immunizations like the flu shot
  - 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

- Dental
  - Review the “Dental Date” section to determine when your last dental exam was completed
  - Has it been more than 3 years since you saw a military dentist?
    - 2 yrs and less
      - 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
    - 3 yrs or more
      - Contact your desired Dental clinic to schedule in person visit

- Receive flu shot from MTF or civilian provider?
  - MTF
    - Click on the “MTF Instructions” tab to see if your MTF has specific guidance on immunizations like the flu shot
    - Report to MTF immunizations section for flu shot
    - Provide documentation to your servicing MTF (contact MTF for proper delivery methods) or to HQ RIO/IRM (Medical Support) see page 3
  - Civ
    - 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

Do I need to be in status (on orders)?

See page 3!