



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

27 Sep 16

MEMORANDUM FOR ALMAJCOM/SG
ALMDW/CC
ALMDG/CC

FROM: HQ USAF/SG3/5
7700 Arlington Blvd
Falls Church, VA 22042

SUBJECT: Reserve Access to MTFs for Annual Requirements

Individual Medical Readiness is a Total Force concern and essential to the successful execution of the Air Force mission. Accordingly, we need to capitalize on every encounter to improve our medical readiness posture, whether the service member is Active Duty, Reserve or Guard.

An Air Reserve Component (ARC) member must show they are on duty status (active, inactive or points only) at the time any annual military requirement exam or immunization is performed. Military Treatment Facilities verify ARC members are in a duty status (active, inactive, or points only) for annual military requirements such as PHAs, flight physicals and immunizations with the AF Form 40A, *Record of Individual Inactive Duty Training*, or a copy of the member's orders. **Members do not have to be in a duty status to make to an appointment.**

Our Reservists and Guardsmen make great sacrifices to participate as Total Force members, and often have a very narrow window of opportunity to complete their medical readiness requirements. Your support of their effort is greatly appreciated.

The AF/SG point of contact is Col Kristin Hillery, (703) 681-7867, or via email at kristin.a.hillery.mil@mail.mil.

A handwritten signature in black ink, appearing to read "Roosevelt Allen, Jr.", is located above the typed name.

ROOSEVELT ALLEN, JR.
Major General, USAF, DC
Director, Medical Operations & Research
Office of the Surgeon General