



# ASIMS 101

## A GUIDE FOR COMMANDERS

### Topics Covered:

- » IMR
- » Profiles (AGAM)
- » Refer to AMRO Board
- » DRHA Reminders

## Background

The DAF requires Airmen and Guardians to be ready and capable to perform their mission when called. Optimal health is extremely important as the tasking may come with little notice and could be to an austere environment.

### Individual Medical Readiness (IMR) Components:

- Immunizations
- Periodic Health Assessment (PHA)
- Dental readiness classification
  - » Class 3—urgent or emergent dental treatment required
  - » Class 4—overdue annual dental exam
- Medical readiness laboratory studies
- Individual medical equipment
- Duty-Limiting Conditions (DLC)
  - » Assignment Availability Code (AAC) indicates a temporary medical/admin/retention issue requiring attention greater than 30 days up to 1 year
  - » Assignment Limitation Code (ALC) is generally permanent and placed after Medical Evaluation Board (MEB) action by AFPC

### Commander's Responsibilities:

(IAW AFI 10-250 and DAFI 48-122)

- Ensure DAF uniformed and civilian personnel deploying to an operational AOR complete medical clearance requirements including deployment-related health assessments (DRHA).
- Ensure personnel assigned to an Air & Expeditionary Force Indicator maintain currency on all medical requirements and are medically fit to deploy during a rapid response situation.
- Ensure deploying DAF uniformed and civilian personnel with ALCs or DLCs obtain an approved deployment medical waiver prior to departure from home station if required.
- Designate unit points of contact (POCs) in writing to manage deployment health actions for unit personnel. Send an authorization letter to request ASIMS access (for unit POCs) and update as necessary.
  - » ASIMS access is limited to commanders and their designees (i.e., UDM, Unit Health Monitor, Unit Superintendent) or others as locally determined.



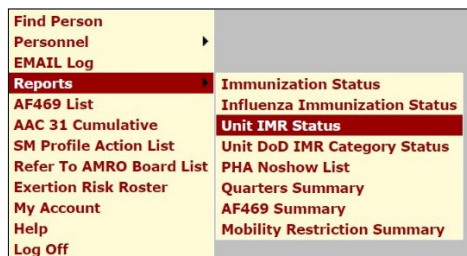
- » An authorization letter template is available from MTF HIPAA Privacy Officer.
- » Notify ASIMS Administrator immediately when a Unit POC no longer requires ASIMS access for the unit (e.g., PCS, reassignment). Only one letter per unit will be maintained.

## Individual Medical Readiness (IMR)

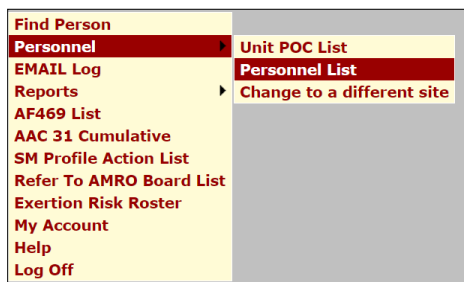
**Unit Access:** Log in to ASIMS at <https://asimsimr.health.mil/imr/loginunit.aspx>.

Using the Main Menu pick list, you can view unit status, personnel rosters, or individual data.

**Unit IMR Status:** Hover over “Reports” then select “Unit IMR Status.”



**Unit Personnel IMR Status:** Hover over “Personnel” then select “Personnel List.”

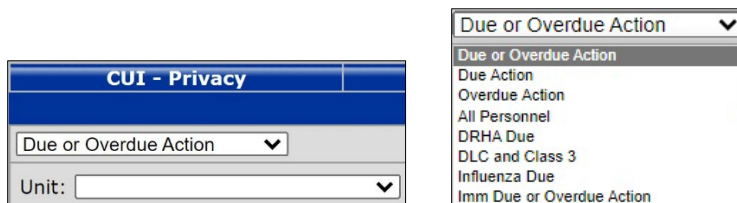


The default setting displays a list of due/overdue individuals by IMR category.

- **Green** = IMR requirement is current
- **Yellow** = due
- **Red** = overdue or medical restriction
- DLCs will be either **green** or **red**
- Dental classes 3 and 4 will be **red**

**Note:** SMs may be due/overdue for more than one item; any red item will drive the overall IMR status red (not medically ready).

**Due/Overdue Action List:** IMR items needing attention are listed in the far right column titled “Action List.” For other rosters, change the filter option from the drop down in the upper left part of screen.





**Individual Status:** To view details of an SM's IMR or profile (AF Form 469/AF422a), click the blue link. See below for an example of how to access an SM's AF422 form:

Immunizations			
Immunization	Series	Date	Next Due
Hep A	2	28 Jun 2022	
Hep B	0	20 Jul 2012	Pos Titer
Influenza, Northern Hemisphere	4	4 Oct 2023	1 Oct 2024
MMR	0	23 Jul 2012	Pos Titer
Polio	3	29 Mar 2023	
Td	3	27 Sep 2022	27 Sep 2032
Varicella	0	23 Jul 2012	Pos Titer

Medical Readiness					
Overall Status:		Due			
Action List:		Dental			
PHA	Dental	Labs	Profile	Med Equipment	
Current	Due	Current	Ready	Current	
PHA Date: 8 Nov 2023	Dental Class: 1				
	Dental Date: 14 Nov 2022			<a href="#">AF422a</a>	

## Profiles (Airman/Guardian Availability Management [AGAM])

From the SM's Individual Status, select the "AF469" or "AF422a" link (see image above).

**Note:** As a general rule, the AF 469 states what a SM cannot do (duty/fitness restrictions); the AF 422 states what an SM can do (retrain, attend PME, etc.).

### Sign and Issue AF Form 469: (AFI 48-133)

- If Unit CC **concurs** with mobility restricting recommendations, they must sign AF Form 469 prior to issuing it to the SM. Follow the link on the email notification, review, then select "Sign" at the bottom. **Note:** "Sign" button is active only when "Mobility Restrictions" are selected.
- If Unit CC **non-concurs** with mobility restricting recommendations, they must contact the Chief of Aerospace Medicine within 7 duty days (contact information at end).
- Alternatively, Unit CC may view all personnel on profile via "AF 469 List" on the Main Menu. **Note:** From the main menu, click "AF469 List" to see a list of all SM profiles. Unsigned mobility restricting profiles will be highlighted **yellow** in the "CC Signature" column of this list.

Find Person	
Personnel	▶
EMAIL Log	
Reports	▶
UHM Web Scheduler	
<b>AF469 List</b>	
AAC 31 Cumulative	
SM Profile Action List	
Refer To AMRO Board List	
Exertion Risk Roster	
My Account	
Help	
Log Off	

- Unit CC must ensure AF Forms 469 and 422 are issued to the SM.



## Refer to Airmen Medical Readiness Optimization Board (AMRO-B)

Unit CC can request evaluation of an SM due to:

- Poor duty performance or deployment concerns stemming from a potential medical or mental health condition
- PCS, TDY, or deployment cancellation/curtailment for medical/mental health reasons

### On the SM's Individual Status:

1. Select "Refer to AMRO Board List" from the left-hand menu.



2. Select reason(s) for referral and enter any notes related to referral (select as many as apply).

- Only select "4 component exemptions..." if the only concern is related to an SM's history of fitness exemption. If there are additional concerns with the SM's ability to deploy or perform job duties, document in the "Commander's Note to AMRO Board" section.

Commander's Reason(s):	<input checked="" type="checkbox"/> 4 component exemptions in a 24-month period. <input type="checkbox"/> Condition or restrictions impact the member's ability to perform job duties required by AFSC, grade and rating. <input type="checkbox"/> Currently on mobility restriction for 12 months or more. <input type="checkbox"/> Condition has substantially changed impacting duties and/or performance since last AMRO Board review request. <input type="checkbox"/> PCS, TDY or Deployment Cancellation or Curtailment for a medical or mental health reason.
Commander's Note to AMRO Board:	<div>The most useless AMRO Board referral is a blank one!</div>

- If "Condition or restrictions impact the member's ability to perform..." is selected, in the "Commander's Note to AMRO Board" section, enter the specific concern and explain why/how it is impacting the SM's ability to perform their duties, and provide a contact number where you can be easily reached.

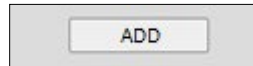
Commander's Reason(s):	<input type="checkbox"/> 4 component exemptions in a 24-month period. <input checked="" type="checkbox"/> Condition or restrictions impact the member's ability to perform job duties required by AFSC, grade and rating. <input type="checkbox"/> Currently on mobility restriction for 12 months or more. <input type="checkbox"/> Condition has substantially changed impacting duties and/or performance since last AMRO Board review request. <input type="checkbox"/> PCS, TDY or Deployment Cancellation or Curtailment for a medical or mental health reason.
Commander's Note to AMRO Board:	Member is unable to [lift/stand/bend] greater than [XXX lbs/minutes/degrees] and is unable to perform [XXX duties].

- If "Condition has substantially changed impacting duties..." is selected, in the "Commander's Note to AMRO Board" section, note the specific concern impacting the SM's ability to perform their duties and what has changed since their last AMRO decision, and provide a contact number where you can be easily reached.

Commander's Reason(s):	<input type="checkbox"/> 4 component exemptions in a 24-month period. <input type="checkbox"/> Condition or restrictions impact the member's ability to perform job duties required by AFSC, grade and rating. <input type="checkbox"/> Currently on mobility restriction for 12 months or more. <input checked="" type="checkbox"/> Condition has substantially changed impacting duties and/or performance since last AMRO Board review request. <input type="checkbox"/> PCS, TDY or Deployment Cancellation or Curtailment for a medical or mental health reason.
Commander's Note to AMRO Board:	Member may no longer lift/stand/bend greater than [XXX lbs/minutes/degrees] and is unable to perform [XXX duties].



3. Finish by selecting “Add.”



#### Notes:

- While a Unit Health Monitor may do the initial entry and enter the reason/notes for a referral, the **Unit CC must approve**. On the Main Menu, select “Refer to AMRO Board List,” click “Select” to the left of SM’s name, make necessary edits, and select “Approve.”
- Keep it simple! Writing complicated and long notes will seldom help or make your referral better.

## Deployment-Related Health Assessment (DRHA)

#### DRHA Timeline:

- DRHA #1: ≤120 days before date of deployment
- In-Theater Mental Health Assessment (IT-MHA): completed once during each 180-day period of deployment (DD Form 2796 or DD Form 2978)
- DRHA #2: within 30 days of theater departure \*every effort should be made to accomplish DRHA #2 and prior to departing the deployed location\*
- Post-deployment MHA (PD-MHA): ≤ 60 days from the date of redeployment
- DRHA #3: 90-180 days post-deployment
- DRHA #4: 181-545 days post-deployment (typically completed in conjunction with PHA)
- DRHA #5: 546-910 days post-deployment (typically completed in conjunction with PHA)

#### DRHA Reminders:

- DRHAs 1, IT-MHA, 2, PD-MHA, 3, 4, and 5 are designed to identify deployment-related physical and mental health care needs and to maintain and improve readiness, fitness, and well-being before, during, and after deployment.
- Commander support is **essential** to the success of the DRHA Program. Studies show that Unit CCs have a direct impact on an SM’s willingness to seek assistance for deployment-related health concerns, including mental health issues. CCs should encourage timely DRHA completion and member openness during the process. CCs must also reduce perceived stigma through positive regard for personnel who seek mental health assistance.

## SM Access

SMs access their personal IMR and DRHA information at <https://asimsimr.health.mil/imr/MyImr.aspx>.

**Note:** SMs are responsible for monitoring and maintaining currency of their own IMR and DRHA requirements (IAW AFI 10-250 and DAFI 48-122).

## Contact Info

#### Frequently Asked Questions (FAQ):

On the Main Menu in ASIMS, select “Help.” Scan the list of FAQs to see if your issue/concern has a ready-response. If so, select “View” on the left-hand side of the row.



- **ASIMS Help Desk:**  
210-819-1255  
Email: [usaf.jbsa.afmsa.mbx.hid-helpdesk@health.mil](mailto:usaf.jbsa.afmsa.mbx.hid-helpdesk@health.mil)
- **Access Issues and Questions:**  
Contact your MTF ASIMS Administrator.  
DSN XXX-XXXX/XXX-XXX-XXXX
- **Chief, Aerospace Medicine:**  
DSN XXX-XXXX/XXX-XXX-XXXX
- **For a Quick Reference Trifold:**  
Contact your MTF ASIMS Administrator.  
DSN XXX-XXXX/XXX-XXX-XXXX