

RESERVE COMPONENT HEALTH RISK ASSESSMENT (RCHRA) COMPLETION - DEFERRED GME & FAP MEMBERS APPLYING TO JGMESB

IMPORTANT: THE RCHRA IS NOT REQUIRED IF YOU ARE ALREADY ON ACTIVE DUTY IN A MILITARY TREATMENT FACILITY AS AN INTERN OR GMO

All members completing deferred GME or FAP residencies and applying to the JGMESB are required to complete a Health Status Recertification prior to being able to enter extended active duty training. To facilitate this health status recertification the Air Force uses the Reserve Component Health Risk Assessment (RCHRA) form. A blank RCHRA form can be found in the Other Resources section of the [Physician Education website](#).

This is a self-reporting form and does NOT require a physician's signature on page 4. The AFPC Medical Retention Standards team will contact you via email if additional medical documentation/information/records are required.

RCHRA forms must be submitted through your myFSS account (instructions below) no later than 30 September to ensure the review/completion of all medical clearances prior to the Joint Graduate Medical Education Selection Board (JGMESB). Upload through the myFSS account will ensure safe transmission of your PHI/PII. **DO NOT UPLOAD THIS FORM INTO MODS AS IT WILL BE DELETED.**

ALL QUESTIONS regarding the submission of your RCHRA/medical records must be directed to the Medical Retention Standards team (AFPC.DPMNR.MedRetStandards@us.af.mil). All other GME questions are to be directed to the Physician Education team (afpc.dpmnp.physicianeducation@us.af.mil).

Document Requirements:

- Use fillable Adobe RCHRA form, if possible
- If not using fillable Adobe RCHRA form, type or use good quality **BLACK** ink pen and write legibly
- Ensure a good email address is provided on page 1. This is required in order for the Medical Retention Standards team to contact you if additional information is needed.
- You must provide an actual signature on page 4.
- A physician's signature/physical is **NOT** required.
- Ensure pages are scanned at a resolution that provides a clear copy, at least 400 dpi.
- Ensure the documents are facing the correct direction when scanning to prevent blank pages.
- Scan all pages as a single document. Scanning each page individually increases the download time. If you must break up the documents please label the documents as indicated below with numbering to ensure everything is received; example, RCHRA_ADAMS_K_1 of 3, RCHRA_ADAMS_K_2 of 3, etc.
- Review the pages you are submitting to ensure you have completed all fields of the form, including your signature and date on page 4 and that the document is 100% clear and legible. If the copies appear fuzzy, distorted, dark, or faint please redo/rescan them.
- Poor quality forms that are not 100% accurate/legible will be rejected and may delay processing.
- Ensure you comply, in a timely manner, with any/all requests for additional information and documentation.

myFSS Account Instructions:

If you have not already done so, you will be required to establish your myFSS account at the [myFSS home page](#) by clicking on Create Account link for "First-time Non-CAC User Registration".

You will be required to enter your Last Name, Date of Birth and your Social Security Number to validate your account. This is a secure system and your Social Security Number is protected. If you require technical assistance, contact the A1 Service Desk at 1-800-525-0102, option 5. A document with full instructions to create your myFSS account is located in the Other Resources section of the [Physician Education website](#).

Once you have established your account and are logged in to myFSS, follow these steps to submit your RCHRA form:

- 1) Click the “Ask A Question” button at the top of the page (see figure 1).

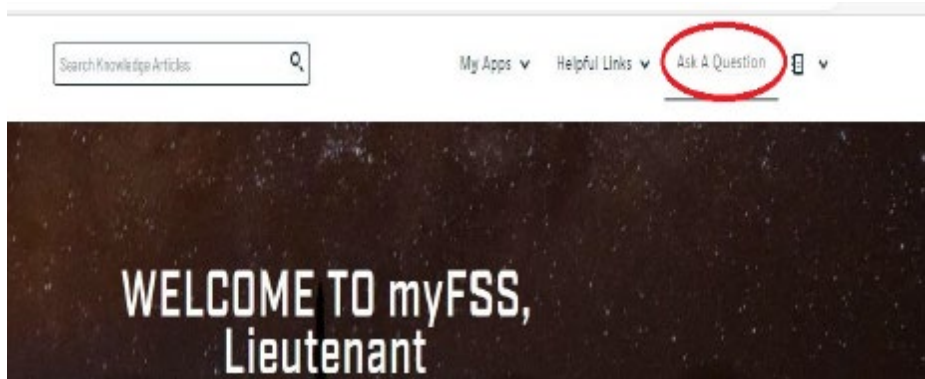


Figure 1: myFSS home page

- 2) The questionnaire shown below will open (see figure 2)

Figure 2: myFSS questionnaire form

- 3) Complete the questionnaire as follows (see figure 3):
 - Personnel Question
 - Reserve
 - Career Management
 - For the subject, use the following nomenclature: “RCHRA_LAST NAME_FIRST INITIAL_2023”. Example: RCHRA_SMITH_J_2023

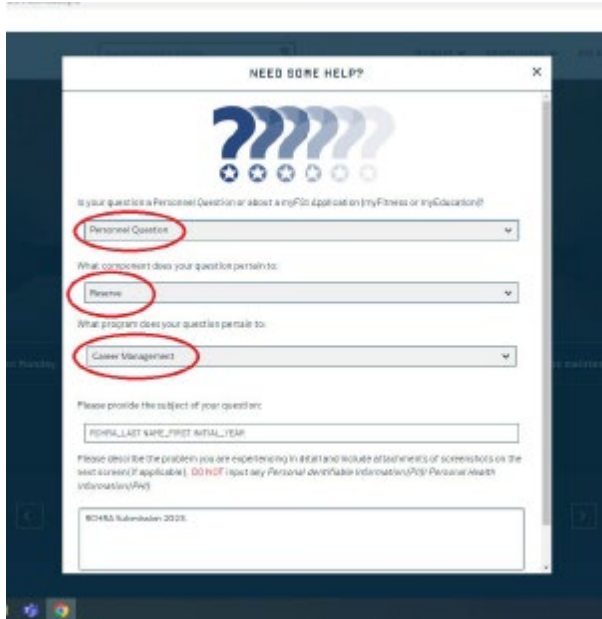


Figure 3: myFSS questionnaire form example

*****Please Note***** Personally Identifiable Information and Personal Health Information should not be included in the Text box; however, the RCHRA form can be uploaded as attachments are only viewable by authorized personnel within the Air Force Personnel Center.

4) Click “Add Attachments” (see figure 4).

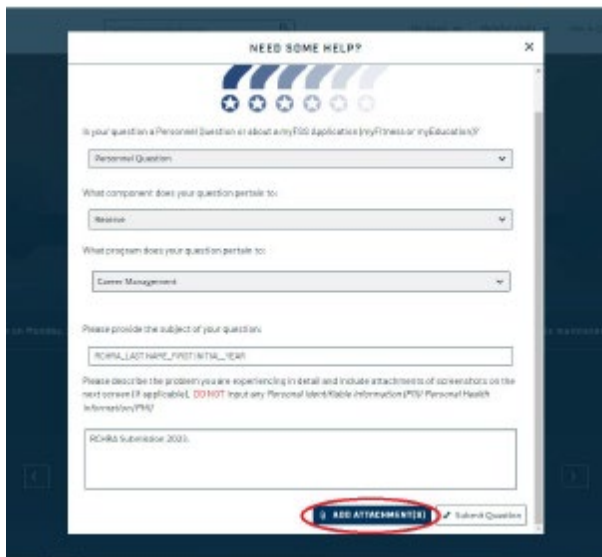


Figure 4: myFSS questionnaire form attachments button

5) Click “Upload Files” (see figure 5).

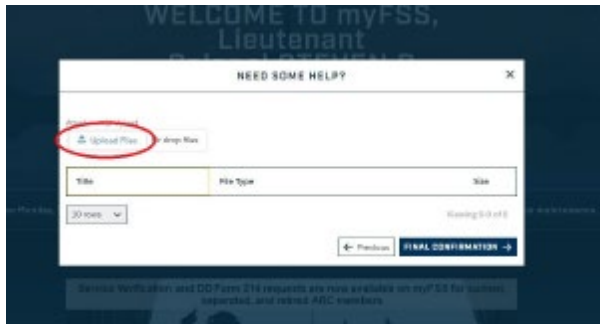


Figure 5: myFSS questionnaire form upload page

6) Select your RCHRA file for upload and click “Open” (see figure 6).

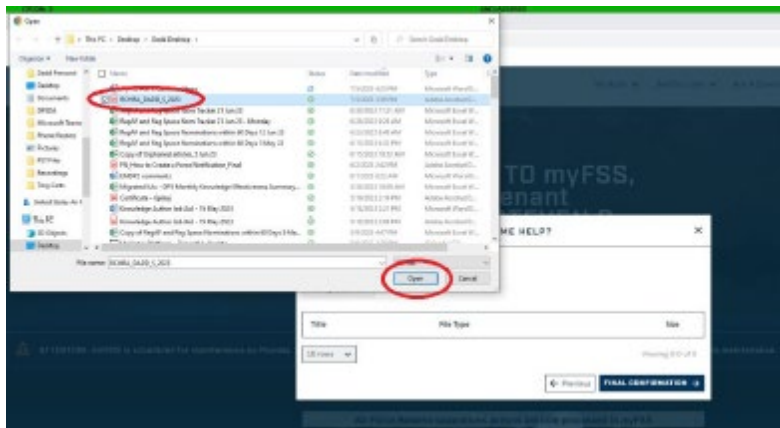


Figure 6: myFSS questionnaire form upload file selection

7) Select “Done” (see figure 7).

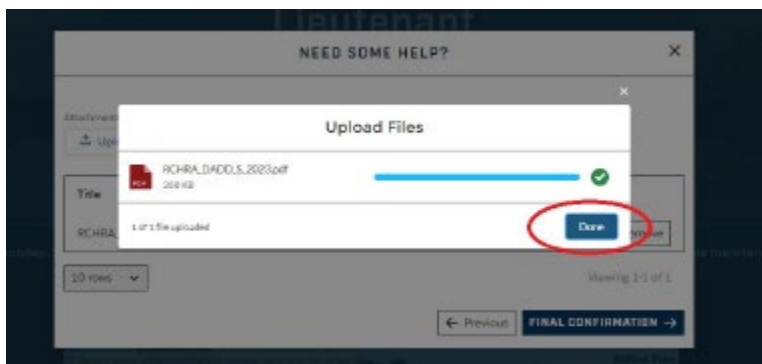


Figure 7: myFSS questionnaire form upload completion

8) Select “Final Confirmation” (see figure 8).

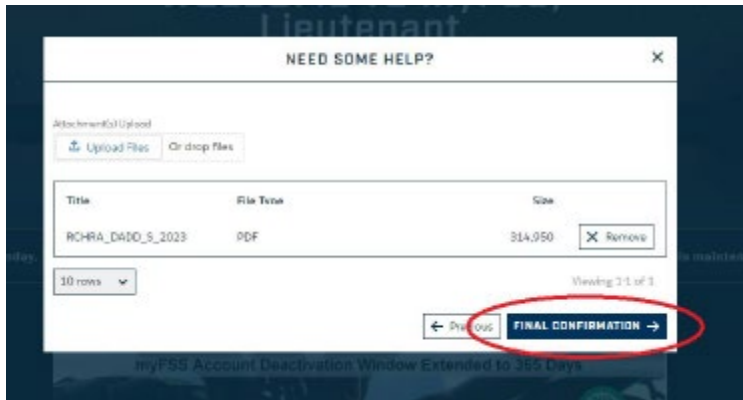


Figure 8: myFSS questionnaire form upload confirmation

- 9) Select “Submit Question” (see figure 9).



Figure 9: myFSS questionnaire form submission

- 10) A green box at top of screen will appear indicating successful submission (see figure 10).

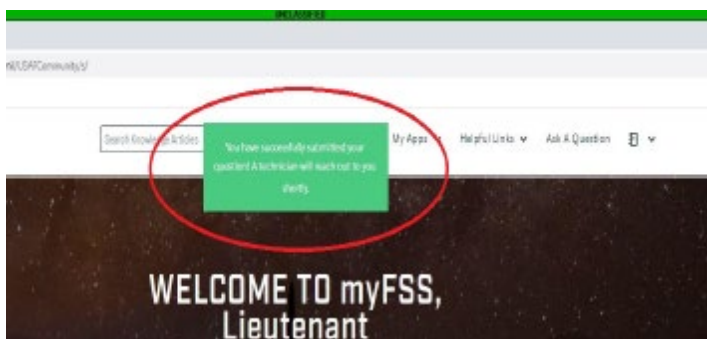


Figure 10: Successful submission of myFSS questionnaire form

- 11) Case details can be found by clicking the “Details” in the “myFSS Cases” option on the myFSS home page (see figure 11). The “Details” button also allows for additional communication and documentation to be uploaded after the case is created. Click on either the “Communications” tab or the “Related Documents” tab to provide additional messaging or upload additional documents (see figure 12).



Figure 11: myFSS Cases Details button

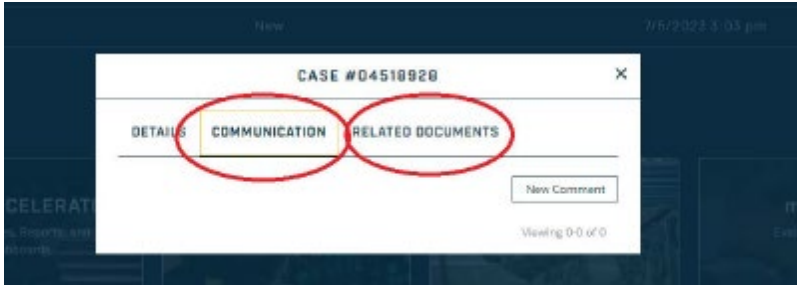


Figure 12: myFSS Case options

The deadline for submitting your completed RCHRA and supporting medical records through myFSS is 30 September.