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

All members completing deferred GME or FAP residencies and applying to the JSGMESB 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.

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 myPers account (instructions below) no later than 30 September to ensure the review/completion of all medical clearances prior to the Joint Service Graduate Medical Education Selection Board (JSGMESB). Upload through the myPers 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 Standards team (afpc.dp2np.medstandards@us.af.mil). All other GME questions are to be directed to the Physician Education team (afpc.dp2np.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 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.
- DO NOT take pictures of the documents with your SMART phone! This results in a VERY large data file and usually a dark or blotchy document. Please use an actual document scanner; i.e. multi-function printer/scanner or photo/document scanner at home, at your school, copy shop, office supply store, etc.
- 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_1of3, RCHRA_ADAMS_K_2of3, 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.

myPers Account Instructions:
If you have not already done so, you will be required to establish your myPers account at the myPers home page by clicking on Create Account link for "No DOD-Issued CAC and no User ID/Password Available?"
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.

Once you have established your account, go to the myPers health assessment upload page (see figure 1) and attach your RCHRA documents.

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

![myPers health assessment upload page](image)

*Figure 1: myPers health assessment upload page*