



AEROMEDICAL INFORMATION MANAGEMENT WAIVER TRACKING SYSTEM (AIMWTS)

User's Guide

**Version 1.1
30 April 2001**

Program Manager Issues: MSgt Anthony Labonte
HQ AFMOA/SGOA
Anthony.Labonte@usafsg.bolling.af.mil

Technical Support Issues: SGMID Service Center
HQ AFMSA/SGMID
ServiceCenter@usafsg.brooks.af.mil

FOR OFFICIAL USE ONLY



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

24 January 2001

MEMORANDUM FOR HQ AFMC/SGP ANG/SGP HQ AFRC/SGP
HQ ARPC/SGP HQ AETC/SGP HQ AIA/SG
HQ AMC/SGPA HQ AFSPC/SG HQ ACC/SGP
HQ PACAF/SGPA HQ USAFE/SGPA HQ AFSOC/SGPA
HQ USAFA/SGP AFMSA/CC HQ AFPC/DPAM
USAFSAM/CC/FE 11 MDG/CC

FROM: AFMOA/SGO/Z
110 Luke Avenue, Room 405
Bolling AFB DC 20332-7050

SUBJECT: Aeromedical Information Management Waiver Tracking System (AIMWTS)

AIMWTS, the first-ever web-based waiver management tool, will become operational on 6 February 2001. The deployment of AIMWTS culminates a one-and-one-half-year cooperative effort between AFMOA, AFMSA, MAJCOM/SGPs, ACS, and base-level representatives in designing, producing, and field testing the program to ensure it meets user needs. It can be accessed at <https://aimwts.afms.mil>. We will use an incremental approach to fielding this new program, with a target suspense of 30 June 2001. The first organizations to come on line will be AFMOA, MAJCOM/SGPs, and ACS, starting on 6 February 2001. MAJCOMs may use their discretion in determining schedules to bring their units on line, as long as the 30 June suspense is met.

Bases will continue to process cases in the traditional paper method until they implement AIMWTS. In the interim, AFMOA, MAJCOM/SGPs, and ACS will use AIMWTS as a data management tool, replacing existing databases, to enter patient demographics, diagnoses, ACS data, and waiver dispositions.

AIMWTS runs on the Netscape 4.73 browser, which can be downloaded for free at <https://www.afms.mil/af/sg/downloads/index.cfm>. AIMWTS will not run on Netscape 6.0 or MS Explorer browsers.

Copies of the AIMWTS user's guide are available on the AIMWTS, AFMOA/SGZA, and USAFSAM web pages, as well as being attached to this implementation letter. The guide may also be obtained by E-mail request to anthony.labonte@usafsg.bolling.af.mil. First-time users should go to the training site at <https://www.afms.mil/aimwts> prior to using the live program. The MAJCOM user administrators will provide passwords to the training site.

FOR OFFICIAL USE ONLY

AFMOA is the administrator for the AIMWTS program. AFMOA will assign a user administrator at each MAJCOM. MAJCOM administrators will in turn assign user access within their offices and assign a user administrator at each of their subordinate facilities. User administrators will be provided with an AIMWTS administrator's guide, which will give instructions on assigning MAJCOM and base flight surgeon and technician user authority.

Waiver entry in the AIMWTS program will be by attrition. Waiver renewals will be processed in the AIMWTS program when the current waivers expire. Initial waivers for new conditions requiring waivers will be entered into AIMWTS when ready for waiver action.

If you have any questions, please do not hesitate to contact my POCs, Col Arleen Saenger or MSgt Tony Labonte, AFMOA/SGZA, 110 Luke Avenue, Room 405, Bolling AFB DC 20332-7050, DSN 297-4200.

THOMAS W. TRAVIS, Col, USAF, MC, SFS
Chief, Operational Health Support Directory
Air Force Medical Operations Agency
Office of the Surgeon General

Attachment:
User Guide

TABLE OF CONTENTS

Item	Paragraph
Chapter 1—Introduction	
Purpose.....	1.1.
Required Equipment	1.2.
Log In to AIMWTS and Change Password	1.3.
Recall Password	1.4.
Miscellaneous	1.5.
Chapter 2—Navigation	
Basic Navigation.....	2.1.
AIMWTS Navigation Bar	2.2.
Chapter 3—Users and Responsibilities	
Introduction.....	3.1.
Technician.....	3.2.
Flight Surgeon.....	3.3.
Senior Reviewer	3.4.
Waiver Authority	3.5.
Exception to Policy (ETP) Authority.....	3.6.
Central Standards Board (CSB)	3.7.
Aeromedical Consultation Services (ACS) Reviewer	3.8.
User Administrator (Supervisor).....	3.9.
AIMWTS Administrator.....	3.10.
Chapter 4—Waiver File Options	
Workflow Status/Options	4.1.
Search for Waivers.....	4.2.
Create Reports.....	4.3.
Start New Waivers	4.4.
Result Set (X).....	4.5.
Recent Work	4.6.
Chapter 5—Main Waiver (Physical Exam) File	
Record Demographic Information.....	5.1.
Record Diagnosis Information.....	5.2.
Record Vision and Height Information.....	5.3.
Record Aeromedical Summary (AMS) Information	5.4.
Respond to ACS Review Requests	5.5.
Record Interim Evaluations	5.6.
Respond to Requests for Aeromedical Summary (AMS) Addenda	5.7.
Render Final Waiver Dispositions	5.8.
Chapter 6—Waiver Actions	
Open Folder.....	6.1.
Check the Status of Waivers	6.2.

Request AMS Addenda.....	6.3.
Request ACS Reviews	6.4.
Forward Aeromedical Summaries	6.5.
Grant AMS Oversight Access.....	6.6.
Transfer AMS Waivers	6.7.
Correct Protected Information	6.8.
Cancel Waivers	6.9.
Render Final ETP Dispositions.....	6.10.
Renew Waivers	6.11.
Retire Waivers.....	6.12.

Chapter 7—Miscellaneous

Open AIMWTS-Related Web Sites	7.1.
Log Out of AIMWTS	7.2.
Personalization.....	7.3.
User Guides.....	7.4.
Contact Information.....	7.5.
AFMSA/SGMID Help Desk	7.6.

Figures

Page

1.1. Computer Security Agreement Screen.....	1
1.2. AIMWTS Log-In Screen	2
1.3. Change Password Screen.....	2
1.4. Password Successfully Changed Screen.....	3
1.5. You Cannot Change Your Password Yet Screen.....	3
1.6. Recall Password Screen.....	4
1.7. Password Sent Screen	4
1.8. Request AIMWTS Membership Screen	5
2.1. Physical Exam Folder Tabs	7
2.2. Waiver Status Explanation Screen.....	7
2.3. Save, Reset, Print, Reload, and Cancel Buttons	8
2.4. Radio Buttons	8
2.5. Drop-Down Select List	8
2.6. Date Block and Calendar	9
2.7. Electronic Signature Block	9
2.8. Check Boxes	10
2.9. Free-Flow Text Block	10
2.10. Search Previous Record and Search Next Record Arrows	10
2.11. AIMWTS Navigation Bars	11
2.12. Navigation Bar Menu Indicators.....	12
2.13. On-Line Help Icon.....	12
4.1. Workflow Options Screen—Base-Level Users	20
4.2. Workflow Options Screen—MAJCOM-Level Users.....	20
4.3. Workflow Options Screen—AFMOA-Level Users.....	20
4.4. Workflow Options Screen—ACS-Level Users	21
4.5. Search Results Screen.....	21
4.6. Search for Waiver Screen	23

4.7. Search Results Screen.....	24
4.8. Report (Query Builder) Input Screen.....	25
4.9. Report Query Builder Input Screen—Parameters Added.....	26
4.10. Query Report Screen.....	26
4.11. Record Details Screen.....	27
4.12. Blank Demographics Screen.....	29
4.13. Recent Work Screen.....	31
5.1. Demographics Screen—Input.....	32
5.2. Demographics Screen—Protected.....	33
5.3. Diagnoses Associated with this Waiver & New Diagnosis/Treatment Screen.....	34
5.4. Diagnoses Associated with this Waiver & Edit Diagnosis/Treatment Screen— Diagnosis Only.....	35
5.5. Diagnoses Associated with this Waiver & Edit Diagnosis/Treatment Screen— Diagnosis and Treatment.....	36
5.6. Vision Information & Standing and Sitting Height Screen.....	39
5.7. Aeromedical Summary (AMS) Screen—Input.....	40
5.8. Aeromedical Summary (AMS) Screen—Completed.....	42
5.9. Diagnoses Associated with this Waiver & ACS Requests Associated with this Waiver Screen—Information.....	43
5.10. Diagnoses Associated with this Waiver & ACS Requests Associated with this Waiver Screen—ACS Code.....	44
5.11. Diagnoses Associated with this Waiver & ACS Requests Associated with this Waiver Screen—Comments & Signature.....	45
5.12. Interim Evaluations Screen—Information.....	46
5.13. Interim Evaluations & Evaluation Details Screen—Input.....	47
5.14. Interim Evaluations Screen—Completed.....	48
5.15. AMS Addendum Requests/Responses Associated with this Waiver Screen.....	49
5.16. AMS Addendum Requests/Responses Associated with this Waiver, Addendum Request, & Addendum Response Screen.....	50
5.17. Final Waiver Disposition Screen—Input.....	51
5.18. Final Waiver Disposition Screen—Add Interim Evaluation.....	53
5.19. Final Waiver Disposition Screen—Completed.....	54
6.1. Waiver Status Screen.....	56
6.2. AMS Addenda Requests/Responses Associated with this Waiver & New Addendum Request Screen—Input.....	57
6.3. AMS Addenda Requests/Responses Associated with this Waiver & Current Addendum Request Screen—Completed.....	58
6.4. ACS Requests Associated with this Waiver & New Request Screen—Input.....	59
6.5. ACS Requests Associated with this Waiver & Current Request Screen—Completed.....	60
6.6. Previous Forward AMS Actions & New Forward AMS Action Screen—Input.....	61
6.7. Previous Forward AMS Actions & Previous Forward AMS Action Screen—Completed.....	62
6.8. Grant Oversight Access Screen—Input.....	63
6.9. Grant Oversight Access Screen—Completed.....	64
6.10. Transfer Waiver Screen—Input.....	65
6.11. Transfer Waiver Screen—Completed.....	66
6.12. Correct Protected Information Screen.....	67
6.13. Correct Protected Information Screen with Options.....	67
6.14. Cancel Waiver Screen—Input.....	68

6.15. Cancel Waiver Screen—Completed	69
6.16. ETP Final Disposition Screen—Input	70
6.17. ETP Final Disposition Screen—Completed	71
6.18. Renew Waiver Screen.....	72
6.19. Select Diagnoses/Treatments to Import into the New Waiver Screen.....	72
6.20. Retire Waiver Screen.....	74
6.21. Waiver Retired Screen.....	74
7.1. Links to AIMWTS-Related Web Pages Screen.....	75
7.2. Log-Out Screen.....	76
7.3. Personalization.....	77
7.4. Edit User Information Screen	79
7.5. AIMWTS User Guide Screen.....	80
7.6. Contact Information Screen.....	81
7.7. AFMSA/SGMID Help Desk Screen.....	82
7.8. Submit a Trouble Ticket for AIMWTS Screen.....	82
7.9. AIMWTS Trouble Ticket Screen.....	83
7.10. Help Desk Log-In Screen.....	83
7.11. Help Desk New Account Screen.....	84
7.12. Open Tickets Screen	84
7.13. Edit Ticket Screen.....	85
7.14. New Ticket Screen.....	86
7.15. AIMWTS Page Malfunction Screen.....	86

Tables **Page**

1.1. User Security Requirements	4
2.1. Buttons and Their Functions	8
3.1. Possible Permission Combinations	13
3.2. Technician Responsibilities	14
3.3. Flight Surgeon Responsibilities	14
3.4. Senior Reviewer Responsibilities	15
3.5. Waiver Authority Responsibilities.....	15
3.6. ETP Authority Responsibilities	16
3.7. Central Standards Board (CSB) Responsibilities (Reserved).....	16
3.8. ACS Reviewer Responsibilities	17
3.9. User Administrator Responsibilities	17
3.10. AIMWTS Administrator Responsibilities	18
4.1. Workflow Options	19
7.1. Workflow Options and Shortcuts.....	78

Appendices **Page**

A. Terms and Acronyms	A-1
B. User Types.....	B-1
C. Process Flow Diagrams	C-1
D. Index of Selected Topics	D-1
E. AIMWTS Status Code Legend	E-1
F. When Things Do Not Work—User Steps	F-1

Chapter 1

Introduction

1.1. Purpose. The purpose of the Aeromedical Information Management Waiver Tracking System (AIMWTS) is to manage and track waiver and exception to policy (ETP) actions for Air Force flying personnel, special operational duty personnel, and applicants for these duties. Users should be able to access AIMWTS through the Internet at several functional levels, including base medical treatment facilities, major command surgeons, Air Force Medical Operations Agency (AFMOA), Aeromedical Consultation Services (ACS), and Air Staff (headquarters).

1.2. Required Equipment. Your workstation must be configured with the following *minimum* hardware and software requirements to access AIMWTS successfully.

- Pentium II processor
- 32 MB RAM
- 800 x 600 screen resolution
- Small system fonts
- Netscape 4.7X or Internet Explorer 5.5 web browser with 128-bit encryption
- Secure sockets layer (SSL)

NOTE: Currently, Netscape version 6.0 and higher will not support AIMWTS. It was built on a code base that is significantly different from that of previous versions of Netscape.

1.3. Log In to AIMWTS and Change Password.

1.3.1. Verify that your organizational AIMWTS user administrator has created an account for you and has given you a user ID and a temporary password.

1.3.2. Point your browser to this web site: <https://aimwts.afms.mil>. Before you can log in, however, the screen in Figure 1.1. below will be displayed. It specifies the legal ramifications involved with the unauthorized use of AIMWTS applications and the sensitivity of Department of Defense (DoD) information. You must accept the computer security terms that DoD requires; to do so, click the **OK** button.

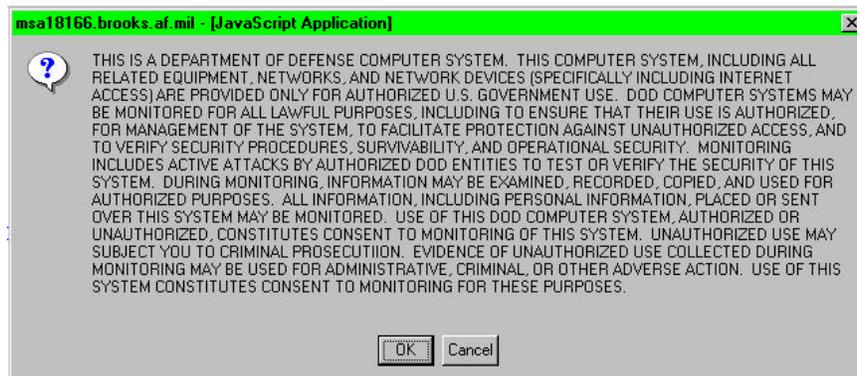


Figure 1.1. Computer Security Agreement Screen.

1.3.3. The **Log-In** screen will then be displayed as in Figure 1.2. below. Type your **User ID** and **Password** in the appropriate blocks and click the **Log-In** button. If you make an error, you can click the **Reset** button and begin again.

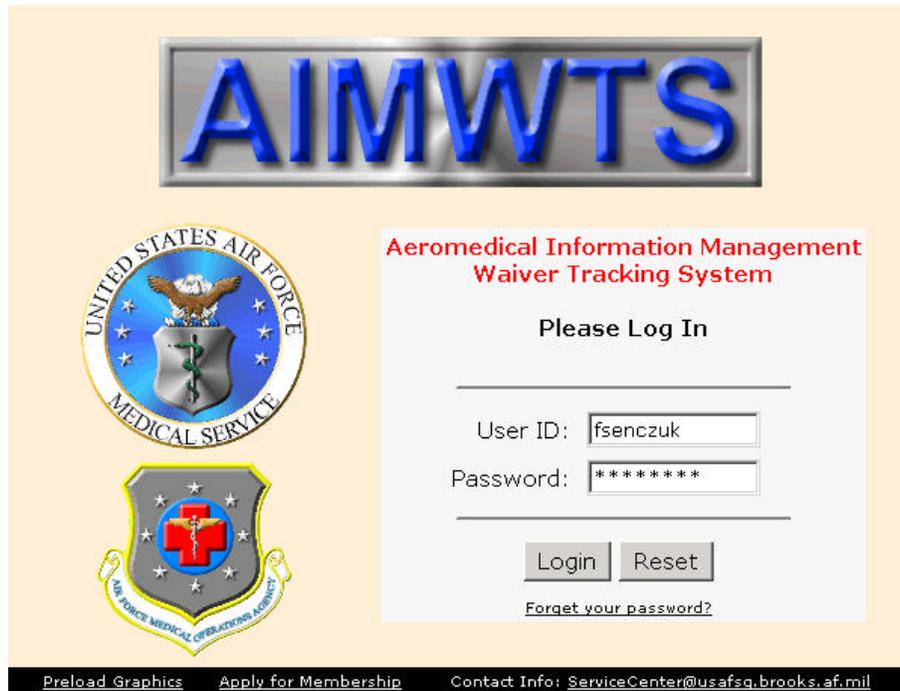


Figure 1.2. AIMWTS Log-In Screen.

1.3.4. After you have logged in successfully, you will then be prompted to enter a new password of your choosing, as in Figure 1.3. below. Please note the security requirements involved and do not use words that can be found in a dictionary. Type in your new password twice to verify it. Click **Set New Password**. If you make an error, you can click the **Reset** button and begin again.

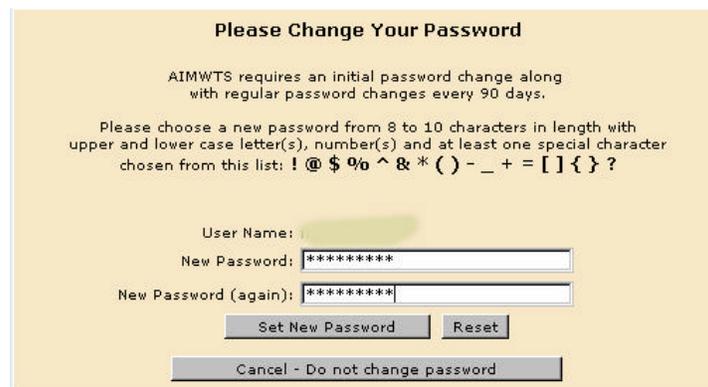


Figure 1.3. Change Password Screen.

1.3.5. When your password change has been made, you will receive a notice as in Figure 1.4. below. You can select **Log Into AIMWTS** or **E-Mail Yourself a Password Statement Then Log Into AIMWTS**. Click whichever option you prefer.



Figure 1.4. Password Successfully Changed Screen.

1.3.6. You must change your password every 90 days. Fourteen days prior to password expiration, you will receive a notice to that effect, giving you an opportunity to change it earlier if desired. When the screen prompting you to change your password is displayed, as in Figure 1.3. above, repeat the above procedures. Do not select a password that you have used during the previous 10 password changes. It will be rejected, and the system will prompt you to make another selection.

1.3.7. If you are unsuccessful in changing your password, you will receive a notice telling you why. Click **Reset**, make sure your choice meets the security requirements, type it in twice for verification, and click **Set New Password**.

1.3.8. If you have three unsuccessful attempts to log in, your account will become locked. An E-mail notice will be sent automatically to your user administrator, who will be able to unlock your account.

1.3.9. After you have changed a password, you cannot change it again for at least 10 days. If you attempt to do so, the screen in Figure 1.5. below will be displayed. It will tell you how old your current password is. If it is necessary to change your password within that time (for example, if you suspect a compromise), check with your local AIMWTS administrator.



Figure 1.5. You Cannot Change Your Password Yet Screen.

1.3.10. If you have not logged in to your AIMWTS account for 90 days, it will become locked, and you will have to ask your unit administrator to unlock it.

1.3.11. Table 1.1. below provides a concise summary of user security requirements.

ITEM	REQUIREMENTS/RESTRICTIONS
Password length	8-10 characters
Password character types	
Upper case letters	At least one (A-Z)
Lower case letters	At least one (a-z)
Numbers	At least one (1-9)
Special characters	At least one (! @ \$ % & * () - _ = + [] { } ?)
Word selection	No words contained in standard dictionaries
Password change requirements	
Required change	Every 90 days
Minimum time before change	Not within 10 days of previous change
Repeat passwords	10 most recent passwords cannot be reused
Incorrect user ID or password	3 unsuccessful attempts within 1 hour—account is locked
Account inactivity	90 days of inactivity—account is locked

Table 1.1. User Security Requirements.

1.4. Recall Password.

1.4.1. If you cannot remember your user ID and/or password, click the **Forget Your Password?** link on the **Log-In** screen. The screen in Figure 1.6. below will be displayed.

Figure 1.6. Recall Password Screen.

1.4.2. Type in either your **User Name** or your **E-mail Address** (if you have forgotten your user ID) and click **Send E-Mail**. The screen in Figure 1.7. below will be displayed.

Figure 1.7. Password Sent Screen.

1.4.3. After a short time, check your incoming E-mail. You should receive a system-generated message containing both your user ID and password.

1.5. Miscellaneous. The following functions are available at the bottom of the **Log-In** screen (Figure 1.2. above). If you hold the mouse pointer over each link, a message giving you a brief explanation of that link will be displayed in the status bar at the bottom of the screen.

1.5.1. Apply for Membership.

1.5.1.1. To request a user account for AIMWTS, you can click **Apply for Membership** at the bottom of the **Log-In** screen. The screen as in Figure 1.8. below will be displayed.

AIMWTS User Membership

AIMWTS is an application designed to enter and track aeromedical waivers for the United States Air Force. It is not a public application. Individuals authorized to use this system in the course of their job may use this form to apply for membership.

Once the form is submitted you should receive an email stating the system has recorded your information within a day or two but usually within the hour. It may take up to a week for the local administrator to review your application and send you a response email with your login information.

Program Management Issues: [Labonte, Anthony, MSgt, AFMOA/SGOA](#)
Technical Support Issues: [SGMID Service Center](#)

Request AIMWTS Membership

Required Fields are Labeled in Blue.
Click in the field for an explanation in the status bar at the bottom of the page.
NOTE: MAJCOM locations are listed separately from the BASE locations.

First Name: MI: Last Name:

Rank/Title: Suffix:

DSN Phone: Comm Phone:

Email:

Sig. Block Line 1:

Line 2:

Line 3:

Line 4:

Location:

Figure 1.8. Request AIMWTS Membership Screen.

1.5.1.2. Complete the requested information. All of the blocks are free-flow text boxes except for **Rank/Title** and **Location**, which are drop-down menus. From those two, select the appropriate rank/title and location. The block titles that are blue (for example, **Last Name**) require input. When you are finished, click **Submit**.

1.5.1.3. You will receive a notice stating that your request and information have been recorded. Within one week, you should receive a response from the local administrator, providing you with your account information.

1.5.1.4. While at this screen, you can also E-mail the AIMWTS Program Manager and the AIMWTS Service Center if necessary. See Paragraph 4.11. below for more information.

1.5.2. Preload Graphics.

1.5.2.1. Preloading graphics can enhance your browser speed. To do so, click **Preload Graphics** at the bottom of the **Log-In** screen.

1.5.2.2. A dialogue box will be displayed, telling you that you will be alerted after the graphics have been preloaded. Click **OK**.

1.5.2.3. A small box will appear, indicating that graphics are being preloaded, followed by a dialogue box, indicating that the graphics have been preloaded. Click **OK**.

1.5.3. **Contact Information.**

1.5.3.1. To use this function to contact the AFMSA/SGMID Service Center (covered in Paragraph 7.5. below), you must ensure that your Netscape E-mail is configured properly. Because of network variances and nomenclature involved, you may assistance from your local communications/network personnel to accomplish this.

1.5.3.2. On the Netscape menu bar, click **Edit** and **Preferences**. Double-click **Mail & Newsgroups**.

1.5.3.3. You will need to add your E-mail address to the **Identity** section and your E-mail server information to the **Mail Server** section. In addition, you may want to revise other preferences s as well, such as formatting and receipt options.

1.5.3.4. Once your Internet E-mail has been configured properly, you can begin to use this function. See Paragraph 7.5. below.

Chapter 2

Navigation

2.1. Basic Navigation. This section includes information on the use of various screen functions within AIMWTS—various types of buttons, selection boxes, date blocks, drop-down menus, text fields, electronic signatures, and so forth. It also includes the **AIMWTS Navigation Bar** and its associated options. Some of these functions may be familiar to you, while others may not. Please review these basic functions and become familiar with them.

2.1.1. Main Waiver (Physical Exam) File Tabs.

2.1.1.1. When you select a record on an individual, the **Physical Exam** folder—a screen resembling a large folder with several tabs at the top—will be displayed. See Figure 2.1. below. The screen display for each tab is different. To access a particular screen, click on the appropriate tab. Specific information on the function of each tab is explained in Chapter 5.



Figure 2.1. Physical Exam Folder Tabs.

2.1.1.2. The following information is displayed along the top from left to right: SSN, name, waiver start date, and waiver status (hyperlink).

2.1.1.3. Click the **Waiver Status** link (for example, **IBROOPAUTH**) at the top right for a plaintext explanation of the current status of the waiver you selected. See also Appendix E.

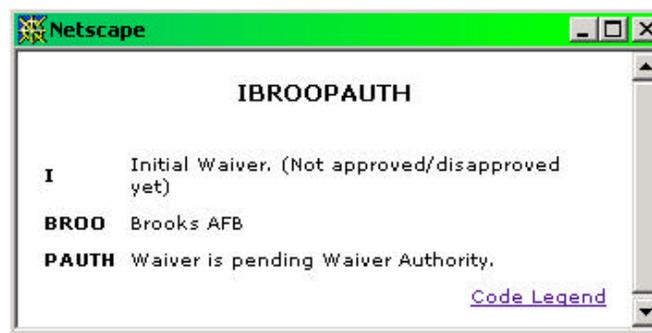


Figure 2.2. Waiver Status Explanation Screen.

2.1.1.4. Click **Code Legend**, and a **Status Code Legend** table explaining each element will be displayed. See also Appendix E.

2.1.2. **Buttons.** On various pages, specifically labeled buttons will be available. Table 2.1. below gives a quick description of many of the more common ones, and Figure 2.3. below is an example.

BUTTON	FUNCTION
Save	Saves updated information but does <i>not</i> forward actions that require signatures.
Reset	Clears the screen of unsaved updates and returns it to its previous state.
Print	Displays the standard Microsoft print options menu.
Reload	Refreshes the current screen (recommended over using Netscape reload button).
Cancel	Closes the current screen and returns to the previous screen.
Search	Searches the file for a specific record or multiple records.
Narrow List	Accesses an abbreviated list of choices after typing a keyword or a partial keyword.
Full List	Accesses an expanded list if a search on a Narrow List is unsuccessful.
Import	Brings information from another source into the current function.

Table 2.1. Buttons and Their Functions.



Figure 2.3. Save, Reset, Print, Reload, and Cancel Buttons.

2.1.3. Radio Buttons. These buttons are designed to select and deselect various options and will always be displayed in groups of two or more. Click the one you want; and a dot will appear within it. To change an option, click another button, and any previously selected one will be deselected, or click the same button again and the dot will be removed.

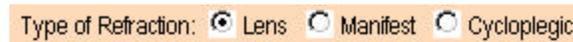


Figure 2.4. Radio Buttons.

2.1.4. Drop-Down Select Lists.

2.1.4.1. These lists include specific items from which to choose. If a block has a **Down Arrow** at the right, click it, and a drop-down menu will be displayed. Scroll down, as necessary, and click the appropriate selection to populate the block.

2.1.4.2. AIMWTS employs standard browser features. For long lists, you may want to type in the first letter of what you are searching for, and you will be taken to the first entry with that letter. Continue typing the same letter, if necessary, until your selection appears. You can back up the menu as well by typing a letter that has already been passed.



Figure 2.5. Drop-Down Select List.

2.1.5. Date Blocks and Calendar.

2.1.5.1. You can enter a date in several ways:

- Type it in the block in DD-MMM-YYYY format; for example, 23-Aug-2000.
- Click the **Calendar** icon to the right, and a calendar will be displayed. Select the appropriate year and month from the drop-down menu and click the date to populate the block.

2.1.5.2. Within the calendar, you can also click **Current Date** to populate the block with today's date. You can click the arrows to the left and right of **Current Date** to select a different month and year.

- << and >> take you back and forward one year.
- < and > take you back and forward one month.

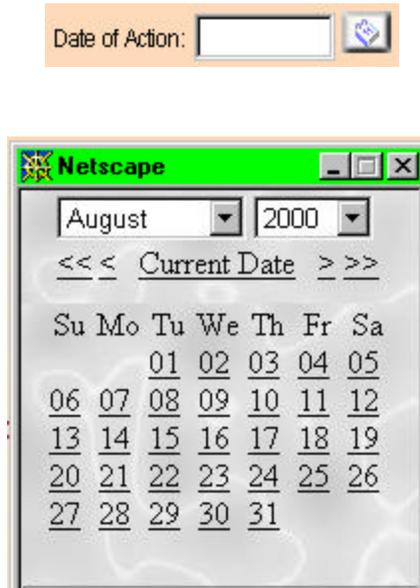


Figure 2.6. Date Block and Calendar.

2.1.6. **Electronic Signature Block.** This function allows you to “sign” an action electronically and send it to another AIMWTS user. The **Signature** icon (paper, quill, and ink) has a **Date Signed** block (or something similar) and a **Calendar** icon next to it. See Figure 2.7. below.

- **Use the Current Date.** If you want to enter the current date, click the **Signature** icon, and you will be asked if you want to use the system date. Click **OK** if you do, and it will be done automatically.
- **Use a Different Date.** If you want to enter a different date, type it in (DD-**MMM**-YYYY) or click the **Calendar** icon and select the date from the calendar. Then click the **Signature** icon.

A dialogue box stating **Signed as of (Date)** will be displayed, and the action will be forwarded to the designated recipient. Click **OK**.



Figure 2.7. Electronic Signature Block.

2.1.7. **Check Boxes.** These boxes, which are found in groups of two or more, allow you to select one or more of the options. To select a **Check Box**, click in it, and a checkmark will

appear. To deselect a **Check Box**, click it again, and the check mark will be removed. See figure 2.8. below.

Flight Surgeon: <input type="checkbox"/>	Senior Reviewer: <input type="checkbox"/>
Waiver Authority: <input type="checkbox"/>	ETP Authority: <input checked="" type="checkbox"/>
User Admin: <input type="checkbox"/>	ACS Reviewer: <input type="checkbox"/>
AIMWTS Admin: <input type="checkbox"/>	Technician: <input checked="" type="checkbox"/>

Figure 2.8. Check Boxes.

2.1.8. Free-Flow Text Blocks.

2.1.8.1. Other blocks, such as **Remarks, Comments, Description, Recommendation, and Results**, are designed for you to type in data in a free-flowing manner, without regard to format or use of specific data lists. See Figure 2.9. below.

2.1.8.2. If you already have comments prepared in an electronic format, such as MS Word or a text file, you can copy and paste them into the free-flow text blocks. (Ctrl + C [copy] and Ctrl + V [paste]). NOTE: Any attributes in the original document, such as **Bold** or *Italic*, will be removed.



Figure 2.9. Free-Flow Text Block.

2.1.9. **Refresh/Reload.** If you need to refresh your screen for any reason, right-click inside the currently displayed screen—but *not* within a data field—and select **Reload Frame**. Also, if a **Reload** button exists at the bottom of the screen itself, you can use that instead. NOTE: If you use the Reload button on the Netscape menu bar at the top of the screen, you may not be returned to the place where you were.

2.1.10. **Search Previous Record and Search Next Record Arrows.** If you are compiling a selected pool of records, clicking the back and forth arrows, as in Figure 2.10. below, allows you to move from record to record easily. At the first record, the **Search Previous Record** arrow will be grayed out. At the last record, the **Search Next Record** arrow will be grayed out.



Figure 2.10. Search Previous Record and Search Next Record Arrows.

2.2. AIMWTS Navigation Bar. While you are logged in to AIMWTS, the **AIMWTS Navigation Bar** will be displayed on the left of your screen at all times, regardless of which function is currently active. When you initially log in, the bar will look similar to the bar on the left in Figure 2.11. below.



Figure 2.11. AIMWTS Navigation Bars.

2.2.1. User Information. The area below the AFMOA shield and above the main menu displays your user information: **Name**, **From** (current location), **Permissions** (technician, waiver authority, etc.), **Level** (base, MAJCOM, AFMOA, or ACS), and **Date**. If you move the mouse pointer over a permissions letter, an explanation of all the permissions will be displayed in the status bar at the bottom of the screen; for example, **F** = flight surgeon.

2.2.2. Password Expiration. If your password is within 14 days of expiration, a notice will be displayed immediately below the user information.

2.2.3. **Menu Categories.** Click the menu categories (**Waiver File Options**, **Waiver Actions**, **Administration** (administrators only), and **Miscellaneous**) to navigate to other AIMWTS functions. If a menu category has no options displayed under it, click it to expand it. Click it again to collapse it. Collapsing menu categories not currently in use will shorten the **Navigation Bar** display and may preclude your having to scroll down to reach options toward the bottom.

2.2.4. **Expanded AIMWTS Navigation Bar.** An expanded **AIMWTS Navigation Bar** will look similar to the bar on the right in Figure 2.11. above. The permissions that you have been assigned will determine which specific options will be displayed and will be available to you.

2.2.5. **Options.** The options on the **AIMWTS Navigation Bar** are organized under the menu categories in Paragraph 2.2.3. above. Click each one for a menu of options available within it.

2.2.6. **Option Explanations.** If you move the mouse pointer over any menu category or option, an explanation will be displayed in the status bar at the bottom of the screen.

2.2.7. **Indicators.** Various indicators will appear to the left of the menu categories and options on the **Navigation Bar**, as shown in Figure 2.12. below.

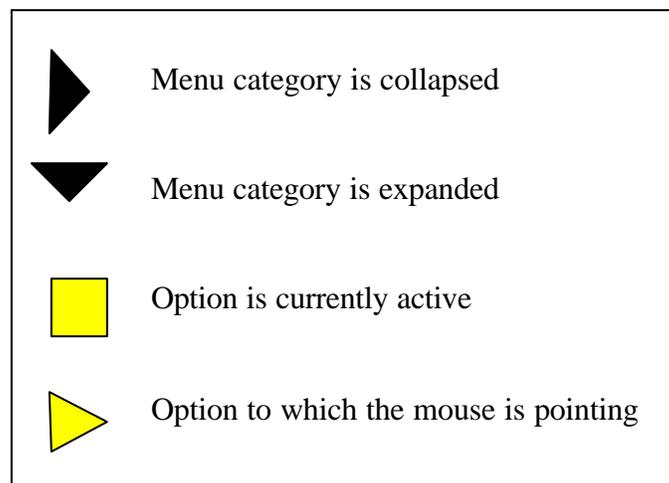


Figure 2.12. Navigation Bar Menu Indicators.

2.2.8. **On-Line Help.** If you need on-line assistance for a particular screen, click the icon, as shown in Figure 2.13. below, which is located in the upper right-hand corner of the screen.



Figure 2.13. On-Line Help Icon.

2.2.9. **Closing Waiver Files.** Whenever you want to close a file, click **Workflow Options** on the **AIMWTS Navigation Bar**, the file will be closed automatically.

Chapter 3

Users and Responsibilities

3.1. Introduction. Users at each level have various permissions assigned, allowing them to create, edit, and view waiver information, as defined by their respective organizations. Users may be granted more than one set of permissions, depending on organizational and manpower requirements. Table 3.1. below provides a quick view of the possible combinations that can exist at each level.

LEVEL	Tech	FS	SR	WA	ETPA	UA	AA	ACSR
Base	X							
	X					X		
	X	X						
	X	X	X					
	X	X	X	X				
	X	X	X	X		X		
MAJCOM	X			X				
(AETC only)	X			X	X			
	X			X		X		
(AETC only)	X			X	X	X		
AFMOA	X			X	X	X		
	X			X	X	X	X	
ACS	X							X
	X					X		X
Tech—Technician		WA—Waiver Authority			AA—AIMWTS Administrator			
FS—Flight Surgeon		ETPA—ETP Authority			ACSR—ACS Reviewer			
SR—Senior Reviewer		UA—User Administrator						

Table 3.1. Possible Permission Combinations.

3.2. Technician. Each AIMWTS user is a technician by default. Individuals may be granted permissions for other functions, as needed. Table 3.2. below lists technician responsibilities.

TECHNICIAN RESPONSIBILITIES				
	B	M	AF	AC
View and read base-level workflows	X			
View and read MAJCOM -level workflows		X		
View and read AFMOA-level workflows			X	
View and read ACS-level workflows				X
Search for waivers	X	X	X	X
Search for ETPs	X	X	X	X
Generate and print aeromedical summary reports (AMSs)	X	X	X	X
Generate and print addenda to AMSs	X	X	X	X
Generate and print summary reports	X	X	X	X
Generate and print detailed reports	X	X	X	X
View AIMWTS-related links	X	X	X	X
Download AIMWTS information in a comma-delimited format	X	X	X	X
Request addenda		X	X	X
Request Aeromedical Consultation Services (ACS) reviews	X	X	X	
Forward AMSs	X	X		
Grant oversight of waivers to other locations	X	X	X	
Transfer waiver authority to other locations	X	X	X	
Correct protected information		X	X	
Cancel waivers		X	X	
Cancel waivers not signed by senior reviewers	X			
B—Base	M—MAJCOM	AF—AFMOA	AC—ACS	

Table 3.2. Technician Responsibilities.

3.3. Flight Surgeon. Flight surgeons exist at base level only. Table 3.3. below lists their responsibilities.

FLIGHT SURGEON RESPONSIBILITIES
View and read base-level workflows
Search for waivers
Search for exceptions to policy (ETPs)
Generate and print aeromedical summary reports (AMSs)
Generate and print addenda to AMSs
Generate and print summary reports
Generate and print detailed reports
View AIMWTS-related links
Download AIMWTS information in a comma-delimited format
Request Aeromedical Consultation Services (ACS) reviews
Forward AMSs
Grant oversight of waivers to other locations
Transfer waiver authority to other locations
Cancel waivers not signed by senior reviewers
Populate the flight surgeon signature and date fields on the AMS screen

Table 3.3. Flight Surgeon Responsibilities.

3.4. Senior Reviewer. Senior reviewers exist at base level only. Table 3.4. below lists their responsibilities.

SENIOR REVIEWER RESPONSIBILITIES
View and read base-level workflows
Search for waivers
Search for exceptions to policy (ETPs)
Generate and print aeromedical summary reports (AMSs)
Generate and print addenda to AMSs
Generate and print summary reports
Generate and print detailed reports
View AIMWTS -related links
Download AIMWTS information in a comma-delimited format
Request Aeromedical Consultation Services (ACS) reviews
Forward AMSs
Grant oversight of waivers to other locations
Transfer waiver authority to other locations
Cancel waivers not signed by senior reviewers
Populate the senior reviewer signature and date fields on the AMS screen

Table 3.4. Senior Reviewer Responsibilities.

3.5. Waiver Authority. Waiver authorities exist at base, MAJCOM, and AFMOA levels. Table 3.5. below lists their responsibilities.

WAIVER AUTHORITY RESPONSIBILITIES	B	M	A
View and read base-level workflows	X		
View and read MAJCOM -level workflows		X	
View and read AFMOA -level workflows			X
Search for waivers	X	X	X
Search for exceptions to policy (ETPs)	X	X	X
Generate and print aeromedical summary reports (AMSs)	X	X	X
Generate and print addenda to AMSs	X	X	X
Generate and print summary reports	X	X	X
Generate and print detailed reports	X	X	X
View AIMWTS -related links	X	X	X
Download AIMWTS information in a comma-delimited format	X	X	X
Request addenda	X	X	X
Request Aeromedical Consultation Services (ACS) reviews	X	X	X
Forward AMSs	X	X	
Grant oversight of waivers to other locations	X	X	X
Transfer waiver authority to other locations	X	X	X
Correct protected information		X	X
Cancel waivers		X	X
Cancel waivers not signed by senior reviewers	X		
Assign actions to each diagnosis on the Waiver Authority screen	X	X	X
B—Base	M—MAJCOM	A—AFMOA	

Table 3.5. Waiver Authority Responsibilities.

3.6. Exception To Policy (ETP) Authority. ETP authorities exist at MAJCOM (AETC only) and AFMOA levels. Table 3.6. below lists their responsibilities.

EXCEPTION TO POLICY AUTHORITY RESPONSIBILITIES	M	A
View and read MAJCOM -level workflows	X	
View and read AFMOA -level workflows		X
Search for waivers	X	X
Search for exceptions to policy (ETPs)	X	X
Generate and print aeromedical summary reports (AMSs)	X	X
Generate and print addenda to AMSs	X	X
Generate and print summary reports	X	X
Generate and print detailed reports	X	X
View AIMWTS -related links	X	X
Download AIMWTS information in a comma-delimited format	X	X
Request addenda	X	X
Request Aeromedical Consultation Services (ACS) reviews	X	X
Forward AMSs	X	
Grant oversight of waivers to other locations	X	X
Transfer waiver authority to other locations	X	X
Correct protected information	X	X
Cancel waivers	X	X
Make final dispositions for ETPs	X	X
M—MAJCOM		A—AFMOA

Table 3.6. ETP Authority Responsibilities.

3.7. Central Standards Board (CSB). CSBs exist at MAJCOM level only. Responsibilities and functions for CSBs will be implemented in a later version of AIMWTS.

CENTRAL STANDARDS BOARD RESPONSIBILITIES
To be determined

Table 3.7. Central Standards Board (CSB) Responsibilities (Reserved).

3.8. Aeromedical Consultation Services (ACS) Reviewer. ACS reviewers exist at the ACS level only. Table 3.8. below lists their responsibilities.

ACS REVIEWER RESPONSIBILITIES
View and read ACS-level workflows
Search for waivers
Search for exceptions to policy (ETPs)
Generate and print aeromedical summary reports (AMSs)
Generate and print addenda to AMSs
Generate and print summary reports
Generate and print detailed reports
View AIMWTS-related links
Download AIMWTS information in a comma-delimited format
Request addenda
Make recommendations and comments about waivers received for review

Table 3.8. ACS Reviewer Responsibilities.

3.9. User Administrator (Supervisor). User administrators exist at base, MAJCOM, AFMOA, and ACS levels. Table 3.9. below lists their responsibilities.

USER ADMINISTRATOR RESPONSIBILITIES	B	M	AF	AC
View and read base-level workflows	X			
View and read MAJCOM-level workflows		X		
View and read AFMOA-level workflows			X	
View and read ACS-level workflows				X
Search for waivers	X	X	X	X
Search for exceptions to policy (ETPs)	X	X	X	X
Generate and print aeromedical summary reports (AMSs)	X	X	X	X
Generate and print addenda to AMSs	X	X	X	X
Generate and print summary reports	X	X	X	X
Generate and print detailed reports	X	X	X	X
View AIMWTS-related links	X	X	X	X
Download AIMWTS information in a comma-delimited format	X	X	X	X
Request addenda		X	X	X
Request Aeromedical Consultation Services (ACS) reviews	X	X	X	
Forward AMSs	X	X		
Grant oversight of waivers to other locations	X	X	X	
Transfer waiver authority to other locations	X	X	X	
Correct protected information		X	X	
Cancel waivers		X	X	
Cancel waivers not signed by senior reviewers	X			
Add, modify, unlock, and delete base-level user accounts	X			
Add, modify, unlock, and delete MAJCOM-level user accounts		X		
Add, modify, unlock, and delete AFMOA-level user accounts			X	
Add, modify, unlock, and delete ACS-level user accounts				X
Send mass E-mails to users	X	X	X	X
B—Base	M—MAJCOM	AF—AFMOA	AC—ACS	

Table 3.9. User Administrator Responsibilities.

3.10. AIMWTS Administrator. AIMWTS administrators exist at the AFMOA level only. Table 3.10. below lists their responsibilities.

AIMWTS ADMINISTRATOR RESPONSIBILITIES
View and read AFMOA-level workflows
Search for waivers
Search for exceptions to policy (ETPs)
Generate and print aeromedical summary reports (AMSs)
Generate and print addenda to AMSs
Generate and print summary reports
Generate and print detailed reports
View AIMWTS-related links
Download AIMWTS information in a comma-delimited format
Request addenda
Request Aeromedical Consultation Services (ACS) reviews
Grant oversight of waivers to other locations
Transfer waiver authority to other locations
Correct protected information
Cancel waivers
Add, modify, unlock, and delete AFMOA-level user accounts
Send mass E-mails to users
Update static look-up tables within the AIMWTS database

Table 3.10. AIMWTS Administrator Responsibilities.

Chapter 4

Waiver File Options and Miscellaneous

4.1. Workflow Status/Options.

4.1.1. After you log in to AIMWTS, the first screen displayed will be a **Workflow Options** menu for your specific responsibility and level. Your level (base, MAJCOM, AFMOA, or ACS) will determine which options are available. Table 4.1. below provides a quick glance at these options.

WORKFLOW OPTIONS	B	M	AF	AC
ACS Re-Evaluations Completed in Last 30 Days				X
ACS Reviews Completed in Last 30 Days				X
AMS Received in Last 30 Days		X	X	
ETPs Completed in the Last 30 Days			X	
Upcoming Waiver Renewals Due in the Next 6 Months				
Renewal Waivers Pending ACS Review				
Required Interim Evaluations Due in the Next 3 Months	X			
Waiver Renewals Due in the Next 6 Months	X	X	X	
Waivers Completed in the Last 30 Days	X	X	X	
Waivers Pending ACS Re-evaluation (Within 6 Months)	X			X
Waivers Pending ACS Review	X	X	X	X
Waivers Pending Addendum	X	X	X	X
Waivers Pending AMS	X			
Waivers Pending Initial Flight Surgeon Signature	X			
Waivers Pending Initial Signature on AMS		X	X	
Waivers Pending Local Waiver Authority	X			
Waivers Pending Waiver Authority		X	X	
Waivers That Have Been Forwarded	X	X		
Waivers Which Have Expired in the Last 6 Months	X	X	X	
Waivers with ACS Re-Evaluations Past Due (Within 6 Months)				X
B—Base M—MAJCOM			AF—AFMOA AC—ACS	

Table 4.1. Workflow Options.

4.1.2. Regardless of what function you are working at any given time, you can click **Workflow Status** under **Waiver File Options** on the **AIMWTS Navigation Bar** to return directly to your **Workflow Options** screen.

4.1.3. Figures 4.1., 4.2., 4.3., and 4.4. below illustrate typical **Workflow Options** screens for base-, MAJCOM-, AFMOA-, and ACS-level users, respectively.

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES ?

Workflow Options for BASE Users

- Waiver Renewals Due in the next 6 Months: [8 waivers](#)
- Required Interim Evaluations Due in the next 3 Months: [2 waivers](#)
- Waivers Pending ACS Reevaluation (within 6 months): [1 waiver](#)
- Waivers Pending Flight Surgeon Signature: [1 waiver](#)
- Waivers Pending AMS: [3 waivers](#)
- Waivers Pending Addendum: [12 waivers](#)
- Waivers Pending ACS Review: [11 waivers](#)
- Waivers Pending Local Waiver Authority: [9 waivers](#)
- Waivers that have been Forwarded: [5 waivers](#)
- Waivers Completed in the Last 30 Days: [8 waivers](#)
- Waivers which have expired in the last 6 months: [1 waiver](#)

Local Search: Enter Partial Name or SSN:

Figure 4.1. Workflow Options Screen—Base-Level Users.

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES ?

Workflow Options for MAJCOM Users

- Waiver Renewals Due in the next 6 Months: [0 waivers](#)
- AMS received in Last 30 days: [0 waivers](#)
- Waivers Pending AMS Signature: [0 waivers](#)
- Waivers Pending Waiver Authority: [1 waiver](#)
- Waivers Pending ACS Review: [0 waivers](#)
- Waivers Pending Addendum: [1 waiver](#)
- Waivers that have been Forwarded: [0 waivers](#)
- Waivers Completed in the Last 30 Days: [0 waivers](#)
- Waivers which have expired in the last 6 months: [0 waivers](#)

Local Search: Enter Partial Name or SSN:

Figure 4.2. Workflow Options Screen—MAJCOM-Level Users.

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES ?

Workflow Options for AFMOA Users

- Waiver Renewals Due in the next 6 Months: [8 waivers](#)
- AMS received in Last 30 days: [0 waivers](#)
- Waivers Pending AMS Signature: [1 waiver](#)
- Waivers Pending Waiver Authority: [10 waivers](#)
- Waivers Pending ACS Review: [10 waivers](#)
- Waivers Pending Addendum: [13 waivers](#)
- Waivers Completed in the Last 30 Days: [8 waivers](#)
- ETPs Completed in the Last 30 Days: [3 waivers](#)
- Waivers which have expired in the last 6 months: [1 waiver](#)

Local Search: Enter Partial Name or SSN:

Figure 4.3. Workflow Options Screen—AFMOA-Level Users.

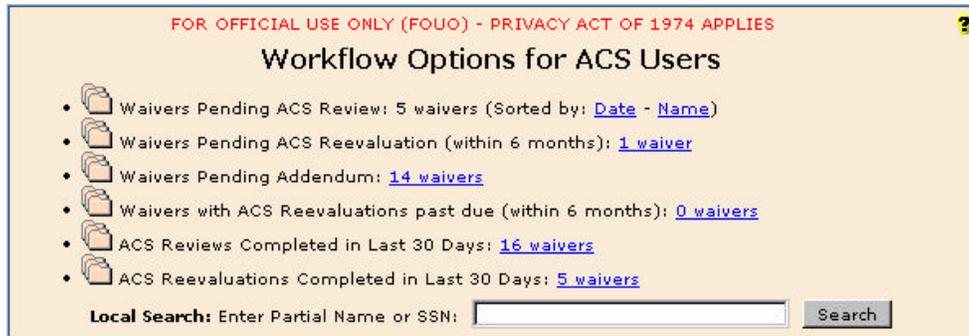


Figure 4.4. Workflow Options Screen—ACS-Level Users.

4.1.4. To display a list of aviators who meet the criteria for a particular waiver category, click the hyperlink for that category option. Figure 4.5. below is a sample list.

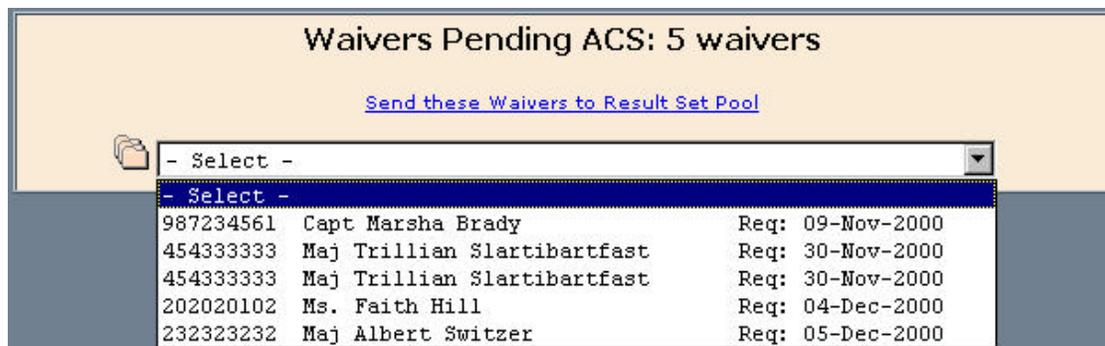


Figure 4.5. Search Results Screen.

4.1.5. Each entry will include **Social Security Number (SSN)** and **Name**, along with the date and type of last action or next action due. It is possible for the same record and even the same waiver to appear more than once. For example, if an aviator has two waivers, there will be two entries; if a waiver has two addenda pending, there will also be two entries.

4.1.6. To access an aviator's record, click the appropriate line entry, and the **Main Waiver (Physical Exam) File** folder will be opened with the **Demographics** screen displayed. See Figure 2.1. above. Use of the options in this folder is covered in Chapter 5.

4.1.7. Result Set Pool.

4.1.7.1. If you want to review or take action on the selected records, you can add them to an existing set of selected records or start a new set. To do so, click **Send these Waivers to Result Set Pool**.

4.1.7.2. The **Main Waiver File** will be opened with the **Demographics** screen on the first record displayed. When multiple records have been selected, the top left corner of each screen will display **Search Next Record** (▶) and **Search Previous Record** (◀) arrows so that you can move back and forth from record to record.

4.1.7.3. As you add or delete records, the number of records in the pool will be indicated next to **Result Set (X)** under **Waiver File Options** on the **AIMWTS Navigation Bar**.

4.1.8. **Search.**

4.1.8.1. At the bottom of the **Workflow Options** screen, there is a **Search** function, which allows you to access records belonging to your location. Type in a whole or partial SSN or name, click **Search**, and a record or set of records will be displayed similar to those Figure 4.5. above. You should enter at least four characters, or the search will likely take a longer time to return the result. The more characters, the shorter the time required and the shorter the list.

4.1.8.2. This is not the same as the **Search for Waivers** function—which is more extensive—as described in Paragraph 4.2. below.

4.2. Search for Waivers.

4.2.1. To search for a waiver, click **Search for Waivers** under **Waiver File Options** on the **AIMWTS Navigation Bar**, and the screen in Figure 4.6. below will be displayed. You can search for a particular record or multiple records that meet certain criteria. If you have begun to create a pool of records to review or action, you can click **Show Current Result Set (X Waivers)** to review them.

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Search for Waivers

All fields are optional. All will accept partial search criteria except location.

Last Name: First Name: SSN:

Location: (includes shared oversight of waivers)

- Hospital	, Location	, MAJCOM	, STATE
, ACS	, TX		
, AFMOA	, DC		
HQ AFRES/SG	, AFRES/SGPA	, AFRES	, GA

Location Sorted By:

Waiver Start Date OR Waiver Disposition Date

After: Before:

Figure 4.6. Search for Waiver Screen.

4.2.2. **Individual Records.** For an individual record, type in the aviator's SSN or partial SSN in the **SSN** block and click **Search**. You should enter at least four digits, or the search will likely take a longer time to return the result. The more digits, the shorter the time required and the shorter the list.

4.2.3. Multiple Records.

4.2.3.1. Scroll down the **Location** menu for a specific hospital, location, MAJCOM, or state. If you prefer, click the drop-down menu below **Location Sorted By** and select the sort option. The options are **Hospital**, **Location**, **MAJCOM**, and **State**. Highlight your selection. To make multiple selections, press the **Ctrl** key as you click each selection you want. To select an entire list, press the **Shift** key and click the first and last selections.

4.2.3.2. To narrow the time frame, you can select either a **Waiver Start Date** or a **Waiver Disposition Date**. If you select either one, you must also select a **Begin Date**, an **End Date**, or both. Use the **Calendar** icon or type the dates in manually and click **Search**.

4.2.4. To search for all waivers upon which an AIMWTS user has acted, type the user's name in the **Search for All Waivers with a Connection to a User (Last Name)** block and click **Search**.

4.2.5. The **Search Results** screen, as in Figure 4.7. below, will then be displayed. It will contain all records that match or closely match your input criteria.

4.2.6. Once the search has been made, you can click **Show Current Search (X) Results**, as in Figure 4.6. above, to display a list of the records selected in a Netscape window. To view the **Demographics** file for any record, click the corresponding SSN. See Paragraph 5.1. below.

SSN	Rank	Name (First MI Last)	Waiver Start Date	Location
343676898	A1C	Barniby Jones	13-Oct-2000	BROO
343676898	Mr.	Barniby Jones	08-Dec-2000	BROO
192246789	Ms.	Shirley Jones	08-Oct-2000	BROO
982232111	Ms.	Barbara P Jordan	20-Dec-2000	BROO
234326542	Mr.	Clark Kent	17-Jan-2001	BROO
384838903	MSgt	Kelly Lackland	17-Jan-2001	BROO

Place highlighted records in the result set (and view)

Add highlighted records to the result set (1 results currently)

Figure 4.7. Search Results Screen.

4.2.7. Highlight the aviator(s) whose records you want to review or edit.

4.2.7.1. To review one record only, highlight the record.

4.2.7.2. To review all records displayed, press and hold the **Shift** key and highlight the first and last entries.

4.2.7.3. To review selected records, press and hold the **Ctrl** key and highlight each one you want to review.

4.2.8. Select the appropriate **Result Set** option.

4.2.8.1. For an initial search or to clear an existing search, click **Place Highlighted Records in the Result Set (and View)**.

4.2.8.2. To add records to an existing search, click **Add Highlighted Records to the Result Set (X Results Currently)**.

4.2.9. After selecting a **Result Set** option, the **Demographics** screen for the first record will then be displayed. When you select multiple records, the top left corner of the **Demographics** screen will display **Search Next Record** and **Search Previous Record** arrows so that you can move back and forth from record to record.

4.2.10. If you return to the screen in Figure 4.6. above and click **Show Current Search (X) Results**, the Netscape window will again be displayed with the newly selected records added.

4.2.11. As long as you remain logged in to the current AIMWTS session and do not clear your search, you can easily return to the list at any time by clicking **Search Results (X)** under **Waiver File Options** on the **AIMWTS Navigation Bar**. The number in parentheses will tell you how many records are currently in that search list. Clicking on any record in that search list will display the **Demographics** file for that record.

4.3. Create Reports.

4.3.1. To create a report, click **Reports (Query DB)** under **Waiver File Options** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 4.8. below will be displayed. This option allows you to generate reports that are based on criteria or parameters that you select.

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Reports (Query Builder)

1. Select a field from the drop down menu.
2. Enter the details for the parameter(s).
3. Add the term by clicking an Action button.
4. Repeat steps 1 - 3 or select Submit Query to build the report.

Field:

Parameters: (Select a field from the dropdown list above.) Action:

Query:
(empty)

Figure 4.8. Report (Query Builder) Input Screen.

4.3.2. Use the **Field** drop-down menu to select the first parameter. A list of choices, a set of radio buttons, or a set of click boxes under **Parameter** will then be displayed. Select one (or more for click boxes). After the screen has been refreshed, click **Add Term** under **Action**.

4.3.3. The screen again will be refreshed, and three additional buttons will then be displayed at the bottom: **Submit Query**, **Clear Query**, and **Remove Last Term**. The parameter you selected will also be displayed.

4.3.4. For a second parameter, repeat the process—select the **Field** and then the **Parameter**. On second and subsequent parameters, do one of the following: (1) click **Add as AND** to add a new parameter or (2) click **Add as OR** to include two or more selections within the same parameter; for example, Capt, Maj, and Lt Col. The second parameter will be added to the first below **Query**, as in Figure 4.9. below.

4.3.5. As you build the query, the parameters will be listed cumulatively at the bottom. If you input an incorrect choice, click **Remove Last Term** to start over on that parameter. Repeat that if you need to go back farther. All that you previously input will remain. To start over completely, click **Clear Query**.

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Reports (Query Builder)

1. Select a Field from the drop down menu.
 2. Enter the details for the parameter(s).
 3. Add the term by clicking an Action button.
 4. Repeat steps 1 - 3 or select Submit Query to build the report.

Field:

Parameter: Gender

male female

Actions

Query:

Location(Brooks AFB) AND Gender(M)

Figure 4.9. Report (Query Builder) Input Screen—Parameters Added.

4.3.6. When you have input all search parameters, click **Submit Query**. A summary of the information you requested, based on those parameters, will be displayed, as in Figure 4.10. below.

Query Report

Select the SSN link to look at the Diagnosis/Treatment details for the Waiver.

(1-25 of 26 Waivers Shown)

SSN	Last Name	Rating	Aircraft	Flying Class	Waiver Date	Disposition	Expiration
222322445	Bear					Initial Waiver	16-Jan-2001
222322332	Bear	Rt Engineer	C-22	II	30-Nov-2000	Qualified for Waivers	30-Nov-2001
224224242	Ben					Initial Waiver	16-Jan-2001
223322114	Brady					Initial Waiver	16-Jan-2001
222322332	Brown	Rt Surgeon	C-17			Initial Waiver	
456666666	Canyon	Senior Pilot	C-130	I	07-Dec-2000	Disqualified	
132246789	Cat			World Wide Duty	06-Oct-2000	Disqualified	
456111111	Dent		C-23	Comm	07-Nov-2000	ETP Granted	16-Jan-2001
222222222	Denver					Disqualified	
461764849	Fields	Pilot	AT-38	I	06-Oct-2000	ETP Denied	16-Jan-2001
461764849	Fields	AVO	AC-130			Initial Waiver	
222322456	Grieb	AVO	AT-38			Initial Waiver	
442233221	Gulick	Abn Intel				Initial Waiver	
202020102	Hill					Initial Waiver	
333333333	Jetson	AVO	B-2	IIA	26-Oct-2000	ETP Denied	16-Jan-2001
333333333	Jetson	Comm		Comm		Disqualified	
242626889	Jones	Enlisted	AT-99		31-Oct-2000	Qualified for Waivers	16-Jan-2001
242626889	Jones					Disqualified	
234523662	Lee			AVO	06-Oct-2000	Qualified for Waivers	16-Jan-2001
234523662	Lee	Comm	B-1	Comm		Disqualified	
555555555	Manvel					ETP Denied	16-Jan-2001
090017999	Menga	Pilot	A-10	I	23-Oct-2000	Qualified for Waivers	16-Jan-2001
090017999	Menga	AVO		AVO		Disqualified	
454222222	Prefect	Abn Comm	C-12	II	06-Nov-2000	ETP Granted	16-Jan-2001

Figure 4.10. Query Report Screen.

4.3.7. A maximum of 25 records will be displayed on each page. If your query yields more than 25 records, use the **Next XX** button (upper right) and **Previous XX** button (upper left) to move back and forth between pages.

4.3.8. To view the **Demographics** page on an aviator, click the appropriate **SSN**.

4.3.9. To view diagnosis and treatment information on an aviator, click the appropriate **Disposition**, and the screen in Figure 4.11. below will be displayed.

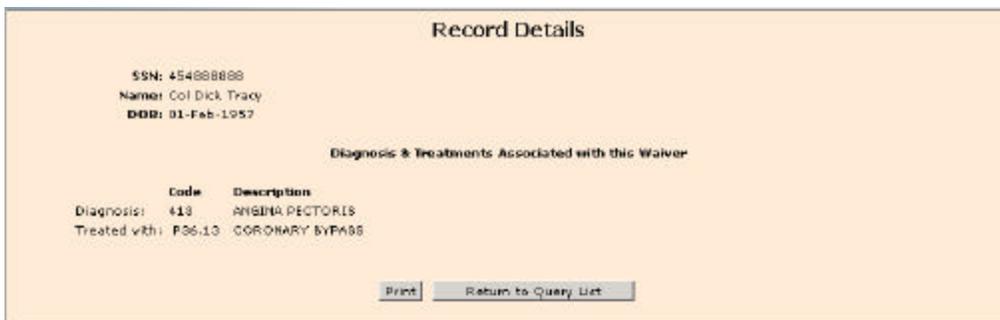


Figure 4.11. Record Details Screen.

4.3.10. Click **Return to Query List** to return to the main report.

4.3.11. **Download Excel Spreadsheet (XLS).**

4.3.11.1. To download the query in a Microsoft Excel spreadsheet format from the **Query Report** screen, Figure 4.10 above, click **Download XLS**. A screen informing you that the file is being downloaded will appear briefly.

4.3.11.2. Either the file will be displayed, or you will be given the option to open it or save it to disk.

4.3.11.3. Open the file, click **File** and **Save As** or click the **Save** icon, and the **Save As** box will be displayed.

4.3.11.4. Select the directory where you want to save the file. Rename the file if desired, select **Microsoft Excel Workbook (*.xls)**, and click **Save**.

4.3.11.5. The columns may not be aligned properly to display all the information. When you reopen the file, highlight the entire file or the text area. Click **Format**, **Column**, and **AutoFit Selection**.

4.3.11.6. All information for a single waiver will be on one line, the length of which will be determined by the number of diagnoses and treatments associated with that waiver.

4.3.11.7. The information displayed will be plaintext, dates, ICD codes, or CPT codes.

4.3.12. **Download Comma-Separated Value (CSV) Format.**

4.3.12.1. To download the query in a comma-separated value or comma-delimited format from the **Query Report** screen, Figure 4.10 above, click **Download CSV**. A screen informing you that the file is being downloaded will appear briefly.

4.3.12.2. Either the file will be displayed, or you will be given the option to open it or save it to disk.

4.3.12.3. Open the file, click **File** and **Save As** or click the **Save** icon, and the **Save As** box will be displayed.

4.3.12.4. Select the directory where you want to save the file. Rename the file if desired, select **All Files (*.*)** (Netscape) or **CSV (Comma Delimited) (*.csv)** (Internet Explorer), and click **Save**.

4.3.12.5. The columns may not be aligned properly to display all the information. When you reopen the file, highlight the entire file or the text area. Click **Format, Column, and AutoFit Selection**.

4.3.12.6. All information for a single waiver will be on one line, the length of which will be determined by the number of diagnoses and treatments associated with that waiver.

4.3.12.7. The information displayed will be plaintext, dates, ICD codes, or CPT codes.

4.3.13. **Send to Result Set.** This allows you to build cumulative queries and works similarly to the **Search for Waivers** function (Paragraph 4.2 above).

4.3.13.1. Click **Send to Result Set**, and **Result Set (X)** under **Waiver File Options** on the **AIMWTS Navigation Bar** will indicate the number of records in that query in parentheses.

4.3.13.2. Click **Reports (Query DB)** under **Waiver File Actions** again and run another query if desired. After the query is generated, click **Send to Result Set** again, and the newly selected records will be added to the previous number in parentheses by **Result Set**.

4.3.14. **Return to Build Query.** To generate a new query, click this, and you will be returned to the **Reports (Query Builder)** screen.

4.4. Start New Waivers.

4.4.1. To start a new waiver, click **Start a New Waiver** under **Waiver File Options** on the **AIMWTS Navigation Bar**, and a blank **Demographics** screen, as in Figure 4.12. below, will be displayed.

The screenshot shows a web application window titled "New Waiver". At the top, there is a red banner that reads "FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES". Below this, a navigation bar contains tabs for "Demographics", "Diagnosis", "Vision/Height", "AMS", "ACS", "Interim Evals", "Addenda", and "Disposition". The "Demographics" tab is selected, and the main content area is titled "Demographics" with a help icon. The form includes the following fields and controls:

- SSN: [Text Input] [Import Button]
- Waiver Start Date: [Text Input] [Calendar Icon] First MI Last Name: [Text Input]
- DOB: [Text Input] [Calendar Icon] Race: [- Select -]
- Gender: male female Grade: [- Select -]
- DSN Phone: [Text Input] Comm Phone: [Text Input]
- Assigned Unit: [Text Input] Assigned Base: [- Select -]
- Assigned MAJCOM: [- Select -] Duty Status: [- Select -]
- ASC: [- Select -] Aircraft Type: [- Select -]
- Type: Flyer Nonflyer Rating: [- Select -]
- Flying Hours (Last Six Months / Total): [0] / [0]
- Remarks/Comments: [Text Area] [Edit Remarks/Comments Link]

At the bottom of the form, there are five buttons: "Save", "Reset", "Print", "Reload", and "Cancel".

Figure 4.12. Blank Demographics Screen.

4.4.2. Type in part or all of the aviator's SSN and click **Import** to access information from the Military Personnel file. You will receive a notice informing you that the query may take some time and asking you to be patient. Click **OK**.

4.4.3. A record or a set of records will be displayed. Click the SSN of the aviator on whom you want to initiate a waiver, and the **Demographics** screen will be populated with his or her demographic information.

4.4.4. Complete the remaining information blocks, as necessary, and click **Save**. Click **Print** to make a copy of the new waiver.

4.4.5. To initiate another new waiver, click **Reset** and repeat the process.

4.5. Result Set (X).

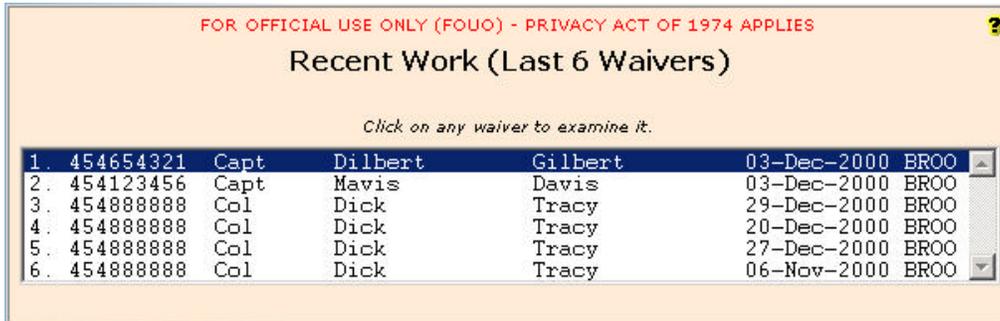
4.5.1. To access records that you have already compiled from workflow sets (Paragraph 4.1.), search results (Paragraph 4.2.), and database query reports (Paragraph 4.3.), click **Result Set (X)** under **Waiver File Options** on the **AIMWTS Navigation Bar**. The number in parentheses indicates the number of records stored.

4.5.2. The **Main Waiver** file will be opened with the **Demographics** screen on the first record displayed. When multiple records have been selected, the top left corner of each screen will display **Search Next Record** () and **Search Previous Record** () arrows so that you can move back and forth from record to record.

4.5.3. If you have not selected any records from any source, this menu option will read **Result Set (Empty)**. As you add or delete records, the number of records currently stored will change accordingly; for example, **Result Set (17)**.

4.6. Recent Work.

4.6.1. To review as many as eight of your most recent actions, click **Recent Work** under **Waiver File Options** on the **AIMWTS Navigation Bar**, and the screen in Figure 4.13. below will be displayed.



FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES					
Recent Work (Last 6 Waivers)					
<i>Click on any waiver to examine it.</i>					
1.	454654321	Capt	Dilbert	Gilbert	03-Dec-2000 BROO
2.	454123456	Capt	Mavis	Davis	03-Dec-2000 BROO
3.	454888888	Col	Dick	Tracy	29-Dec-2000 BROO
4.	454888888	Col	Dick	Tracy	20-Dec-2000 BROO
5.	454888888	Col	Dick	Tracy	27-Dec-2000 BROO
6.	454888888	Col	Dick	Tracy	06-Nov-2000 BROO

Figure 4.13. Recent Work Screen.

4.6.2. To resume work or review any of your recent actions, click on the specific waiver, and the **Demographics** screen on that individual will be displayed.

Chapter 5

Main Waiver (Physical Exam) File

5.1. Record Demographic Information.

5.1.1. Use this option to record basic demographic information captured during a physical exam of an aviator and to capture pertinent information from the AF Form 1485, *Flight Management Follow-Up Suspense Card*, that was previously used to record demographic information.

5.1.2. Click the aviator's SSN on the **Search Results** screen, and the **Main Waiver (Physical Exam) File** will be displayed.

5.1.3. Click the **Demographics** tab, and the screen shown in Figure 5.1. below will be displayed.

The screenshot displays a web-based form titled "Demographics" for a waiver. At the top, it shows the waiver ID "454888888", the name "Col Dick Tracy", the date "27-Dec-2000", and the user "IBROOPSR". A red notice states "FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES". Below this is a navigation bar with tabs: Demographics, Diagnosis, Vision/Height, AMS, ACS, Interim Evals, Addenda, and Disposition. The "Demographics" tab is active. The form contains the following fields and options:

- Waiver owned by: Brooks AFB
- SSN: 454888888
- Waiver Start Date: 27-Dec-2000
- DOB: 01-Feb-1957
- Gender: male female
- DSN Phone: 240-0000
- Assigned Unit: AFMSA
- Assigned MAJCOM: AFMSA
- ASC: 1E
- Type: Flyer Nonflyer
- First MI Last Name: Dick Tracy
- Race: Asian/Pacific Island
- Grade: Col
- Comm Phone: 210-536-0000
- Assigned Base: Brooks
- Duty Status: Active
- Aircraft Type: C-18
- Rating: Command Pilot
- Flying Hours (Last Six Months / Total): 88 / 2865
- Remarks/Comments: [Empty text area]

At the bottom of the form are buttons for Save, Reset, Print, Reload, and Cancel.

Figure 5.1. Demographics Screen—Input.

5.1.4. You can update information blocks that display **-Select-** within them, as well as the **Remarks/Comments** block.

5.1.5. To enter comments, either type them in the **Remarks/Comments** block or click **Edit Remarks/Comments** and type them in the large frame that will be displayed. If you are using the latter option, click **Submit and Close** after completing the text. You will be returned to the Demographics screen, and the text will be displayed in the **Remarks/Comments** block.

5.1.6. If **(Protected)** is displayed to the right of **Demographics**, as in Figure 5.2. below, you cannot make any changes to the record. At this phase of the process, only authorized personnel can make changes and must use the **Correct Protected Information** option to do so.

454333333 Maj Trillian Slartibartfast 08-Nov-2000 IBROOPACS
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | Diagnosis | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Demographics (Protected) ?

Waiver owned by: Brooks AFB
Forwarded to: HQ AFMC/SGPA,ARPC/SGS

SSN: 454333333

Waiver Start Date: 08-Nov-2000 First MI Last Name: Trillian Slartibartfast

DOB: Race: Other/Unknown

Gender: female Grade: Maj

DSN Phone: 240-0000 Comm Phone: 210-536-0000

Assigned Unit: Assigned Base: Brooks

Assigned MAJCOM: AFMSA Duty Status: Active

ASC: 1G Aircraft Type: C-23

Type: Flyer Rating: -Select-

Flying Hours (Last Six Months / Total): /

Remarks/Comments: [View Remarks/Comments](#)

Save Reset Print Reload Cancel

Figure 5.2. Demographics Screen—Protected.

5.1.7. Depending on where a waiver exists in the process, other files within the **Main Waiver File** folder may also display **(Protected)** or **(Read Only)**. As with **Demographics**, only authorized personnel can make changes.

5.1.8. If you want to review comments but do not want to scroll down through the **Remarks/Comments** block, click **View Remarks/Comments**, and a large frame with the text will be displayed. You cannot update this section if the file is protected. When finished reviewing the text, click **Close Window**, and you will be returned to the **Demographics** screen.

5.1.9. After updating information, click **Save**.

5.2. Record Diagnosis Information.

5.2.1. Basic Operation.

5.2.1.1. Use this option to record basic diagnosis and treatment information captured during a physical exam of an aviator and to capture pertinent information from the AF Form 1485, *Flight Management Follow-Up Suspense Card*, that was previously used to record diagnosis information. Demographic information must first be captured before using this screen. See Paragraph 5.1. above.

5.2.1.2. Click the aviator's SSN on the **Search Results** screen, and the **Main Waiver (Physical Exam) File** will be displayed.

5.2.1.3. Click the **Diagnosis** tab, and the screen shown in Figure 5.3. below will be displayed. NOTE: If no previous diagnoses have been recorded, the top section will so state.

454888888 Col Dick Tracy 27-Dec-2000 IBROOPSR5
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | **Diagnosis** | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Diagnoses Associated with this Waiver ?

ICD9	Diagnosis/Treatment Description
535.5	UNSPECIFIED GASTRITIS AND GASTRODUODENITIS
E943.3	METAMUCIL
E942.0	PROPRANOLOL

Select an ICD9 to examine/edit or enter information for a new Diagnosis below.

New Diagnosis/Treatment

Diagnosis: Enter a full or partial ICD9 or a word or phrase from the diagnosis and click either 'List' button.

Search Code: Search Text: Search: [Narrow List](#) | [Full List](#)

ICD9 Code/Desc:

Treatment: You must first select or add a diagnosis before you can add a treatment.

Save Reset Print Reload Cancel

Figure 5.3. Diagnoses Associated with this Waiver & New Diagnosis/Treatment Screen.

5.2.1.4. Use the top section, **Diagnoses Associated with this Waiver**, to delete an existing diagnosis or treatment and use the bottom section, **New Diagnosis/Treatment**, to add a new diagnosis or treatment.

5.2.1.5. After updating information, click **Save**.

5.2.2. Delete an Existing Diagnosis.

5.2.2.1. In the **Diagnoses Associated with this Waiver** section, click the **ICD9** entry of the specific diagnosis you want to delete, and the screen in Figure 5.4. below will be displayed with the selected diagnosis highlighted.

454888888 Col Dick Tracy 27-Dec-2000 IBROOPSR5
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | **Diagnosis** | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Diagnoses Associated with this Waiver ?

ICD9	Diagnosis/Treatment Description
535.5	UNSPECIFIED GASTRITIS AND GASTRODUODENITIS
E943.3	METAMUCIL
E942.0	PROPRANOLOL

Select an ICD9 to examine/edit or enter information for a new Diagnosis below.

Edit Diagnosis/Treatment

Diagnosis: Enter a full or partial ICD9 or a word or phrase from the diagnosis and click either 'List' button.

Search Code: Search Text: Search: [Narrow List](#) | [Full List](#)

ICD9 Code/Desc:

Action: [Update Diagnosis](#) | [Delete Selected Diagnosis](#) | [New Diagnosis](#)

Treatment: Enter a full or partial ICD9 or a word or phrase from the medication or procedure and click either 'List' button. Note: All medication codes begin with E and Procedure code P.

Search Code: Search Text: Search: [Narrow List](#) | [Full List](#)

ICD9 Code/Desc:

Figure 5.4. Diagnoses Associated with this Waiver & Edit Diagnosis/Treatment Screen (Diagnosis Only).

5.2.2.2. To delete the diagnosis, click **Delete Selected Diagnosis**. Doing so will also delete all treatments associated with it.

5.2.2.3. After updating information, click **Save**.

5.2.3. Delete an Existing Treatment.

5.2.3.1. In the **Diagnoses Associated with this Waiver** section, click the **ICD9** entry of the specific diagnosis from which you want to delete a treatment, and the screen in Figure 5.5. below will be displayed with the selected diagnosis highlighted.

5.2.3.2. Click the **CPT** entry of the specific treatment you want to delete, and the screen will be refreshed with the selected diagnosis and treatment highlighted.

45488888 Col Dick Tracy 27-Dec-2000 IBROOPSRs
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | Diagnosis | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Diagnoses Associated with this Waiver ?

ICD9	Diagnosis/Treatment Description
535.5	UNSPECIFIED GASTRITIS AND GASTRODUODENITIS
E943.3	METAMUCIL
E942.0	PROPRANOLOL

Select an ICD9 to examine/edit or enter information for a new Diagnosis below.

Edit Diagnosis/Treatment

Diagnosis: Enter a full or partial ICD9 or a word or phrase from the diagnosis and click either 'List' button.

Search Code: Search Text: Search: [Narrow List](#) [Full List](#)

ICD9 Code/Desc: 535.5 UNSPECIFIED GASTRITIS AND GASTRODUODENITIS

Action: [Update Diagnosis](#) [Delete Selected Diagnosis](#) [New Diagnosis](#)

Treatment: Enter a full or partial ICD9 or a word or phrase from the medication or procedure and click either 'List' button. Note: All medication codes begin with E and Procedure code P.

Search Code: Search Text: Search: [Narrow List](#) [Full List](#)

ICD9 Code/Desc: E942.0 PROPRANOLOL

Action: [Update Treatment](#) [Delete Selected Treatment](#) [New Treatment](#)

[Save](#) [Reset](#) [Print](#) [Reload](#) [Cancel](#)

Figure 5.5. Diagnoses Associated with this Waiver & Edit Diagnosis/Treatment Screen (Diagnosis & Treatment).

5.2.3.3. To delete the treatment, click **Delete Selected Treatment**. The diagnosis will remain, along with any other treatments that are on file.

5.2.3.4. After updating information, click **Save**.

5.2.4. Add a New Diagnosis.

5.2.4.1. From the screen in Figure 5.3. above:

5.2.4.1.1. In the **New Diagnosis/Treatment** section under **Diagnosis**, type a whole or partial code in the **Search Code** box or type a whole or partial keyword in the **Search Text** block.

5.2.4.1.2. Use the **Narrow List** and **Full List** buttons, as necessary, to find your selection.

5.2.4.1.3. Click the appropriate **ICD9 Code/Desc** entry.

5.2.4.1.4. Click **Add Diagnosis**. The screen will be refreshed with the new diagnosis highlighted at the top.

5.2.4.2. From the screen in Figure 5.4. above:

5.2.4.2.1. In the **Edit Diagnosis/Treatment** section, Click **New Diagnosis**, and you will be returned to the **New Diagnosis/Treatment** screen.

5.2.4.2.2. Follow the steps in Paragraphs 5.2.4.1.1. through 5.2.4.1.4. above.

5.2.4.3. After updating information, click **Save**.

5.2.5. Add a New Treatment.

5.2.5.1. From the screen in Figure 5.3. above:

5.2.5.1.1. In the **Diagnoses Associated with this Waiver** section, click the **ICD9** entry of the diagnosis with which you want to associate a treatment, and the screen in Figure 5.4. above will be displayed with that diagnosis highlighted.

5.2.5.1.2. In the **Edit Diagnosis/Treatment** section under **Treatment**, type a whole or partial code in the **Search Code** box or type a whole or partial keyword in the **Search Text** block.

5.2.5.1.3. Use the **Narrow List** and **Full List** buttons, as necessary, to find your selection.

5.2.5.1.4. Click the appropriate **CPT Code/Desc** entry.

5.2.5.1.5. Click **Add Treatment**. The screen will be refreshed with the new treatment highlighted at the top, right below its diagnosis.

5.2.5.2. From the screen in Figure 5.5. above:

5.2.5.2.1. In the **Edit Diagnosis/Treatment** under **Treatment**, click **New Treatment**, and you will be returned to the screen in Figure 5.4.

5.2.5.2.2. Follow the steps in Paragraphs 5.2.5.1.1. through 5.2.5.1.5. above.

5.2.5.3. After updating information, click **Save**.

5.3. Record Vision and Height Information.

5.3.1. Use this option to record vision and height information captured during a physical exam of an aviator or at a later date. The input screen captures pertinent information from the AF Form 1485, *Flight Management Follow-Up Suspense Card*, that was previously used to record vision and height information. Demographic information must first be captured before using this function. See Paragraph 5.1. above.

5.3.2. Click the aviator's SSN on the **Search Results** screen, and the **Main Waiver (Physical Exam) File** will be displayed.

5.3.3. Click the **Vision/Height** tab, and the screen shown in Figure 5.6. below will be displayed.

45488888 Col Dick Tracy 27-Dec-2000 IBROOPSRS
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | Diagnosis | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Vision Information ?

	Distant Vision		By	Refraction		Near Vision	
	Uncorrected	Corrected		S	Cx	Uncorrected	Corrected
OD	20/30	20/20				20/20	20/20
OS	20/40	20/20				20/30	20/20

Type of Refraction: Lens Manifest Cycloplegic

Vision Exam Date: 28-Dec-2000

Standing and Sitting Height

Standing Height 70 Sitting Height 55
These may be recorded to the quarter inch.

Save Reset Print Reload Cancel

Figure 5.6. Vision Information & Standing & Sitting Height Screen.

5.3.4. Use the top section, **Vision Information**, to update **Distant Vision**, **Near Vision**, **Type of Refraction**, and **Exam Date** information. Use the bottom section, **Standing and Sitting Height**, to update **Standing Height** and **Sitting Height** information.

5.3.5. After updating information, click **Save**.

5.4. Record Aeromedical Summary (AMS) Information.

5.4.1. Use this option to record aeromedical summary information on an aviator.

5.4.2. Click the aviator's SSN on the **Search Results** screen, and the **Main Waiver (Physical Exam) File** will be displayed.

5.4.3. Click the **AMS** tab, and the screen shown in Figure 5.7. below will be displayed.

454888888 Col Dick Tracy 29-Dec-2000 IBROOPAMS
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | Diagnosis | Vision/Height | **AMS** | ACS | Interim Evals | Addenda | Disposition

Aeromedical Summary

View Entire AMS

I. Identification (Warning) [Edit Identification](#)

Col Dick Tracy (454888888) is a 0 year old Male C-18 Command Pilot (1E) assigned to the AFMSA, Brooks AFB, AFMSA. He has a total of 2865 flying hours and 88 flying hours over the

II. Significant Medical History [Edit Medical History](#)

Officer has a short history of gastroduodenitis, and medication has alleviated most of the pain and discomfort. Coronary bypass is scheduled for 5 January 2001, and he is taking medication

III. Physical Exam [Edit Physical Exam](#)

Exam reveals that in all other respects, his health is very good to excellent.

IV. Diagnosis (read only) [View Diagnosis](#)

1. UNSPECIFIED GASTRITIS AND GASTRODUODENITIS, TREATED WITH METAMUCIL, AND PROPRANOLOL.
2. CORONARY ATHEROSCLEROSIS OF UNSPECIFIED TYPE OF VESSEL, NATIVE OR GRAFT, TREATED WITH CORONARY BYPASS.

V. Recommendation [Edit Recommendation](#)

Returned to flying duties on a minimal basis.

Flight Surgeon Signature and Date: **Senior Reviewer Signature and Date:**

Click to Sign: (Submits) Click to Sign: (Submit)

Date Signed: Date Signed:

Save Reset Print Reload Cancel

Figure 5.7. Aeromedical Summary (AMS) Screen—Input.

5.4.4. The **Diagnosis** section is read-only, whereas the **Identification**, **Significant Medical History**, **Physical Exam**, and **Recommendation** sections can be updated. NOTE: If you update the **Identification** section, you should update the same information, when possible, in the appropriate fields on the **Demographics** page. Click **(Warning)** for a reminder of this.

5.4.5. Complete each of the pertinent information blocks (Sections II, III, and V), as required. If you want to edit any of the blocks but do not want to scroll down through them, click **Edit Identification/Medical History/Physical Exam/Recommendation**, as applicable, and a large

frame with the text will be displayed. When finished updating the text, click **Submit and Close**, and you will be returned to the **AMS** screen.

5.4.6. If you want to review the **Diagnosis** but do not want to scroll down through the block, click **View Diagnosis**, and a large frame with the text will be displayed. When finished reviewing the text, click **Close Window**, and you will be returned to the **AMS** screen.

5.4.7. Enter the appropriate date in the **Date Signed** block (**Flight Surgeon** or **Senior Reviewer**, whichever applies).

5.4.8. Electronically “sign” the action by clicking the **Quill & Scroll** icon by the **Flight Surgeon Signature and Date** or the **Senior Reviewer Signature and Date** block, whichever applies.

5.4.9. A dialogue box stating that the action was signed as of the date selected will be displayed. Click **OK**.

5.4.10. The screen will be refreshed with the updated information and signature(s) displayed, as in Figure 5.8. below.

5.4.11. If you are not ready to sign and forward the AMS, after updating information, click **Save**.

45488888 Col Dick Tracy 29-Dec-2000 IBROOPACS
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | Diagnosis | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Aeromedical Summary (Protected) ?

View Entire AMS MS Word Version of AMS

I. Identification (Signed - read only) [View Identification](#)
AFMSA, Brooks AFB, AFMSA. He has a total of 2865 flying hours and 88 flying hours over the last six months.

II. Significant Medical History (Signed - read only) [View Medical History](#)
and discomfort. Coronary bypass is scheduled for 5 January 2001, and he is taking medication to thin his blood.

III. Physical Exam (Signed - read only) [View Physical Exam](#)
Exam reveals that in all other respects, his health is very good to excellent.

IV. Diagnosis (read only) [View Diagnosis](#)
1. UNSPECIFIED GASTRITIS AND GASTRODUODENITIS, TREATED WITH METAMUCIL, AND PROPRANOLOL.
2. CORONARY ATHEROSCLEROSIS OF UNSPECIFIED TYPE OF VESSEL, NATIVE OR GRAFT, TREATED WITH CORONARY BYPASS.

V. Recommendation (Signed - read only) [View Recommendation](#)
Returned to flying duties on a minimal basis.

Flight Surgeon Signature and Date: Mr. Base FS
Senior Reviewer Signature and Date: Mr. Base SR

Save Reset Print Reload Cancel

Figure 5.8. Aeromedical Summary (AMS) Screen—Completed.

5.4.12. After both the flight surgeon and the senior reviewer have signed the AMS, you can click **MS Word Version of AMS** option at the top of the screen. A security warning and the options to **Open It** and **Save It to Disk** will be displayed. In either case, the AMS will be in a rich text format (RTF), which carries no macros and provides greater protection against viruses.

5.4.12.1. **Open It.** Click this to open the AMS immediately. If you then wish to save it, click **File** and **Save As**. The **Save As** dialogue box will be displayed. Choose a name and a directory for the file and click **Save**.

5.4.12.2. **Save It to Disk.** Click this, and the **Save As** dialogue box will be displayed. Choose and name and a directory for the file and click **Save**.

5.4.12.3. Use the standard MS Windows function to print the Word version of the AMS.

5.5. Respond to ACS Review Requests.

5.5.1. Use this option to respond to a request for ACS review of a waiver request.

5.5.2. Click the aviator's SSN on the **Search Results** screen, and the **Main Waiver (Physical Exam) File** will be displayed.

5.5.3. Click the **ACS** tab, and the screen shown in Figure 5.9. below will be displayed.

454654321 Capt Dilbert Gilbert 03-Dec-2000 **IBROOPACS**
 FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | **Diagnosis** | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Diagnoses Associated with this Waiver ?

*To add/update a diagnosis or treatment, please click the Diagnosis tab near the top of the page.
 To add/update an action code select the ICD9 hyperlink on the left side of the diagnosis.*

ICD9	Diagnosis/Treatment Description	ACS Recommended Action Code
274.9	GOUT, UNSPECIFIED	
E944.7	ALLOPURINAL (PROBENECID)	

ACS Requests associated with this Waiver

Type	Requestor / Location	Date Requested	Date Due	Date Completed
Review	Mr. Base WA / Brooks AFB	02-Jan-2001	N/A	

** Indicates the Review or Reeval has been received by ACS.*

Save Reset Print Reload Cancel

Figure 5.9. Diagnoses Associated with this Waiver & ACS Requests Associated with this Waiver Screen—Information.

5.5.4. Click the appropriate **ICD9** in the top part of the screen, and the screen shown in Figure 5.10. below will be displayed. The diagnosis you selected will be highlighted.

5.5.5. If you plan to evaluate a request later but want to mark it as having been received now, click **Mark as Received**. An asterisk will be placed next to the **Type**.

454654321 **Capt Dilbert Gilbert** 03-Dec-2000 **IBROOPACS**
 FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | **Diagnosis** | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Diagnoses Associated with this Waiver

*To add/update a diagnosis or treatment, please click the Diagnosis tab near the top of the page.
 To add/update an action code select the ICD9 hyperlink on the left side of the diagnosis.*

ICD9	Diagnosis/Treatment Description	ACS Recommended Action Code
274.9	GOUT, UNSPECIFIED	Temporary Waiver <input type="button" value="Add"/>
E944.7	ALLOPURINAL (PROBENECID)	

ACS Requests associated with this Waiver

Type	Requestor / Location	Date Requested	Date Due	Date Completed
Review	Mr. Base WA / Brooks AFB	02-Jan-2001	N/A	

** Indicates the Review or Reeval has been received by ACS.*

Figure 5.10. Diagnoses Associated with this Waiver & ACS Requests Associated with this Waiver Screen—ACS Code.

5.5.6. Select the **ACS Recommended Action Code** from the drop-down menu and click **Add**.

5.5.7. Click the **Requestor/Location** entry in the bottom part of the screen, and the screen in Figure 5.11. below will be displayed.

454654321 **Capt Dilbert Gilbert 03-Dec-2000** [IBROOPACS](#)
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | **Diagnosis** | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Diagnoses Associated with this Waiver ?

*To add/update a diagnosis or treatment, please click the Diagnosis tab near the top of the page.
To add/update an action code select the ICD9 hyperlink on the left side of the diagnosis.*

ICD9	Diagnosis/Treatment Description	ACS Recommended Action Code
274.9	GOUT, UNSPECIFIED	Temporary Waiver
E944.7	ALLOPURINAL (PROBENECID)	

ACS Requests associated with this Waiver

Type	Requestor / Location	Date Requested	Date Due	Date Completed
Review	Mr. Base WA / Brooks AFB	02-Jan-2001	N/A	

** Indicates the Review or Reeval has been received by ACS.*

Requestor Comments:
Request recommendation for evaluation frequency.

ACS Reviewer Comments: [Edit ACS Reviewer Comments](#)

Recommend granting temporary waiver but monitor on monthly basis.

Next reevaluation date *(leave blank for none needed)*:

ACS Reviewer Signature and Date (submits):

Figure 5.11. Diagnoses Associated with this Waiver & ACS Requests Associated with this Waiver Screen—Comments and Signature.

- 5.5.8. After finishing your review of the waiver request, complete the **ACS Reviewer Comments** block. If appropriate, select the **Next Reevaluation Date**.
- 5.5.9. Enter the appropriate date in the block next to **ACS Reviewer Signature and Date**.
- 5.5.10. Electronically “sign” the action by clicking the **Quill & Scroll** icon.
- 5.5.11. A dialogue box stating that the action was signed as of the selected date will be displayed. Click **OK**.
- 5.5.12. The screen will be refreshed with the updated information and signature displayed.
- 5.5.13. If you are not ready to sign and forward, after updating information, click **Save**.

5.6. Record Interim Evaluations.

5.6.1. Use this option to record the results of interim evaluations in conjunction with approved waivers. Only waiver authorities can perform this function, and these evaluations should be done concurrently with making the final waiver disposition.

5.6.2. Click the aviator's SSN on the **Search Results** screen, and the **Main Waiver (Physical Exam) File** will be displayed.

5.6.3. Click the **Interim Evals** tab, and the screen shown in Figure 5.12. below will be displayed.

Evaluation Number	Evaluation Type	Date Due	Date Completed
1	Interim	OVERDUE 02-Jan-2001	

Figure 5.12. Interim Evaluations Screen—Information.

5.6.4. Click the **Due Date** of the evaluation to be performed, and the screen in Figure 5.13. below will be displayed.

454654321 Capt Dilbert Gilbert 03-Dec-2000 [ABROORENEW](#)
 FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | Diagnosis | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Interim Evaluations

Waiver Expiration Date: 03-Jun-2001

Evaluation Number	Evaluation Type	Date Due	Date Completed
1	Interim	OVERDUE 02-Jan-2001	

Select a Evaluation Number to examine/edit and then enter the evaluation details below.
 Note: You cannot enter an evaluation until 90 days before it's due.

Evaluation Details

Requested By:

Results:

Aviator is progressing satisfactorily

Follow Up Notes:

Continue to monitor on monthly basis

Set Next Interim Evaluation:  Suggested Frequency is Every Month
 (This date is the *suggested date* based on the current evaluation's due date and the evaluation frequency set at the time of disposition.)

Interim Evaluator Signature and Date Completed (submits):  

Figure 5.13. Interim Evaluations & Evaluation Details Screen—Input.

5.6.5. The top section, **Interim Evaluations**, contains current information. In the bottom section, **Evaluation Details**, complete the **Results** and **Follow-Up Notes** blocks for each new evaluation.

5.6.6. Enter the appropriate date in the **Interim Evaluator Signature and Date Completed** block.

5.6.7. Electronically “sign” the action by clicking the **Quill & Scroll** icon.

5.6.8. A dialogue box stating that the action was signed as of the selected date will be displayed. Click **OK**.

5.6.9. The screen in Figure 5.14. below will be displayed.

5.6.10. If you are not ready to sign and forward, after updating information, click **Save**.

454654321 **Capt Dilbert Gilbert** 03-Dec-2000 [ABROORENEW](#)

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | Diagnosis | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Interim Evaluations

Waiver Expiration Date: 03-Jun-2001

Evaluation Number	Evaluation Type	Date Due	Date Completed
1	Interim	02-Jan-2001	02-Jan-2001
2	Interim	02-Feb-2001	

Select a Evaluation Number to examine/edit and then enter the evaluation details below.
Note: You cannot enter an evaluation until 90 days before it's due.

Figure 5.14. Interim Evaluations Screen—Completed.

5.7. Respond to Requests for Aeromedical Summary (AMS) Addenda.

5.7.1. Use this option to provide a response to a request for additional AMS information on an aviator.

5.7.2. Click the aviator's SSN on the **Search Results** screen, and the **Main Waiver (Physical Exam) File** will be displayed.

5.7.3. Click the **Addenda** tab, and the screen shown in Figure 5.15. below will be displayed.



Figure 5.15. AMS Addendum Requests/Responses Associated with this Waiver Screen.

5.7.4. Click the **Type** entry of the request to which you want to respond, and the screen shown in Figure 5.16. below will be displayed with the request highlighted. The bottom section of the screen will include information about the requester and **Identification/Diagnosis** information.

45477777 Col Smilin Jack Wings 06-Dec-2000 [IBROOPADD](#)
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | Diagnosis | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

AMS Addendum Requests/Responses associated with this Waiver ?

Type	Date Requested	Date Completed
Local Consultation	03-Jan-2001	

Addendum Request

Type Requested: Local Consultation Requested By Location: Brooks AFB	Requester Signature and Date Signed: Mr. Base WA Lt Col, USAF Vice Commander 311 MTF 03-Jan-2001
---	--

Request Comments:
We need to talk!

Addendum Response

Identification/Diagnosis: (read only) [View Identification / Diagnosis](#)

Addendum to Aeromedical Summary dated On Unknown Date on Col Smilin Jack NMI Wings for:
1. ANGINA PECTORIS. TREATED WITH CARDIAC CATH.

Summary of Additional Findings: [Edit Additional Findings](#)

Will hold meeting to discuss situation on 5 January at 1300, staff briefing room.

Flight Surgeon Signature and Date (submits):  

Save Reset Print Cancel

Figure 5.16. AMS Addenda Requests/Responses Associated with this Waiver, Addendum Request, & Addendum Response Screen.

- 5.7.5. Complete the **Summary of Additional Findings** block in the bottom section.
- 5.7.6. Enter the appropriate date in the **Flight Surgeon Signature and Date** block.
- 5.7.7. Electronically “sign” the action by clicking the **Quill & Scroll** icon.
- 5.7.8. A dialog box stating that the action was signed as of the selected date will be displayed. Click **OK**.
- 5.7.9. The screen will be refreshed with the updated information and signature displayed.
- 5.7.10. If you are not ready to sign and forward, after updating information, click **Save**.

5.8. Render Final Waiver Dispositions.

5.8.1. Use this option to render a final disposition of an aviator's request for an initial or a renewal waiver—approval or disapproval.

5.8.2. Click the aviator's SSN on the **Search Results** screen, and the **Main Waiver (Physical Exam) File** will be displayed.

5.8.3. Click the **Disposition** tab, and the screen shown in Figure 5.17. below will be displayed. To review the text of the aeromedical summary, click **View AMS**.

45477777 Col Smilin Jack Wings 06-Dec-2000 IBROOPAETH
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | Diagnosis | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Final Waiver Disposition

Disposition: Medically Acceptable Flying Class: IA View AMS

Waiver For: 1. ANGINA PECTORIS Edit Field

DOB: 15-Jun-1957 Expiration Date: 09-Jul-2001 or Indefinite:

Diagnoses and Treatments associated with this waiver

Click a checkbox to add the Diagnosis text to the "Waiver For" text box.

	Code	Diagnosis/Treatments (Details) Description
1. <input checked="" type="checkbox"/>	413	ANGINA PECTORIS

Schedule Initial Interim Evaluations

Click any evaluation date to edit/delete or enter information and press 'New' to schedule a new.
NOTE: SAVE any other changes to the data on this page before editing/deleting/adding interim evaluations.

Currently Scheduled Evaluations:

Due Date/Freq	Type of Evaluation
No Interim Evaluations have been scheduled for this waiver.	

New Evaluation: Frequency: - Select - Due Date: New

Type of Evaluation:

Waiver Authority Signature and Date: Click to Sign/Submit: Disposition Date:

Save Reset Print Reload Cancel

Figure 5.17. Final Waiver Disposition Screen—Input.

5.8.4. In the **Diagnoses and Treatments Associated with this Waiver** section, select the appropriate **Disposition** and **Flying Class** from the drop-down menus.

5.8.5. The **Waiver For** block should be populated with diagnosis information; if not, click the block to the left of the diagnosis code(s) to add a checkmark, and the plaintext definition(s) will be added to the block automatically.

5.8.6. If you need to add comments to the **Waiver For** block, click **Edit Field**, and a text block will open. After completing your editing, close the block by clicking **Submit and Close**.

5.8.7. If you remove a check from the box to the left of a diagnosis, you will receive the following message: **The diagnosis is no longer marked as having been used for the final disposition. However, its text, which appears in the “Waiver File” field, will have to be manually removed.** Be sure to then delete the text and click **Save**.

5.8.8. In the **Schedule Initial Interim Evaluations** section, select the **Frequency** from the drop-down menu and complete the **Type of Evaluation** block. The **Due Date** will be populated automatically on the basis of the **Frequency** you select.

5.8.9. To schedule additional interim evaluations, select the **Frequency** and the **Type of Evaluation** and click **New**. The screen in Figure 5.18. below will be displayed.

45477777 Col Smilin Jack Wings 06-Dec-2000 IBROOPAETH
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Demographics | Diagnosis | Vision/Height | AMS | ACS | Interim Evals | Addenda | Disposition

Final Waiver Disposition

Disposition: Flying Class:

Waiver For:

DOB: 15-Jun-1957 Expiration Date: or Indefinite:

Diagnoses and Treatments associated with this waiver

Click a checkbox to add the Diagnosis text to the "Waiver For" text box.

	Code	Diagnosis/Treatments (Details) Description
1.	<input type="checkbox"/> 413	ANGINA PECTORIS

Schedule Initial Interim Evaluations

*Click any evaluation date to edit/delete or enter information and press 'New' to schedule a new.
NOTE: SAVE any other changes to the data on this page before editing/deleting/adding interim evaluations.*

Currently Scheduled Evaluations:

Due Date/Freq	Type of Evaluation
10-Feb-2001/M	Electrocardiogram and treadmill stress test
11-Apr-2001/Q	Blood work for cholesterol and triglyceride levels

New Evaluation: Frequency: Due Date:

Type of Evaluation:

Waiver Authority Signature and Date:

Click to Sign/Submit: 

Disposition Date:

Figure 5.18. Final Waiver Disposition Screen—Add Interim Evaluation.

5.8.10. If you wish to delete a scheduled interim evaluation, click on the **Due Date/Frequency** of that evaluation. The screen will be refreshed with that evaluation highlighted. Click **Delete**. You will be returned to the previous screen, and that evaluation will have been deleted.

5.8.11. Enter the appropriate date in the **Waiver Authority Signature and Date** block.

5.8.12. Electronically “sign” the action by clicking the **Quill & Scroll** icon.

5.8.13. A dialogue box stating the date the waiver was granted and its expiration date, if applicable, will be displayed. Click **OK**.

5.8.14. The screen will be refreshed with the updated information and signature displayed, as in Figure 5.19. below.

5.8.15. If you are not ready to sign and forward, after updating information, click **Save**.

The screenshot displays the 'Final Waiver Disposition' screen. At the top, it shows the user ID '45477777', the name 'Col Smilin Jack Wings', the date '06-Dec-2000', and the status 'ABROORENEW'. Below this is a red warning: 'FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES'. A navigation bar includes tabs for 'Demographics', 'Diagnosis', 'Vision/Height', 'AMS', 'ACS', 'Interim Evals', 'Addenda', and 'Disposition'. The main content area is titled 'Final Waiver Disposition' and shows a status of 'Medically Acceptable'. A button labeled 'MS Word Version of Certified AMS' is present. The 'Flying Class' is 'I', with a 'View AMS' button. The 'Waiver For' field contains '1. ANGINA PECTORIS'. The 'DOB' is '15-Jun-1957' and the 'Expiration Date' is 'N/A'. A section titled 'Diagnoses and Treatments associated with this waiver' includes a table with one entry: '1. 413 ANGINA PECTORIS'. Below this is the 'Interim Evaluations' section, which lists 'Currently Scheduled Evaluations' with two entries: '10-Feb-2001/M Electrocardiogram and treadmill stress test' and '11-Apr-2001/Q Blood work for cholesterol and triglyceride levels'. The 'Waiver Authority Signature and Date' section shows the signature of 'MICHAEL A. BURROUGHS' dated '11-Jan-2001'. At the bottom, there are buttons for 'Save', 'Reset', 'Print', 'Reload', and 'Cancel'.

Figure 5.19. Final Waiver Disposition Screen—Completed.

5.8.16. Click **MS Word Version of Certified AMS** if desired, and the AMS in MS Word format will be displayed.

Chapter 6

Waiver Actions

6.1. Open Folder.

6.1.1. Use this option to return to the **Main Waiver (Physical Exam) File** from any other screen within the AIMWTS application.

6.1.2. Click **Open Folder** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the **Demographics** screen of the **Main Waiver (Physical Exam) File** for the aviator on whose record you are currently working will be displayed.

6.1.3. Alternatively, if an **Open Folder** hyperlink is displayed in the top right corner of your screen, clicking it will accomplish the same thing as clicking the **Open Folder** option on the **AIMWTS Navigation Bar**.

6.2. Check the Status of Waivers.

6.2.1. Use this option to review the history of actions that have been taken on a specific waiver request.

6.2.2. Select a specific record from the **Workflow Options** menu. Click **Waiver Status** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 6.1. below will be displayed.



Figure 6.1. Waiver Status Screen.

6.2.3. The screen will indicate the various actions that have taken place, the dates, and the persons who took those actions.

6.2.4. Click a status item, and the related information page will be displayed.

6.3. Request AMS Addenda.

6.3.1. Use this option to request additional aeromedical summary information on a pending waiver.

6.3.2. Select a specific record from the **Workflow Options** menu. Click **Request Addendum** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 6.2. below will be displayed.

45477777 Col Smilin Jack Wings 06-Dec-2000 IBROOPAETH open folder

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

AMS Addendum Requests/Responses associated with this Waiver ?

None

New Addendum Request

Type Requested: Local Consultation Requested By Location: Brooks AFB

Comments: We need to talk! Edit Comments

Requester Signature and Date (submits): 03-Jan-2001 Reload Reset Cancel

Figure 6.2. AMS Addenda Requests/Responses Associated with this Waiver & New Addendum Request Screen—Input.

6.3.3. The **Type** and **Date Requested** blocks in the top section will be pre-populated with information if other AMS addendum requests are pending. For any that have been completed, the **Date Completed** block will also be pre-populated. Click on a **Type** entry to review information on that specific request.

6.3.4. Use the bottom section—**New Addendum Request**—to request an addendum. This will be directed to the appropriate base flight surgeon or other designated base-level user.

6.3.5. Complete the **Type Requested** and the **Comments** blocks.

6.3.6. Enter the appropriate date in the **Requester Signature and Date** block.

6.3.7. Electronically “sign” the action by clicking the **Quill & Scroll** icon.

6.3.8. A dialogue box stating that the action was signed as of the selected date will be displayed. Click **OK**.

6.3.9. The screen will be refreshed with the updated information and signature displayed, as in Figure 6.3. below.

454777777 Col Smilin Jack Wings 06-Dec-2000 [IBROOPADD](#) [open folder](#)

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

AMS Addendum Requests/Responses associated with this Waiver ?

Type	Date Requested	Date Completed
Local Consultation	03-Jan-2001	

Currently Selected Addendum Request

Type Requested: (read only)
Local Consultation

Requested By Location:
Brooks AFB

Comments: (read only) [View Comments](#)
We need to talk!

Requester Signature and Date Signed:
Mr. Base WA
Lt Col, USAF
Vice Commander
311 MTF
03-Jan-2001

Figure 6.3. AMS Addenda Requests/Responses Associated with this Waiver & Current Addendum Request Screen—Completed.

6.3.10. If other AMS requests are listed in the top section, you can click **New Addendum Request** to begin a new one.

6.4. Request ACS Reviews.

6.4.1. Use this option to request an ACS review if another opinion or evaluation is needed before making a final determination on a waiver request.

6.4.2. Click an aviator's SSN on the **Search Results** screen, and the **Main Waiver (Physical Exam) File** will be displayed.

6.4.3. Click **Request ACS Review** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 6.4. below will be displayed.

45488888 Col Dick Tracy 27-Dec-2000 IBROOPAETH [open folder](#)

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

ACS Requests associated with this Waiver ?

None

New ACS Request

Requested By: Mr. Base WA **Requested By Location:** Brooks AFB

Comments: [Edit Comments](#)

Requester Signature and Date (submits): 

Figure 6.4. ACS Requests Associated with this Waiver & New ACS Request Screen—Input.

6.4.4. The **Request Number** and **Date Requested** blocks in the top section will be pre-populated with information if other ACS review requests are pending. For any that have been completed, the **Date Completed** block will also be pre-populated.

6.4.5. Click on a **Request Number** entry to review information on that specific request, and information as in Figure 6.4. below will be displayed. The bottom section will then be titled **Current ACS Request** and will display information on who made the request. The specific request you selected will be highlighted.

6.4.6. To initiate a new request, click the **New ACS Request** button, and you will be returned to the **New ACS Request** screen, as in Figure 6.4. above. Complete the **Comments** section.

6.4.7. Enter the appropriate date in the **Requester Signature and Date** block.

6.4.8. Electronically “sign” the action by clicking the **Quill & Scroll** icon.

6.4.9. A dialogue box stating that the action was signed as of the selected date will be displayed. Click **OK**.

6.4.10. The screen will be refreshed with the updated information and signature displayed, as in Figure 6.5. below.

454888888 Col Dick Tracy 27-Dec-2000 IBROOPACS open folder

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

ACS Requests associated with this Waiver ?

Select the request number to show the details of the ACS request.

Request Number	Date Requested	Date Completed
<u>1</u>	02-Jan-2001	

New ACS Request

Currently Selected ACS Request

Requested By: Mr. Base WA
Requested By Location: Brooks AFB

Comments: (read only) [View Comments](#)

Would like a second opinion.

Requestor Signature and Date Signed: Mr. Base WA
Lt Col, USAF
Vice Commander
311 MTF
02-Jan-2001

Figure 6.5. ACS Requests Associated with this Waiver & Current ACS Request Screen—Completed.

6.4.11. If other ACS review requests are listed in the top section, you can click **New ACS Request** to begin a new one.

6.5. Forward Aeromedical Summaries.

6.5.1. Use this option to forward an aeromedical summary and associated waiver file to a higher waiver authority if you do not have jurisdiction to render a final disposition on a specific case.

6.5.2. Select a specific record from the **Workflow Options** menu. Click **Forward an AMS** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 6.6. below will be displayed.

555667777 Maj Grant A Waiver 19-Dec-2000 IBROOPAETH [open folder](#)

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Previous Forward AMS Actions ?

None

New Forward AMS Action

From Location: Brooks AFB

To Location: HQ AFMC/SGPA

Comments:

Forwarding additional information you requested on 31 December 2000.

Forwarder Signature and Date (submits):  03-Jan-2001 

Figure 6.6. Previous Forward AMS Actions & New Forward AMS Action Screen—Input.

6.5.3. Complete the **To Location** and **Comments** sections.

6.5.4. Enter the appropriate date in the **Forwarder Signature and Date** block.

6.5.5. Electronically “sign” the action by clicking the **Quill & Scroll** icon.

6.5.6. A dialogue box stating that the action was signed as of the selected date will be displayed. Click **OK**.

6.5.7. The screen will be refreshed with the updated information and the signature displayed, as in Figure 6.7. below.

555667777 Maj Grant A Waiver 19-Dec-2000 [IBROOPAUTH](#) [open folder](#)

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Previous Forward AMS Actions

Date	From	To
03-Jan-2001	Brooks AFB	HQ AFMC/SGPA

Currently Selected Forward AMS Action

From Location: Brooks AFB
To Location: HQ AFMC/SGPA
Comments: (read only)

Forwarding additional information you requested on 31 December 2000.

Requester Signature and Date Signed: Mr. Base WA
Lt Col, USAF
Vice Commander
311 MTF
03-Jan-2001

Figure 6.7. Previous Forward AMS Actions & Previous Forward AMS Action Screens—Completed.

6.5.8. To send the AMS to other recipients, click **Forward AMS Again** and repeat the above procedures.

6.6. Grant AMS Oversight Access.

6.6.1. Use this option to transfer write access and oversight to another location; specifically, a gaining base/MAJCOM to which an aviator is being or has recently been assigned in a temporary duty (TDY) status. It is available to base-, MAJCOM-, and AFMOA-level users.

6.6.2. Select a specific record from the **Workflow Options** menu. Click **Grant Oversight** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 6.8. below will be displayed.

45477777 Col Smilin Jack Wings 06-Dec-2000 IBROOPAETH open folder

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Grant Oversight Access ?

DOB: 15-Jun-1957 Race: Other/Unknown
Gender: MALE ASC Code: 1A
Duty Phone: 240-0000 Duty Status: Active
Aircraft Type: A-10 Flying/NonFlying Class: Unknown
Assigned Base: Brooks Assigned Command: AFMSA

Grant Oversight To: Sort the Oversight List by:
1 AMDS/SGPFP , Langley AFB , ACC , VA Location Title

The Assigned Base/Command will retain exclusive Waiver Authority. However, write access to the waiver file will be jointly shared for the finite period of time between the "FROM" and "TO" dates below.

FROM: 09-Jan-2001 TO: 27-Feb-2001

Signature (submits): Reload Reset Cancel

Figure 6.8. Grant Oversight Access Screen—Input.

6.6.3. Complete the **Grant Oversight To** block. If desired, use the **Sort the Oversight List By** drop-down menu to sort by **Hospital Name**, **Location Title**, **Command**, or **State**.

6.6.4. Complete the **Effective Date** and **Expiration Date** blocks.

6.6.5. Electronically “sign” the action by clicking the **Quill & Scroll** icon.

6.6.6. A dialogue box stating the effective and expiration dates of the oversight action will be displayed. Click **OK**.

6.6.7. The screen will be refreshed with the updated information and signature displayed, as in Figure 6.9. below.

45477777 Col Smilin Jack Wings 06-Dec-2000 IBROOPAUTH [open folder](#)

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Grant Oversight Access ?

DOB: 15-Jun-1957	Race: Other/Unknown
Gender: MALE	ASC Code: 1A
Duty Phone: 240-0000	Duty Status: Active
Aircraft Type: A-10	Flying/NonFlying Class: Unknown
Assigned Base: Brooks	Assigned Command: AFMSA

Grant Oversight To:
1 AMDS/SGPFP, Langley AFB, ACC, VA

The Assigned Base/Command retains exclusive Waiver Authority. However, write access to the waiver file is jointly shared for the finite period of time between by the "FROM" and "TO" dates below.

FROM: 09-Jan-2001 **TO:** 27-Feb-2001

Oversite Granter Signature: Mr. Base WA
Lt Col, USAF
Vice Commander
311 MTF

[Edit Oversight Parameters](#)

Figure 6.9. Grant Oversight Access Screen—Completed.

6.6.8. If you need to change any of the parameters, (effective date, expiration date, or oversight organization), click **Edit Oversight Parameters**. The screen in Figure 6.10. above will again be displayed. Make the necessary changes and sign the action by clicking the **Quill & Scroll** icon.

6.7. Transfer AMS Waivers.

6.7.1. Use this option to transfer a waiver file with write access to another location; specifically, a gaining base/MAJCOM to which an aviator is being or has recently been assigned in a permanent change of station (PCS) status.

6.7.2. Select a specific record from the **Workflow Options** menu. Click **Transfer Waiver** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 6.10. below will be displayed.

454666666 Col Steve Canyon 06-Dec-2001 DBROOWDISP open folder

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Transfer Waiver ?

DOB: 15-May-1953 Race: White (Non-Hispanic)
Gender: MALE ASC Code: 1A
Duty Phone: 240-0000 Duty Status: Reserve
Aircraft Type: C-130 Flying Class: I
Losing Base: Brooks AFB Losing Command: AFMC

Transfer Waiver Authority To:
48 AMDS/SGPE , Lakenheath RAFB , USAF , OS

Sort the Transfer List by:
Location Title

Transfer Date: 31-Jan-2001

The Losing Base/Command will retain joint Waiver Authority and write access to the waiver file for a period of 60 days after the Transfer Date. At that time the Gaining Base/Command will preside over the waiver file with exclusive Waiver Authority and write access.

Signature (submits): 

Reload Reset Cancel

Figure 6.10. Transfer Waiver Screen—Input.

6.7.3. Complete the **Transfer Waiver To** block. If desired, use the **Sort the Transfer List By** drop-down menu to sort by **Hospital Name**, **Location Title**, **Command**, or **State**.

6.7.4. Complete the **Transfer Date** block. Both gaining and losing organizations maintain joint waiver authority for a maximum of 90 days, after which time the losing organization will no longer be able to access the record.

6.7.5. Electronically “sign” the action by clicking the **Quill & Scroll** icon.

6.7.6. A dialogue box stating the effective date of the transfer action will be displayed. Click **OK**.

6.7.7. The screen will be refreshed with the updated information and signature displayed, as in Figure 6.11. below.

454666666 Col Steve Canyon 06-Dec-2001 DBROOWDISP [open folder](#)

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Transfer Waiver ?

DOB: 15-May-1953	Race: White (Non-Hispanic)
Gender: MALE	ASC Code: 1A
Duty Phone: 240-0000	Duty Status: Reserve
Aircraft Type: C-130	Flying Class: I
Losing Base: Brooks AFB	Losing Command: AFMC
Gaining Base: Lakenheath RAFB	Gaining Command: USAFE

Transfer will be effective on 31-Jan-2001 and both locations will have joint ownership until 01-Apr-2001.

The Losing Base/Command will retain joint Waiver Authority and write access to the waiver file for a period of 60 days after the Transfer Date. At that time the Gaining Base/Command will preside over the waiver file with exclusive Waiver Authority and write access.

Transfer Granter Signature: Mr. Base WA
Lt Col, USAF
Vice Commander
311 MTF

Figure 6.11. Transfer Waiver Screen—Completed.

6.7.8. If you need to change any of the parameters, (transfer date or gaining organization), click **Edit Transfer Parameters**. The screen in Figure 6.12. above will again be displayed. Make the necessary changes and sign the action by clicking the **Quill & Scroll** icon.

6.8. Correct Protected Information.

6.8.1. Use this option to make corrections to information that otherwise cannot be changed.

6.8.2. Select the record of the aviator whose information you want to correct, and the **Main Waiver (Physical Exam) File** will be displayed, along with demographics on the aviator. Click **Correct Protected Information** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 6.12. below will be displayed.

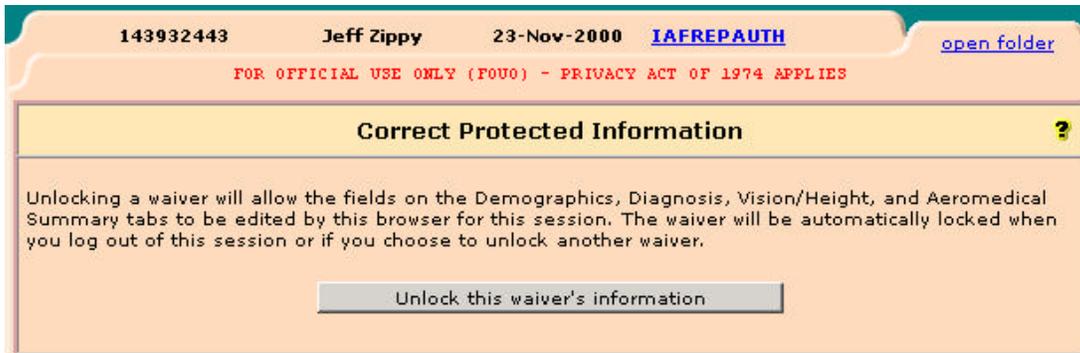


Figure 6.12. Correct Protected Information Screen.

6.8.3. Click **Unlock this Waiver's Information**, and the screen in Figure 6.13. below will be displayed.



Figure 6.13. Corrected Protected Information Screen with Options.

6.8.4. Click on the link of the information page you want to change, and the corresponding tab from the **Main Waiver File** will be displayed with **(Unlocked)** indicated next to the title of the tab.

6.8.5. Make the necessary corrections and click **Save**.

6.8.6. The screen will be refreshed with the updated information displayed.

6.9. Cancel Waivers.

6.9.1. Use this option to cancel or inactivate waivers. Although it is available to base-, MAJCOM-, and AFMOA-level users, if the senior reviewer has already signed a waiver, that waiver will be write protected, and access will be available only to users with waiver authority permissions.

6.9.2. Select the record of the aviator whose waiver you want to cancel, and the **Main Waiver (Physical Exam) File** will be displayed, along with demographics on the aviator. Click **Cancel Waiver** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 6.14. below will be displayed.

454888888 Col Dick Tracy 20-Dec-2000 [IBROOPAMS](#) [open folder](#)

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

Cancel Waiver

Comments: [Edit Comments](#)

Medical condition has been resolved, and officer is being returned to unrestricted flying duties.

Sign to Cancel (submits):  03-Jan-2001  

Figure 6.14. Cancel Waiver Screen—Input.

6.9.3. Add appropriate text to the **Comments** block, explaining the reason(s) for canceling the waiver.

6.9.4. Enter the appropriate date in the **Sign to Cancel** block.

6.9.5. Electronically “sign” the action by clicking the **Quill & Scroll** icon.

6.9.6. A dialogue box stating the effective date of the cancellation will be displayed. Click **OK**.

6.9.7. The screen will be refreshed with the updated information and signature displayed, as in Figure 6.15. below.

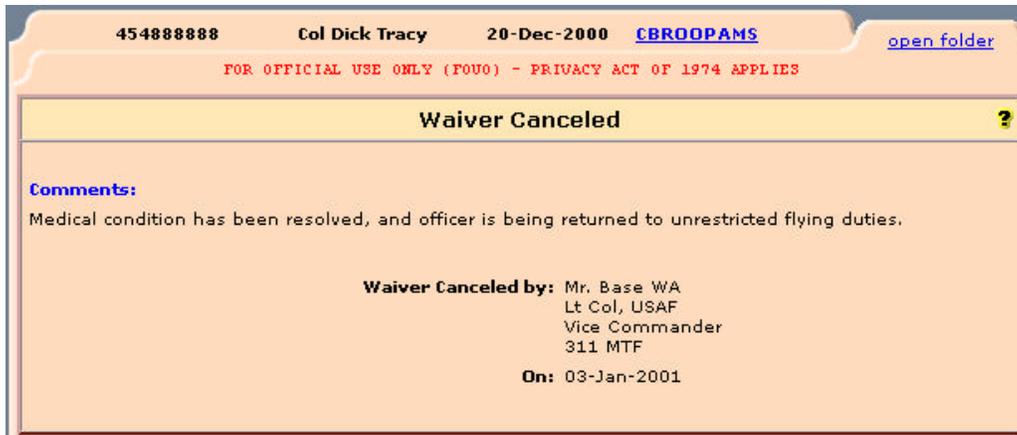


Figure 6.15. Cancel Waiver Screen—Completed.

6.10. Render Final ETP Dispositions.

6.10.1. Use this option to render a final disposition on a request for an exception to policy.

NOTE: It is available to HQ AFMOA and HQ AETC/SG only.

6.10.2. Select the record of the aviator whose ETP request you want to finalize, and the **Main Waiver (Physical Exam) File** will be displayed, along with demographics on the aviator. Click **ETP Final Disposition** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 6.16. below will be displayed.

928374593 Bubba Grieb 29-Dec-2000 IBROOPAMS [open folder](#)

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY ACT OF 1974 APPLIES

ETP Final Disposition ?

Exception To Policy is:

Comments:

ETP Authority Signature and Date (Submits)  Date Signed: 

Figure 6.16. ETP Final Disposition Screen—Input.

6.10.3. Complete the **Comments** block and select the **Exception to Policy Is (Granted or Denied)**.

6.10.4. Enter the appropriate date in the **ETP Authority Signature and Date** block.

6.10.5. Electronically “sign” the action by clicking the **Quill & Scroll** icon.

6.10.6. A dialogue box stating that the action was signed as of the selected date will be displayed. Click **OK**.

6.10.7. The screen will be refreshed with the updated information and signature displayed, as in Figure 6.17. below.

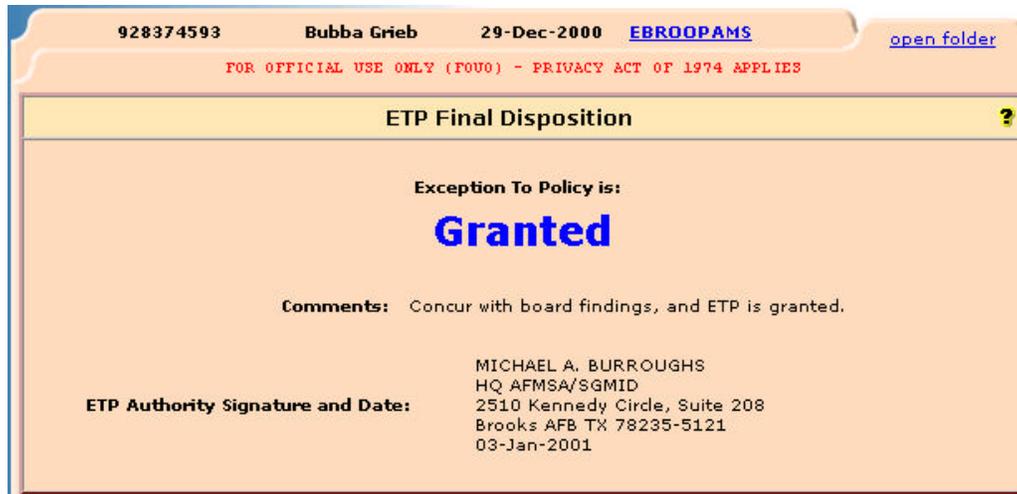


Figure 6.17. ETP Final Disposition Screen—Completed.

6.11. Renew Waivers.

6.11.1. Use this option to renew a waiver that either has expired or is soon to expire, yet is still valid. Renewing one actually creates a new waiver.

6.11.2. Select the record of the aviator whose waiver you want to renew, and the **Main Waiver (Physical Exam) File** will be displayed, along with demographics on the aviator. Click **Renew Waiver** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 6.18. below will be displayed.

Waiver Start Date	Disposition Date	Waiver Expiration	Disposition	Code
06-Nov-2000	07-Dec-2000	06-Feb-2001	Medically Acceptable	ABROORENEW
20-Dec-2000	Initial Waiver	N/A	N/A	IBROOPAMS

Figure 6.18. Renew Waiver Screen.

6.11.3. If desired, click the appropriate entry under **Waiver Start Date** to review the **Demographics** page and click the appropriate entry under **Disposition** to review the **Final Disposition** page.

6.11.4. Click **Renew this Waiver**, and the screen in Figure 6.19. below will be displayed.

Waiver Started: [20-Dec-2000](#) Disposition: N/A Expires: N/A

413 ANGINA PECTORIS

P36.13 CORONARY BYPASS

Disposition Notes: None

Waiver Started: [06-Nov-2000](#) Disposition: Medically Acceptable Expires: 06-Feb-2001

413 ANGINA PECTORIS

P36.13 CORONARY BYPASS

Disposition Notes:
Test

Figure 6.19. Select Diagnoses/Treatments to Import into the New Waiver Screen.

6.11.5. Click the boxes for the diagnoses and treatments you wish to include in the new waiver and click **Renew Waiver with Selected Diagnoses and Treatments**. You will be returned to the **Demographics** screen.

6.11.6. From this point, reinitiate the normal waiver process. The new waiver will be sent to the **Waivers Pending Initial Flight Surgeon Signature** section on the **Workflow Options** screen.

6.12. Retire Waivers.

6.12.1. Use this option to remove from the active file waivers on individuals who are retired, separated, and deceased.

6.12.2. Select the record of the aviator whose waiver you want to retire, and the **Main Waiver (Physical Exam) File** will be displayed, along with demographics on the aviator. Click **Retire Waiver** under **Waiver Actions** on the **AIMWTS Navigation Bar**, and the screen shown in Figure 6.20. below will be displayed.

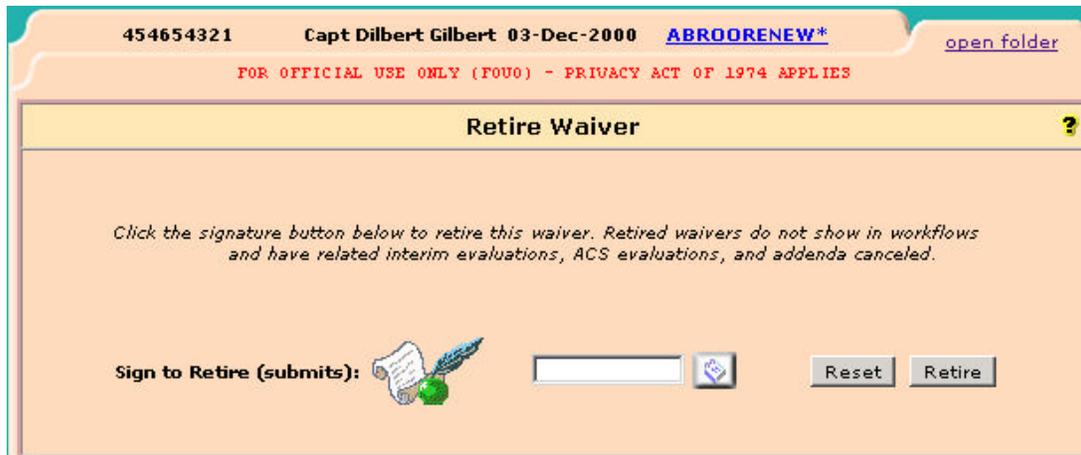


Figure 6.20. Retire Waiver Screen.

6.12.3. Enter the appropriate date in the **Sign to Retire** block.

6.12.4. Electronically “sign” the action by clicking the **Quill & Scroll** icon.

6.12.5. A dialogue box stating the effective date of the waiver’s retirement will be displayed. Click **OK**. The screen shown in Figure 6.21. below will then be displayed.

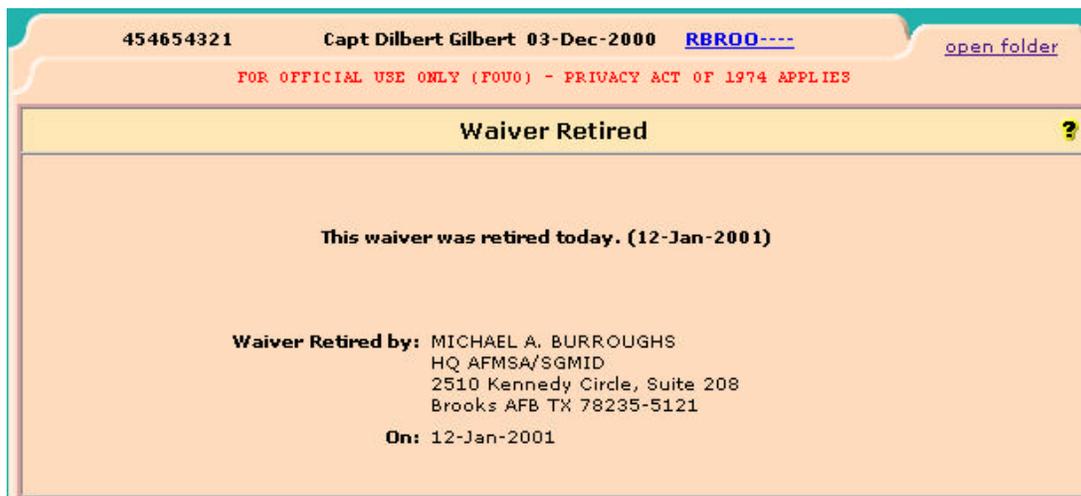


Figure 6.21. Waiver Retired Screen.

Chapter 7

Miscellaneous

7.1. Open AIMWTS-Related Web Sites.

7.1.1. To visit related web sites, click **Links** under **Miscellaneous** on the **AIMWTS Navigation Bar**, and the **Links to AIMWTS-Related Web Pages** screen, as in Figure 7.1. below, will be displayed.



Figure 7.1. Links to AIMWTS-Related Web Pages Screen.

7.1.2. The following links are currently available:

- **Aerospace Medicine Division (SGOA)**
- **School of Aerospace Medicine Clinical Sciences Division Waiver Guide**

7.1.3. Click the link for whichever web site you want to explore. To close a web site and return to the **Links to AIMWTS-Related Web Pages** screen, click the **X** in the upper right corner of the screen.

7.2. Log Out of AIMWTS.

7.2.1. To exit the AIMWTS application, click **Log Out** under **Miscellaneous** on the **AIMWTS Navigation Bar**, and the **Log-Out** screen, as in Figure 7.2. below, will be displayed. **NOTE:** It is better to use this method to log out, rather than simply close the web browser.



Figure 7.2. Log-Out Screen.

7.2.2. If you need to return to AIMWTS, click **Return to Log-In Page**, and log in again as before.

7.3. Personalization. To modify certain settings regarding your AIMWTS user account, click **Personalization** under **Miscellaneous** on the **AIMWTS Navigation Bar**, and the **Personalization** screen, as in Figure 7.3. below will be displayed. The following options are available:

- Select a Background color for AIMWTS
- Auto Collapse Navigation Elements
- Shortcut from Workflow Options
- User Information
 - Edit User Information
 - Change Password

The screenshot shows a web form titled "Personalization" with a light beige background. It is divided into three main sections. The first section, "Select a background color for AIMWTS:", contains a table with two columns: "Name:" and "Sample:". The "Sample:" column shows a small color swatch followed by a radio button. The options are: Fading Blue, Steel Blue, Medium Blue, Light Sea Green (which is selected), Green, Teal, and Slate Gray. Below this table are "Submit Change" and "Reset" buttons. The second section, "Auto Collapse Navigation Elements:", has "Yes:" and "No:" radio buttons, with "No:" selected. Below this are "Submit Changes" and "Reset" buttons. The third section, "User Information:", contains two buttons: "Edit User Information" and "Change User Password".

Figure 7.3. Personalization Screen.

7.3.1. Select a Background Color for AIMWTS. Click the radio button for the background color you want and click **Submit Change**. The background will change to the selected color, and when you click one of the menu items on the **AIMWTS Navigation Bar**, the **Personalization** screen will disappear.

7.3.2. Auto Collapse Navigation Elements. If you prefer to have inactive menus on the **AIMWTS Navigation Bar** collapse automatically, click **Yes** and then **Submit Changes**.

7.3.2.1. Thereafter, each time you click on one of the main menu items—**Waiver file Options**, **Waiver Actions**, **Administration**, or **Miscellaneous**—the inactive items, if currently expanded, will collapse automatically, thus reducing the need to scroll down the menu or manually collapse main menu items to reach items toward the bottom.

7.3.2.2. To change it back to the standard configuration, open the function again and click **No** and then **Submit Changes**.

7.3.3. Shortcut from Workflow Options.

7.3.3.1. When you access records from the **Workflow Options** page, the **Demographics** page will be displayed first automatically. If you activate the shortcut option, you will be taken directly to the appropriate page for that specific workflow option.

7.3.3.2. To activate shortcuts, click **Yes** under **Shortcut from Workflow Options** and then click **Submit Changes**. To deactivate shortcuts, return to the **Personalization** screen, click **No**, and then click **Submit Changes**. Table 7.1. below indicates which page is associated with each workflow option.

WORKFLOW OPTIONS	SHORTCUT PAGES
ACS Re-Evaluations Completed in Last 30 Days	ACS
ACS Reviews Completed in Last 30 Days	ACS
AMS Received in Last 30 Days	AMS
ETPs Completed in the Last 30 Days	Disposition
Upcoming Waiver Renewals Due in the Next 6 Months	Demographics
Renewal Waivers Pending ACS Review	ACS
Required Interim Evaluations Due in the Next 3 Months	Interim Evals
Waiver Renewals Due in the Next 6 Months	Demographics
Waivers Completed in the Last 30 Days	Disposition
Waivers Pending ACS Re-evaluation (Within 6 Months)	ACS
Waivers Pending ACS Review	ACS
Waivers Pending Addendum	Addenda
Waivers Pending AMS	AMS
Waivers Pending Initial Flight Surgeon Signature	AMS
Waivers Pending Initial Signature on AMS	AMS
Waivers Pending Local Waiver Authority	Disposition
Waivers Pending Waiver Authority	Disposition
Waivers That Have Been Forwarded	Demographics
Waivers Which Have Expired in the Last 6 Months	Demographics
Waivers with ACS Re-Evaluations Past Due (Within 6 Months)	ACS

Table 7.1. Workflow Options and Shortcuts.

7.3.4. User Information.

7.3.4.1. Edit User Information.

7.3.4.1.1. To change personal information in your AIMWTS user account—name, grade, duty phone, E-mail address, and signature block—click **Edit User Information**, and the screen in Figure 7.4. below will be displayed.

Edit User Account:

Required Fields are Labeled in Blue.

First Name: MI: Last Name:

Rank/Title: Suffix:

DSN Phone: Comm Phone:

Email:

Sig. Block Line 1:

Line 2:

Line 3:

Line 4:

Figure 7.4. Edit User Information Screen.

7.3.4.1.2. Make the necessary changes and click **Save**. You will be returned to the **Personalization** screen.

7.3.4.2. **Change User Password.** To change your password, click **Change User Password**, and the screen in Figure 1.3. above will be displayed. Follow the procedures and requirements specified in Paragraph 1.3. and Table 1.1. above. You will then be given the options of logging in directly or first sending yourself an E-mail password confirmation and then logging in.

7.4. User Guides.

7.4.1. To obtain a copy of the *User's Guide* or the *Administrator's Guide*, click **User Guides** under **Miscellaneous** on the **AIMWTS Navigation Bar**, and the screen in Figure 7.5. below will be displayed.

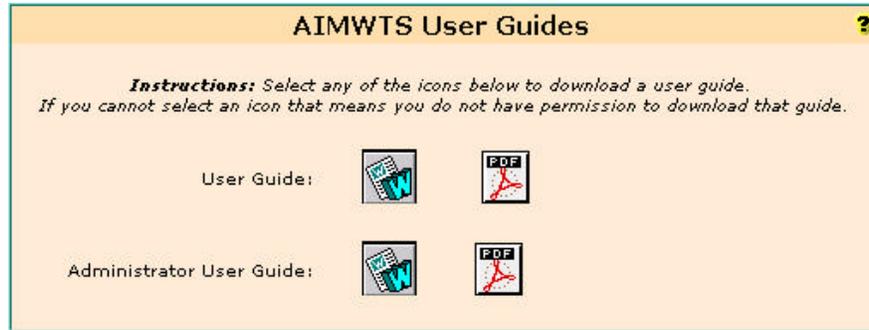


Figure 7.5. AIMWTS User Guide Screen.

7.4.2. Depending on your preference, you can download a copy in either PDF or MS Word format. To read PDF files, you must have Adobe Acrobat Reader software installed on your computer. Click the button for which version you want, and the guide will be downloaded.

7.4.3. To save a copy to your hard drive or to a share drive, click **File** in the upper left corner and **Save As**. Select a name and drive for the document and click **Save**; this is essentially the same as in other Windows-based applications.

7.4.4. The first time you log in to AIMWTS after new versions of the guides have been put on line, a dialogue box will so inform you. If you want to download a copy at that time, click **OK**.

7.4.5. Only individuals with administrator permissions will be able to access the *Administrator's Guide*.

7.5. Contact Information.

7.5.1. To get in touch with AIMWTS personnel regarding program management or technical support issues, click **Contact Information** under **Miscellaneous** on the **AIMWTS Navigation Bar**, and the screen in Figure 7.6. below will be displayed. NOTE: To use this, you must first configure your Netscape E-mail (Paragraph 1.5.3. above).



Figure 7.6. Contact Information Screen.

7.5.2. **Program Management Issues.** Select this to send E-mails to the Program Manager at AFMOA regarding policies, procedures, etc., associated with AIMWTS.

7.5.3. **Technical Support Issues.** Select this to send E-mails to the AFMSA/SGMID Service Center regarding technical questions or problems. This E-mail link is also available on the **AIMWTS Log-In** screen (Paragraph 1.5.3. above). If you are having difficulties accessing AIMWTS or performing any of the functions within it, please review the suggestions below.

7.5.3.1. If you have problems regarding AIMWTS, your first action should be to review the trouble shooting checklist at Appendix F and go through the steps. Often you will be able to resolve problems yourself.

7.5.3.2. If you are unable to resolve an AIMWTS problem, check with your local AIMWTS user administrator.

7.5.3.3. If your user administrator is unable to help you, you should then click the **Technical Support Issues** link and E-mail the AIMWTS Service Center with your questions.

7.5.3.4. If you have a problem that appears to be outside AIMWTS—for example, network connectivity—you should check with your local communications/network administrator.

7.5.4. **E-Mail Alternative.** If you are unable to configure your Netscape browser properly, you can use your regular E-mail account and send messages to the following addresses:

- AIMWTS Administrator (program issues): anthony.labonte@usafsg.bolling.af.mil
- AFMSA Service Center (technical issues): ServiceCenter@usafsg.brooks.af.mil

7.6. AFMSA/SGMID Help Desk.

7.6.1. If a problem with the AIMWTS application occurs and you want to submit a request for assistance, click **SGMID Help Desk** under **Miscellaneous** on the **AIMWTS Navigation Bar**, and the screen in Figure 7.7. below will be displayed. You can initiate a new trouble ticket and check the status of an existing one.

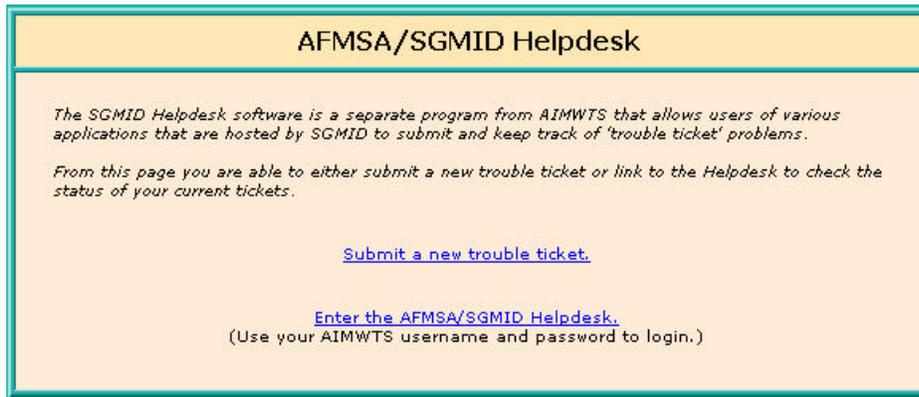


Figure 7.7. AFMSA/SGMID Help Desk Screen.

7.6.2. **New Trouble Ticket.** This function operates within the AIMWTS application.

7.6.2.1. Click **Submit a New Trouble Ticket**, and the screen in Figure 7.8. below will be displayed.

Figure 7.8. Submit a Trouble Ticket for AIMWTS Screen.

7.6.2.2. Complete the **Subject** and **Details** blocks. Bear in mind that the more descriptive and precise you are in your details, the easier it will be to identify, replicate (if necessary), and resolve the problem.

7.6.2.3. Click **Submit Trouble Ticket**, and the screen in Figure 7.9. below will be displayed, giving you a receipt for your ticket. You will also receive an E-mail acknowledging your ticket.

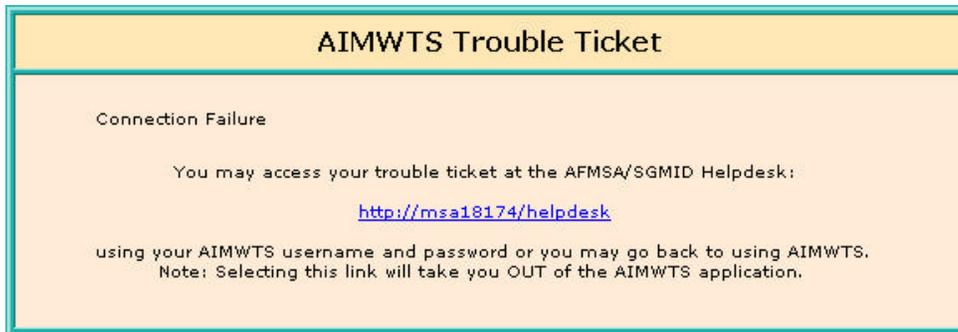


Figure 7.9. AIMWTS Trouble Ticket Screen.

7.6.3. **Check Status of a Trouble Ticket.** This function takes you outside the AIMWTS application.

7.6.3.1. If you have already submitted a trouble ticket and want to check its status or make changes to it, click either **Enter the AFMSA/SGMID Help Desk** under **Miscellaneous** on the **AIMWTS Navigation Bar** or click <http://msa18174/helpdesk> on the **AIMWTS Trouble Ticket** screen. With either method, the screen in Figure 7.10. below will be displayed.

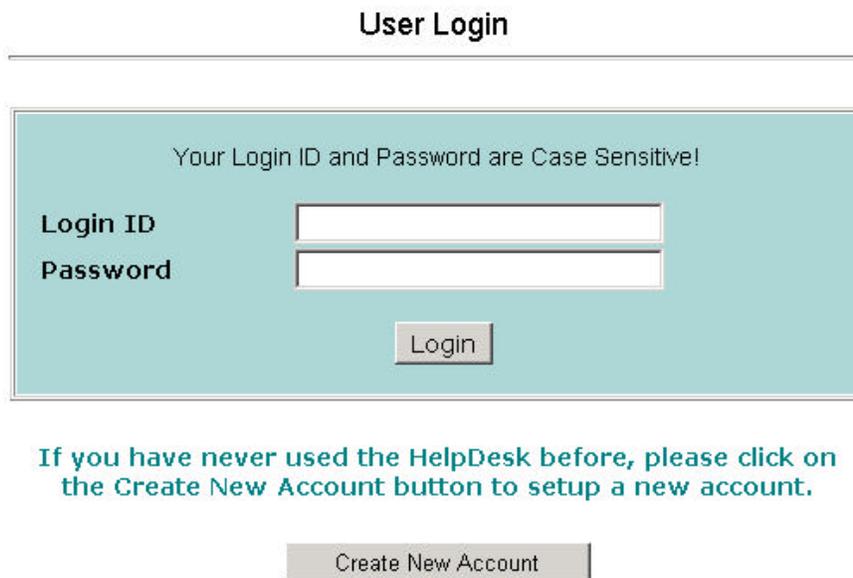


Figure 7.10. Help Desk Log-In Screen.

7.6.3.2. Type in your AIMWTS user ID and password and click **Log In**.

7.6.3.3. If you have not used the **Help Desk** before, click **Create New Account**, and the screen in Figure 7.11. below will be displayed.

New Account Creation

Enter a Login ID using your first and last names, like "System.User".

Your Login ID and Password are Case Sensitive!

New Login ID:

New Password:

Confirm New Password:

Figure 7.11. Help Desk New Account Screen.

7.6.3.4. Type in your AIMWTS user ID and password and click **Create New Account**. You will be notified that the account was successfully created. Click **Click Here to Log In to the Help Desk**, and the screen in Figure 7.12. below will be displayed if you have any open tickets. If you do not, it will so state.



AFMSA/SGMID
HelpDesk

User:
michael.burroughs

[New Request](#)
[Submit New Ticket](#)

[Query](#)
[My Open Tickets](#)

[Settings](#)
[Edit Profile](#)

My Open Tickets

Ticket #	Status	Date Opened	Name	Subject
1088 View Edit	Assigned	01/19/2001	ACS 05G	Test

Figure 7.12. Open Tickets Screen.

7.6.3.5. To check the status of an existing ticket, click **View**, and information will be displayed.

7.6.3.6. To modify an existing ticket, click **Edit**, and the screen in Figure 7.13. below will be displayed.

The screenshot displays the 'Edit Ticket Screen' with the following sections:

- Submitter Information:** User Login: michael.burroughs; Name: ACS GSG; COM Phone #: 210-536-2628; DSN Phone #: 240-2628; Organization: AFMSA's/GMID; Base: Brooks; E-Mail: michael.burroughs@us.afsg.brooks.af.mil
- Support Staff Information:** Name: James Weishaar; E-Mail: james.weishaar@us.afsg.brooks.af.mil; Phone: 210-536-4069
- Ticket Information:** Date Opened: 01/19/2001; Last Modified Date: 01/19/2001; Closed Date: 01/19/2001; Application/Site: AJMWTS Application; Web address: https://aimwts.afms.mil; Browser Used: Netscape 4.x; Subject: Help Screen
- Problem/Request Description History:** This is only a test; please disregard. [01/19/2001 08:44:07 AM - michael.burroughs - Submit Ticket] This is still the same doogone test as before! [01/19/2001 09:06:49 AM - michael.burroughs - Modify Ticket]
- Problem/Request Description:** When I click the (?) at the top of the Grant Oversight screen, the help screen that appears contains no information other than the title.
- Resolution History:** (Empty field)
- Modify Ticket:** Button at the bottom right.

Figure 7.13. Edit Ticket Screen.

7.6.3.7. Type in whatever changes you need to make. When you are finished, click **Modify Ticket**. A receipt telling you that the ticket was modified successfully will be displayed. You will also receive an E-mail acknowledging your ticket.

7.6.3.8. The navigation bar to the left provides you with several options, including the capability to initiate a new trouble ticket. To do so, click **Submit New Ticket**, and the screen in Figure 7.14. below will be displayed.

New Ticket

Note: Fields in **Bold** require entry.

Submitter Information	
User Login:	<input type="text" value="michael.burroughs"/>
Name:	<input type="text" value="ACS GSG"/>
COM Phone #:	<input type="text" value="210-536-2628"/>
DSN Phone #:	<input type="text" value="240-2629"/>
Organization:	<input type="text" value="AFMSA/SGMID"/>
Base:	<input type="text" value="Brooks"/>
E-Mail:	<input type="text" value="michael.burroughs@usafsg.brooks.af.mil"/>

Ticket Information	
Date Opened:	<input type="text" value="01/19/2001"/>
Application/Site:	<input type="text"/>
Web address:	<input type="text"/>
Browser Used:	<input type="text"/>
Subject:	<input type="text"/>
Problem/Request Description:	<input type="text"/>

Figure 7.14. New Ticket Screen.

7.6.3.9. Since you already have an account established, the **Submitter Information** section will be populated with your demographics. Make any corrections if necessary and complete the **Ticket Information** section. When you are finished, click **Submit Ticket**, and a receipt with a ticket number will be displayed. You will also receive an E-mail acknowledging your ticket.

7.6.4. **Page Malfunction.** If you receive a **Page Malfunction** screen, as in Figure 7.15. below, the error will have already been reported. However, if need be, you can initiate a trouble ticket directly from there. Click ServiceCenter@usafsg.brooks.af.mil, and follow the procedure in Paragraph 7.6.2. above.

AIMWTS Page Malfunction

This is a notice:

This page has malfunctioned. The AFMSA/SGSIC Service Center has already been notified of this error. You may return to the previous page, check your fields and try again. The fields that most commonly cause problems are date fields. Please be sure the dates you have used are valid and formatted correctly. If the error persists it may be a network or database problem and you should probably wait awhile before trying to continuing.

To contact someone directly about this error:
AFMSA/SGSIC Service Center at ServiceCenter@usafsg.brooks.af.mil
DSN: 240-4070
Comm: 210-536-4070

Figure 7.15. AIMWTS Page Malfunction Screen.

Appendix A

Terms and Acronyms

AA	AIMTWS Administrator
ACS	Aeromedical Consultation Services
ACSR	Aeromedical Consultation Services Reviewer
AETC	Air Education and Training Command
AF	Air Force
AFI	Air Force Instruction
AFMOA	Air Force Medical Operations Center
AFPD	Air Force Policy Directive
AIMWTS	Aeromedical Information Management Waiver Tracking System
AMS	Aeromedical Summary
ASC	Aviation Service Code
CPT	Current Procedural Terminology
CSB	MAJCOM Central Standards Board
CSV	Comma-separated value
DoD	Department of Defense
ETP	Exception to Policy
ETPA	Exception to Policy Authority
FS	Flight Surgeon
ICD9	International Classification of Diseases (Version 9)
MAJCOM	Major Command
MilPers	Military Personnel
MTF	Medical Treatment Facility
PCS	Permanent Change of Station
SAM/USAFSAM	USAF School of Aerospace Medicine
SG	Office symbol for medical facility/staff commander
SR	Senior Reviewer
SSN	Social Security Number
TDY	Temporary Duty
UA	User Administrator
WA	Waiver Authority
XLS	Microsoft Excel spreadsheet

Appendix B

User Types

Base

Base Technician
Base Flight Surgeon
Base Senior Reviewer
Base Waiver Authority
Base User Administrator

Major Command

MAJCOM Technician
MAJCOM Waiver Authority
MAJCOM ETP Authority
MAJCOM User Administrator
Central Standards Board

Air Force Medical Operations Agency

AFMOA Technician
AFMOA Waiver Authority
AFMOA ETP Authority
AFMOA User Administrator
AIMWTS Administrator

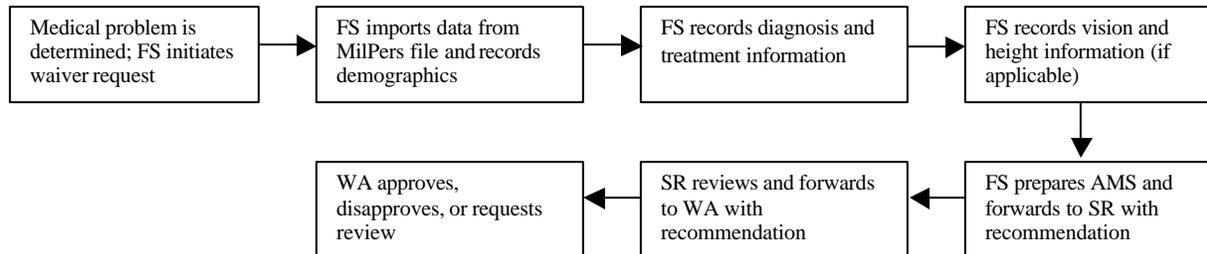
Aeromedical Consultation Services

ACS Technician
ACS User Administrator
ACS Reviewer

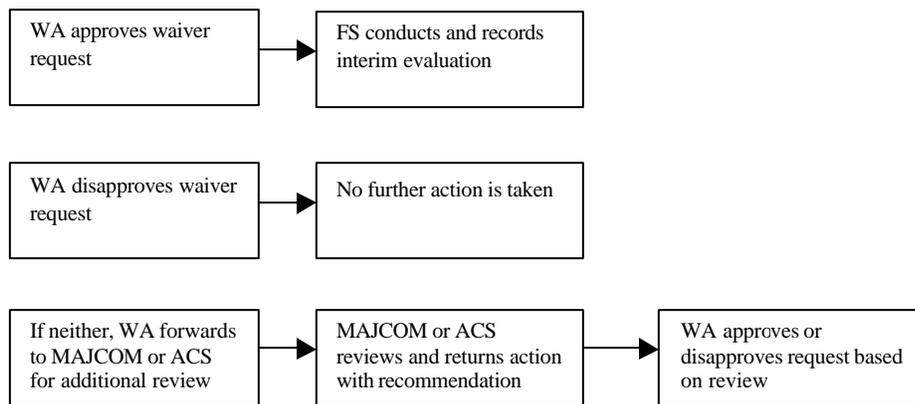
Appendix C

Process Flow Diagrams

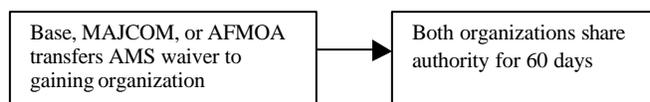
Basic Process



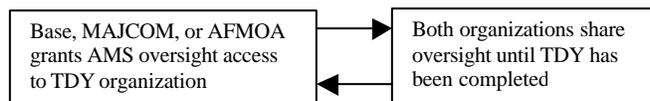
Final Waiver Disposition



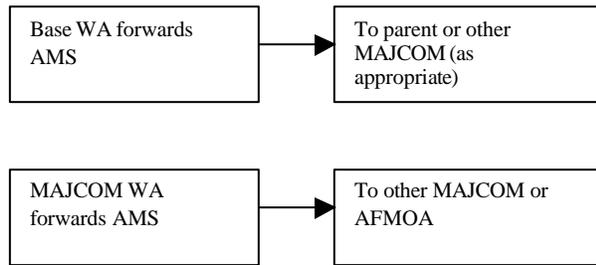
Transfer Waiver



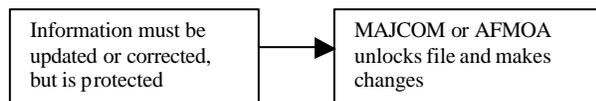
Grant Oversight



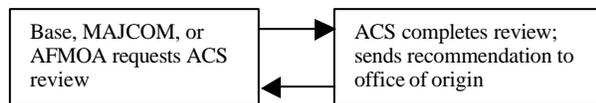
Forward AMS



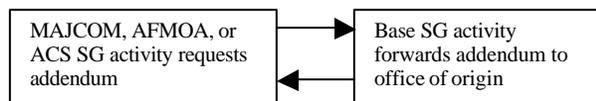
Correct Protected Information



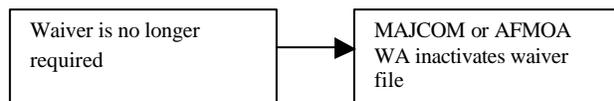
Request ACS Review



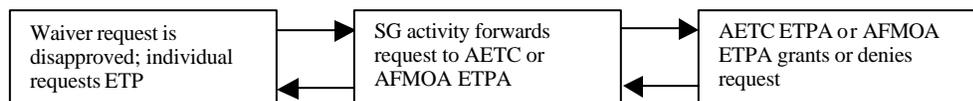
Request AMS Addendum



Cancel Waiver



ETP Final Disposition



Appendix D

Index of Selected Topics

Topic	Paragraph
ACS	
Request, Respond to.....	5.5.
Review, Request.....	6.4.
AIMWTS Related Web Site (Links), Open.....	7.1.
AMS	
Addendum Request, Respond to.....	5.7.
Forward.....	6.5.
Information, Record.....	5.4.
Oversight Access, Grant.....	6.6.
Request Addendum.....	6.3.
Waiver Authority, Transfer.....	6.7.
Contact Information.....	7.5.
Demographic Information, Record.....	5.1.
Diagnosis Information, Record.....	5.2.
Equipment, Required.....	1.2.
ETP Disposition, Render Final.....	6.10.
Folder, Open.....	6.1.
Help Desk, AFMSA/SGMID.....	7.6.
Interim Evaluations, Record.....	5.6.
Graphics, Preload.....	1.5.
Log In to AIMWTS.....	1.3.
Log Out of AIMWTS.....	7.2.
Membership, Apply for.....	1.5.
Navigation	
Bar, AIMWTS.....	2.2.
Basic.....	2.1.
Password	
Change.....	1.3.
Recall.....	1.4.
Personalization.....	7.3.
Protected Information, Correct.....	6.8.
Report, Create.....	4.3.
Responsibilities, User	
ACS Reviewer.....	3.8.
AIMWTS Administrator.....	3.10.
Exception to Policy Authority.....	3.6.
Flight Surgeon.....	3.3.
Senior Reviewer.....	3.4.
Technician.....	3.2.
User Administrator.....	3.9.
Waiver Authority.....	3.5.
Result Set.....	4.5.

User Guides.....7.4.
Vision and Height Information, Record.....5.3.
Waiver
 Cancel.....6.9.
 Check Status of6.2.
 Disposition, Render Final5.8.
 Renew.....6.11.
 Retire6.12.
 Search.....4.2.
 Start a New.....4.4.
Work, Recent4.6.
Workflow Status and Options4.1.

Appendix E

AIMWTS Status Code Legend

First Letter

I	Waiver has not been reviewed for final disposition.
A	Waiver is approved and is active.
D	Waiver has been disapproved.
E	Waiver has an ETP associated with it.
X	Waiver has expired.
C	Waiver has been canceled.

Next Four Letters

Base codes—Those with numbers indicate a Guard or Reserve unit at a base. They are separate locations.

Last Four to Six Letters

PSRS	Waiver is pending the senior reviewer's signature.
PAMS	Waiver is pending the initial AMS signature.
PACS	Waiver is pending ACS review.
PADD	Waiver is pending AMS addendum.
PAUTH	Waiver is pending waiver authority.
WDISP	Waiver has been disposed (signed).
RENEW	Waiver is up for renewal.
RENEW*	Waiver is in the process of being renewed.
UNKN	Waiver is in an unknown state.

Appendix F

When Things Do Not Work—User Steps

1. Ensure that your video display is set to at least 800x600 resolution.
2. Check for the correct syntax in URL <https://aimwts.afms.mil>. NOTE: the *s* after *http* is VERY important; the server will NOT acknowledge you without it.
3. Ensure that you are using Netscape Communicator version 4.7 or higher and that it is capable of 128-bit encryption. See the section below entitled **Verifying 128-Bit Encryption Capability** for instructions.
4. If you have difficulties in connecting to the server, try to connect on at least three separate occasions at least 20 minutes apart. Heavy Internet traffic anywhere between your desktop and the AIMWTS server could prevent successful connection.
5. If you receive an error message, please copy and save the message text, as this is the primary tool to troubleshoot and resolve problems.
6. Make note of anything you may have changed on your computer, particularly browser settings, since your last successful connection to AIMWTS.
7. Send an E-mail to the AIMWTS Service Center at ServiceCenter@usafsg.brooks.af.mil and be specific about what you are trying to accomplish and what kind of problem you are having. Please include the text of all error messages you receive and any changes made to your computer or browser since your last successful connection.

Verifying 128-Bit Encryption Capability

If you experience encryption problems or are unable to connect to the AIMWTS server, complete steps 1 through 5 below.

1. Launch Netscape Communicator.
2. Click on **Help** (text in top menu bar).
3. Click on **About Communicator**.
4. Look for the paragraph in bold letters.
 - If it says, "**This version supports U.S. security . . .**," you have 128-bit encryption.
 - If it says, "**This browser supports international security . . .**," you have 56-bit encryption.
5. If you have the international security version, you must upgrade to U.S. security (128-bit) encryption. Go to step 6.
6. To upgrade Netscape Communicator versions, follow these steps:
 - a. Browse to <https://www.afms.mil/af/sg/downloads/index.cfm>.
 - b. Download Netscape version 4.7 and save the file as cc32d47.exe.
 - c. Open **Control Panel** (Win 95, 98, and NT).
 - d. Choose **Add/Remove Programs**.
 - e. Scroll down to highlight **Netscape Communicator**.
 - f. Click **Add/Remove** (this will remove the current version of Netscape).
 - g. Close **Control Panel**.
 - h. Double-click on the saved file (cc32d47.exe) to install Netscape Communicator version 4.7 on your computer. Follow the on-screen instructions.
7. After Netscape communicator has been installed successfully, you can access AIMWTS.

NOTE: As users, some of you may not have permission to add or remove software from your computers. If you do not, you will need to contact your network administrator for assistance.