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# *Welcome to the Individual Mobilization Augmentee Program*

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- **New to the IMA Program**
- **Now you want to manage an IMA!**
- **Read this presentation to learn about the program**

What is an IMA & How can you Benefit

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# ***What is an IMA?***

- **“Individual Mobilization Augmentee”**
  - **Different from Traditional Reserve Programs**
    - **Not a Weekend Warrior**
    - **Works Along Side & With Active Duty Counterparts**
  - **An IMA Augments the Active Duty Force to Support War Plans or Peace Time Air Force Missions**

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## ***Skills IMAs Bring to Duty Section***

- **Consultant for your office**
- **Skills Vary Among IMAs**
  - **Some have extensive active duty experience in their AFSC**
  - **May work as civilian in same career field**
  - **Could bring different background**
  - **Must be APDP certified at Level I for 2nd Lt through Capt and Level II for Maj and above**

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# *Scheduling Your IMA*

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No Magic Formula

Should receive training  
in area of career field

- **Negotiated between Supervisor & IMA**
  - **Each IMA must complete a 12-14 day annual tour plus 12 days of individual duty training per year**
    - The annual tour (12-14 days) should be taken in one block of time (the supervisor may authorize two blocks)
    - The 12 Individual Duty Days may be broken up. Recommend large blocks of time vice small blocks so that supervisor can schedule completed projects (ie, better utilize IMAs time)
  - **Schedule & timing is based on your needs and IMA availability for project, IPTs, etc.**

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# ***Scheduling Your IMA (cont)***

- **Negotiated between Supervisor & IMA (cont)**
  - **Your IMA must have 50 points during his/her year to credit the year towards retirement**
    - **IMA gets this minimum by completing both the 12-14 day annual tour and the 12 individual training days**
  - **Many IMAs will not be competitive for promotion with only the minimum 50 points accomplished**
    - **Average points are over 70; promotion boards consider higher points as a positive indicator**
  
- **Notes on Points**
  - **12 Individual Duty Days: IMA receives 2 points per day for a maximum of 24 points**
  - **12-14 Annual Tour Days: IMA receives 1 point per day (12-14 points)**
  - **15 points awarded to IMA at end of year for being an IMA member**
  - **Each RPA day and MPA day (definition later) counts 1 point per day**

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# ***Scheduling IMA (more)***

- **What Happens if the IMA is Needed for More Days:**
  - **Can Request Military Personnel Authorization (MPA) Man-Days**
    - **Used to Support Short-Fall Needs of Active Force**
    - **Travel & Per Diem Funding Paid by Active Duty Unit**
    - **Provide Yearly MPA Projections to Division Planner**
    - **Good for Short Notice Requirements**

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## ***Scheduling your IMA . . . And More***

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- **RPA Days**
  - **Used to Support Training Program for Reserve Mission**
    - **Active Duty for Training (ADT) - To maintain or enhance Mobilization Readiness (e.g., a required APDP course)**
    - **Active Duty Support - To directly support training program the Reserve Program has sole responsibility for**  
or
    - **Short Work Projects/Administrative Support to further Reserve mission**
  - **Travel and Per Diem Do not Come out of Active Duty Budget--ARPC Pays the Bill**

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# ***How to Best Utilize IMAs Assigned***

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- **Plan Meaningful Work Assignments in Long Enough Blocks of Time to Successfully Complete Projects**
  - **Ensure IMA Completes an End of Tour Report Before He/She Departs!**
- **Provide Extra Arms & Legs to Get Those Things Done You Always Wanted to Do but Never Had Time to Work**
- **IMAs May Offer You Additional Flexibility for - Short Notice Projects, Serve as Members of IPTs, etc.**

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# ***Supervisor Responsibilities***

- **Same Requirements as Active Duty**
  - **Plan Entire Year with IMA (Form 1561 Worksheet)**
    - **Lock-in 90 Days in Advance**
  - **Obtain End of Tour Reports**
  - **Performance Reports/ Feedback**
  - **Promotion Recommendations**
  - **Eligible for Awards/ Decorations**
  - **Meeting Military Standards**
  - **Training (Formal Specialty & PME)**
  - **Maintain Duty Section IMA Folder**

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# ***OPR/EPR Requirements***

- **OPR/EPR**
  - **Due annually**
  - **End of Tour Reports in IMAs supervisor file are best source for OPR/EPR bullets**
- **CRO due from departing supervisor if IMA worked 12 days since previous OPR/EPR; don't wait for shell.**

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# ***Forms You'll Use***

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- **AF Form 40A**
  - **Used to request IDT training days**
  - **Used to Authorize Lodging**
  - **To certify duty was performed**
  - **Also submitted as pay document**
- **AF Form 1289**
  - **Used to request annual, school, and special (RPA) tours.**  
**Submit annual tour request 45 days prior start of tour.**
- **AF Form 938**
  - **Official orders for MPA, RPA, and Annual Tours**
  - **To certify duty was performed**
  - **Also submitted as pay document**

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# ***Forms You'll Use (continued)***

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- **End of Tour Report (on blank paper or electronically transmitted) for each tour; used for OPR/EPR inputs and Quarterly Division Activity Reports**
- **AF Form 1561, IMA Participation Schedule Worksheet, to plan all IMA participation during year**
- **DD Form 1351-2, Travel Voucher, after all Annual Tours, RPA Days, and some MPA Days**
- **AF Form 1288, Application for Ready Reserve Assignment, requests assignment from Active Duty to Reserve Duty. Also requests reserve reassignments.**

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# ***The IMA Folder***

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- **Maintained by IMAs supervisor, but IMA should take active role in updating; this is where the IMA supervisor goes for OPR/EPR inputs if IMA isn't available**
- **Consists of 6 Sections, as Follows:**
  1. **Job Description**
  2. **Personnel Data/Actions**
    - A. **Assignment Orders**
    - B. **AF Form 2096, Classification/On-The-Job Training Action**
    - C. **Authorization for Attachment**
  3. **Participation Schedule Worksheet (AF Form 1561)**
  4. **Authorization for IDT (AF Form 40A)**
  5. **Active Duty Tours (Counts Towards 12-14 Annual Tour Days)**
    - A. **AF Form 938, Request and Authorization for Active Duty**
    - B. **End of Tour Reports**
  6. **MAJCOM/Unit Unique Requirements**

**HINT: IMA should maintain a duplicate of this file at home; sometimes paperwork gets lost or misplaced.**

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## ***Your Day-to-Day Focal Point is:***

**Col Kevin Bushey, SAF/AQX**

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### **Responsibilities:**

- **Advise on IMA Issues**
- **Monitor IMA Training**
- **Process Requests for Annual Tour & RPA Orders**
- **Process Applications for IMA Positions**
- **Track IMA Program Requirements**
- **Act as Resource Center on IMA Programs**

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