

HUMAN RESOURCES COMMAND



DRILLING INDIVIDUAL MOBILIZATION AUGMENTEE (DIMA) HANDBOOK

IMA Program Overview website: www.hrc.army.mil
>career>assignment>Individual Mobilization Augmentee Program

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Changes Annotated in Red

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INTRODUCTION

Individual Mobilization Augmentee (IMA) Soldiers are an integral part of our modern day force. IMA Soldiers participate in a large number of CO-ADOS, ADOS, and mobilization tours to support various commands and areas of operation.

The IMA program is comprised of not less than 73 Army agencies. The Soldiers assigned to these agencies have special planning and support requirements. This guidebook is designed help the Soldier, the agency coordinator, the HRC Career Manager, and the HRC DIMA Management Team function more efficiently. Usage of “IMA” and “DIMA” are used interchangeably within this handbook.

This handbook covers the most frequently addressed issues within the IMA program. It also includes a list of references including Army Regulations and military information websites. If using this handbook in printed format, be sure to consult the online version for the latest, most up-to-date links, information and guidance. Please take the time to review this handbook in detail to assist you in understanding the IMA program.

The HRC DIMA Program Management Team thanks you for your dedication and devotion to the United States Army Reserve, and will strive to continue to help every Reserve Soldier in the IMA Program to be well-informed.

Guidance for this handbook is derived from Army Regulation 140-145, Individual Mobilization Augmentation (IMA) Program.

CHAPTER 1 – Responsibilities

The DIMA Program facilitates the rapid expansion of the Army wartime structure of the Department of Defense and other departments or agencies of the U.S. Government to meet military manpower requirements in the event of military contingency, pre-mobilization, mobilization, sustainment, and/or demobilization operations.

1. DIMA Program Manager Responsibilities

- a. Develop and implement policies and procedures to effectively manage the Drilling Individual Mobilization Augmentee (DIMA)/ Army Reserve Element (ARE) program on a day-to-day basis.
- b. Program budget execution for Annual Training (AT) & Inactive Duty Training (IDT).
- c. Participate in DIMA allocation process and regulatory changes.
- d. Research/implement new automation processes.
- e. Manage the Automated Orders and Resource System (AORS) position file.
- f. Review realignment requests (TDA changes).
- g. Monitor realignment/reassignment of mobilized Soldiers.
- h. Serve as liaison with the DIMA/ARE agency and HRC for issues of concern.
- i. Provide centralized personnel management and administrative support services for all DIMA agency coordinators.
- j. In coordination with HQDA, develop and maintain appropriate plans, policies, and procedures to support the rapid activation of IMA Soldiers.
- k. Maintain IMA force database.

2. DIMA Unit/Agency Coordinator Responsibilities

- a. A list of DIMA Coordinators can be found at:
https://www.hrc.army.mil/LoginRedirect.aspx?redirect=https%3A//www.hrc.army.mil/site/protect/assets/pdf/ima_agency_pocs.pdf (for AKO login & password or CAC card access.)
- b. Exceptions to policy (ETP) are adjudicated within the HRC operations team (officer, enlisted or AMEDD). Email the ETP with the appropriate reference (see

References) direct to the HRC operations team as appropriate. Refer to the HRC POCs for IMA issues at [HRC IMA POCs](#).

c. Submit requests for realignment resulting from TDA changes directly to the appropriate HRC personnel management directorate.

d. Submit requests for reassignment/assignment/transfer to the appropriate HRC personnel management directorate.

e. Keep Soldiers informed when realigning/reassigning them.

f. Send a welcome packet to newly assigned Soldiers and refer them to the HRC IMA Program overview webpage located at [HRC IMA Program Overview](#).

g. Develop written individual training plans for AT & IDTs.

h. Ensure tentative AT requirements are loaded into the AORS no later than 31 March of each FY.

i. Ensure evaluations are completed and submitted on time for all assigned DIMA Soldiers.

j. Submit DA Forms 1380 for IDT and AHRC Forms 3924 for AT to HRC, Reserve Pay Office, within 72 hours after completion of IDT/AT, by email to usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil.

k. Serve as the liaison for the Soldier and DIMA Program Management Team in the selection process.

l. Conduct annual DIMA Soldier Readiness Processing (SRP) to validate Soldiers' readiness.

m. Assist agency Commander in the planning and development of an appropriate contingency plan(s) to facilitate the rapid order to active duty of their assigned Soldiers in the event of an emerging crisis, emergency, or mobilization.

n. Exercise UCMJ authority in accordance with AR 27-10.

3. EPMD/OPMD Responsibilities

a. Serve as a liaison for the Soldier and DIMA Coordinator.

b. Publish IMA orders (assignment/realignment/transfer/attachment/annual training/professional development/submit retirement request).

c. Fill vacant positions upon request from Soldiers, DIMA Agencies, or HRC G3.

- d. Endorse requests for approval or disapproval for exceptions to policy.
- e. Assist in managing Soldier records and assignments.
- f. Serve as DIMA Soldiers' POC for updating/processing personnel actions such as iPERMS, board files and DA Forms 705, ORB/ERB, etc.
- g. Screen, identify, and assign qualified IMA Soldiers to documented IMA positions.
- h. Coordinate the assignment and reassignment of IMA Soldiers with supported agencies to meet current and projected IMA personnel requirements.
- i. Coordinate the publication of Annual Training (AT), Active Duty for Operational Support (ADOS-AC/RC), and Professional Military Education (PME) orders.
- j. Officer career managers <https://www.hrc.army.mil/site/Active/opmd.htm>.
- k. Enlisted career managers <https://www.hrc.army.mil/site/Active/enlist/ENLIST.htm>.

4. Soldier Responsibilities

- a. Coordinate with DIMA Coordinator to schedule AT & IDT periods.
- b. Perform a minimum of 12 days AT each FY with an emphasis on assisting the organization in meeting annual mission requirements and balancing duty dates to achieve and maintain a good retirement year. Contingent on funding, 48 4-hour periods of IDT are authorized each fiscal year for DIMA Soldiers.
- c. Maintain current PHA, HIV, APFT and height/weight standards.
- d. Maintain required security clearance and/or other mandatory qualifications required by the position/MOS/branch.
- e. Obtain a common access identification card (CAC) by reporting to a RAPIDS site location. To find the nearest RAPIDS location, go to www.dmdc.osd.mil/rsi. To find out what supporting documentation is need and if an appointment is required, call ahead to the location.

CHAPTER 2 - Assignment to HRC and the DIMA Program

1. Selection Process

Drilling IMA and ARE Soldiers are authorized 12 days of AT and 48 4-hour periods of IDT for pay in a fiscal year (subject to available funding). Reserve Soldiers assigned to IMA positions in support of the Selective Service System are authorized 12 days of AT and 36 4-hour periods of IDT for pay (subject to approved funding). IMA general officers are authorized 12 days of AT, and not authorized IDT for pay.

Vacant DIMA and ARE positions are listed on the Human Resources Command (HRC) website, <https://www.hrcapps.army.mil/portal/> . Follow the web prompts in the following sequence:

- a. Log in using a CAC or AKO username/password
- b. Click on “**Tools**”
- c. Click on “**Vacancy Search**”

The following documents are required for assignment consideration and will be submitted to the DIMA agency coordinator. The Soldier may submit them direct to the agency’s point of contact (agency POCs are located on the IMA Program Overview website www.hrc.army.mil/site/protect/assets/pdf/ima_agency_pocs.pdf). Soldier may also coordinate with their HRC Career Manager for assistance.

- a. Current military biographical summary
- b. Last three evaluations
- c. Civilian resume (if civilian experience is directly related to position)
- d. Last Army Physical Fitness Test (to include body fat worksheets, if applicable)
- e. General Officer Memorandums of reprimand (if applicable)

Reassignment between a Soldier’s current organization and another unit (TPU, IRR, DIMA) may be done with the agreement of both the gaining and losing commanders. Individuals who are currently on an Active Duty Operational Support (ADOS) or mobilization tour may be considered for reassignment as well. Both the gaining and losing commanders will affix appropriate signatures on the Soldier’s Request for Reserve Component Assignment or Attachment (DA Form 4651). The losing unit will forward the form to the HRC career manager who will publish the assignment order. The Soldier is then required to in-process to the gaining unit for pay purposes. Forms required to in-process are located at: [In-processing Forms](#). Failure to do so will disrupt Soldier benefits.

Screening requirements to be assigned to an IMA position are prescribed by [AR 140-145](#) Chapter 3-1 a. The basic requirements are as follows:

- a. Must not be under suspension of favorable personnel actions.
- b. Must have, or be able to obtain, the necessary security clearance required by the position/MOS/branch.
- c. Must not be subject to screening from the Ready Reserves as a key Federal or non-Federal employee under the provision of [AR 135-133](#).
- d. Soldiers considered for assignment must not be within one year of their mandatory removal date (MRD) or expiration of term of service (ETS).
- e. Have a current PHA, if not the Soldier is required to obtain one within 90 days of assignment.
- f. Meet height and weight standards as specified in AR 600-9.

Officers and enlisted Soldiers can only be placed in authorized positions that are of equal or one higher grade than the candidate's current rank. DIMA requirements will also not be designated for positions less than the grade of O-3 for officers and E-5 for enlisted personnel to ensure that Soldiers selected to fill positions have already demonstrated an appropriate level of technical, tactical, and leadership skills. Requirements for JAG, chaplain and AMEDD positions are closely managed by their proponency and may have differing position requirements.

2. Requesting Orders and the Assignment Process

Once a vacancy has been located, the Soldier will need to coordinate directly with the IMA agency to be accepted into that position. They need to provide the agency with their last three OERs/NCOERs, military biography, and any other pertinent information requested by the agency. When the Soldier is accepted into the position, complete the DA 4651-R and obtain all required signatures. Submit the DA 4651-R using the applicable procedure below. The Soldier may also coordinate with their HRC Career Manager at anytime.

- a. IMA to IMA or IRR to IMA Transfer:

The IMA Agency coordinator will forward the DA 4651-R to the appropriate HRC Operations Team. The HRC Operations Team will screen the Soldier to ensure they meet the qualifications of the position and then publish the assignment orders.

- b. TPU to IMA Transfer:

The Soldier will forward the signed DA 4651-R to their TPU Unit Administrator (UA). The UA will forward the DA 4651-R thru the appropriate channels to the RSC G1. If the RSC G1 concurs, they will forward the form to the appropriate HRC Operations Team for publication of the order.

c. RA to IRR then to IMA:

Currently there is not a process for a Soldier to transfer directly from active duty to the IMA program. They must first transfer to the IRR, and then the procedures listed above for transfer from IRR to IMA will apply.

3. HRC Expectations for Assigned Personnel

Once a Soldier has been formally assigned to a position within the Army DIMA program, there are expectations for Annual Training (AT) and Inactive Duty for Training (IDT). These expectations are covered in [AR 140-145](#), Chapter 4, Training. Mandatory training includes completing 12 days of AT. Inactive Duty for Training (IDT) of 48 four-hour periods (24 days) is authorized each fiscal year, if funding remains available.

Personal readiness requirements are outlined in Chapter 3 of this handbook and include such items as medical and dental readiness, security clearances, and Army Physical Fitness Test (APFT). When these requirements are not met, the Soldier is subject to removal from the IMA position and may be transferred at any time to the IRR.

4. Release or Transfer

Soldiers may be removed from their IMA positions for failure to meet specified readiness standards as outlined in [AR 140-145](#), Chapter 3-1f(1-10), which include the following:

a. Failure to fulfill the minimum mandatory training obligation of the program (12 days of AT each FY) for two consecutive years with their assigned unit/agency.

b. Unsatisfactory or substandard duty performance. This must be reflected on the Soldier's evaluation.

c. Failure to maintain appropriate height/weight and/or APFT standards in accordance with [AR 600-9](#) and [TC 3-22.20](#).

d. At the request of the proponent agency (HRC) with proper justification.

e. At the request of the Soldier subject to the 1-year assignment policy.

f. Failure to obtain or maintain the necessary security clearance and/or other mandatory qualifications required by the position.

g. Promotion to a grade above that authorized for the DIMA position, subject to the 1 year rules in [AR 140-145](#) paragraphs 3-1d(3) and 3-1e(2).

h. A MOBTDA change which deletes a DIMA requirement to which a Soldier is currently assigned.

i. For reassignment and/or career enhancement/professional military education (PME) purposes at the discretion of CDR, HRC IAW [AR 140-145](#), paragraph 1-4e(10).

j. Failure to achieve requisite PME.

CHAPTER 3 – Performing Training and Mobilization

1. Scheduling Annual Training (AT) and Inactive Duty for Training (IDT)

The IMA agency coordinator is required to submit a request for exception to policy for any of the following circumstances:

- a. Requesting orders for over 12 day AT mission that are CONUS-to-CONUS or OCONUS-to-OCONUS.
- b. Requesting orders for over 19 day AT missions that are CONUS-to-OCONUS or OCONUS-to-CONUS.

The approval authority for exceptions to policy for AT has been delegated from DAG1 to HRC. The HRC Officer Management Directorate (OPMD) and the Enlisted Personnel Management Directorate (EPMD) will adjudicate all of these requests. Soldiers will fill out a DA Form 2446 (Request for Orders) ([sample](#)) after first contacting their supervisor to coordinate the duty dates. Soldiers will send the request to the agency's DIMA coordinator. If he/she plans to perform adjoining periods of IDT with periods of AT, IDT duty is only authorized to be performed at the end of AT, and the dates of any adjoining IDT period must be annotated on the DA Form 2446. This will allow Soldiers to travel home at the end of the IDT at no additional cost to the Army or the Soldier.

Soldiers performing AT are expected to stay in government lodging unless it is not available. Soldiers are required to obtain a statement of non-availability (SNA) from the Installation lodging office. DIMA agency coordinators are required to specify a need for rental vehicles or they are otherwise not authorized.

Soldiers will complete the Civilian Employment Information (CEI) before orders can be released through AORS. Soldiers can complete the CEI by going to www.hrc.army.mil, selecting My Records, log-in to the site, and select Reserve Records. At the top left of the screen there are navigation tabs. Click on Civilian Employment (CEI) and add employment information.

AT is planned by fiscal year, but is credited within the individual Soldier's Retirement Year Ending (RYE) date. (See paragraph 1-4 of [AR 140-185](#) regarding establishment of retirement year.) To the extent possible, Soldiers and agencies should try to ensure that duty facilitates good retirement years.

A request for fragmented AT or a second AT during the same fiscal year must include a justification memo signed by a general officer (GO) with solid justification explaining why 12 consecutive days of AT cannot be performed in one consecutive string of dates. Fragmented AT, covered in Chapter 4, [AR 140-145](#), is based on mission requirements and not at a Soldier's request. Fragmented AT can only be broken into two parts, and neither part can be less than five days. Both sets of dates must be stated in the GO's signed memorandum. Upon approval of the fragmented AT, travel for the first period is

paid for by HRC; travel for the second period is paid for by the Soldier's unit/agency. The agency must submit a DD Form 1610 to cover the cost of the second travel. No AT order will be published without it. Guidance for exceptions to policy (ETP) is located in [Chapter 4](#) of [AR 140-145](#).

All Soldiers reporting for AT are required to meet height/weight standards and perform an APFT as defined in [AR 600-9](#) and [TC 3-22.20](#). Administrative updates are required within HRC personnel systems.

An IMA Soldier will maintain a current annual PHA and dental assessment. Medical and dental readiness is necessary for a Soldier to be placed on AT orders.

Inactive Duty for Training is divided into two categories: Soldiers will receive pay and retirement points, or retirement points only. Soldiers are limited to 48 IDTs for pay in any fiscal year per [AR 140-145](#), Chapter 4. Selective Service System (SSS) IMA Soldiers are limited to 36 IDTs as outlined in the current Memorandum of Agreement (MOA) between HRC and The SSS. All IDT periods must be coordinated between the Soldier and his/her proponent agency, regardless of where and with which agency they are being performed. Proponent agencies are encouraged to sufficiently disperse IDTs throughout the year, when possible, to enhance accessibility and training of the Soldier and to best meet the mission requirements of the proponent agency. When coordinated with and supported by the DIMA agency, a Soldier may add IDTs to the end of their AT.

Periods of IDT are normally performed at the duty location of the DIMA agency; however, IDT periods may be performed at other military installations (local to Soldier) when coordinated between the proponent agency, the Soldier, and the military installation. HRC recommends that Soldiers obtain attachment orders to perform IDT with another agency. A DA Form 4651 is required for attachment orders. The Soldier's Career Manager can publish the order which will ensure the Soldier is covered "in the line of duty" should the Soldier become injured enroute to or from their scheduled IDT site.

2. Training Expectations

Training expectations during IDTs are focused on the Soldier performing duties directly related to their DIMA position. The Soldier and the supervisor must agree on when, where, and how the IDTs are to be performed and their desired outcome.

~~Soldiers will NOT be paid for IDTs for the following:~~

- ~~a.—Performing correspondence courses for retirement point credit.~~
- ~~b.—Attending resident schools outside an AT/ADT status.~~
- ~~c.—Attending conferences that are not required for the duty position.~~

~~d. Performing duties within any designated 'Imminent Danger Area'.~~

~~e. Performing any other duties that are unrelated to the Soldier's duty position.~~

~~This is not a comprehensive list. The agency coordinator may contact the DIMA Program Management Team for further clarification.~~

IMA Program Management recently received a JAG review reference APFT and duty status. Previously the program prohibited the performance of an APFT while in an IDT status, and limited it to AT only. HRC JAG has reviewed the regulations pertaining to IMAs and APFT and has determined there is nothing preventing a Soldier from completing an APFT while on IDT. IMA Soldiers may conduct an APFT in an IDT, AT, or some other active duty status with the commander's approval. The test will be coordinated with the unit and IAW AR 350-1.

3. Pay Issues

Refer to [Information Paper](#), SUBJECT: Active Duty and Inactive Duty Training Pay Procedures for DIMA and ARE Program Participants, dated 10 January 2012.

a. Inactive Duty for Training (IDT)

All periods of IDT will be annotated on DA Form 1380, Record of Individual Performance of Reserve Duty Training. Soldiers will fill out the [DA Form 1380](#) according to the [example](#) shown in the reference area of this handbook. The 1380 is used to obtain either pay and/or retirement points. The DA Form 1380 must follow the guidelines of the example given to avoid complications while processing at HRC Reserve Pay. Ensure the AHRC Form 3, Appointment/Termination Record - Authorized Signature, has been submitted to HRC Reserve Pay.

b. Annual Training (AT)

The [AHRC Form 3924](#), Individual Active Duty Certificate of Performance, is used to gain credit for duty performed while on AT and must be submitted to HRC Reserve Pay, usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil. When filling out AHRC Form 3924, the inclusive dates of duty performed must include authorized travel dates. Excluding these dates may affect the pay for the Soldier who performed the AT.

Orders for 1-7 days will be submitted for pay by either the DIMA agency coordinator or the Soldier when the duty is complete along with the AHRC Form 3924. Orders for 8-29 days can be submitted to the HRC Reserve Pay Office on the first day of duty to ensure the Soldier receives payment by the last day of duty. When duty is complete, the Soldier or DIMA agency coordinator must submit the completed AHRC form 3924. These will be submitted to HRC, Reserve Pay via FAX (502-613-4547) or email usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil before payment can be calculated. The goal is to have these documents submitted within 72 hours of completion of duty.

Orders that are submitted to the Reserve Pay office on or after the end of duty must be accompanied by completed AHRC Form 3924.

c. Travel

Travel Pay is processed through DFAS-Indianapolis using a [DD Form 1351-2](#). Soldiers traveling on CONTINGENCY orders should submit their travel voucher to contingency_travel@dfas.mil.

Key phrases for CONTINGENCY orders include:

Mobilization orders supporting GWOT, OEF, or OCO

TCS (You are deployed in a TCS status)

CO-ADOS (Contingency Active Duty for Operational Support)

Soldiers traveling on RESERVE orders should submit their travel voucher to reserve_travel@dfas.mil with supporting documentation (Soldier's orders, lodging receipt, etc). The DFAS phone number is 888-332-7366 and FAX is 317-275-0334.

Key phrases for RESERVE orders include:

Long-term or Short-term TDY (Cut by Reserve or HRC)

ADOS for less than 180 days (Active Duty for Operational Support)

BOLC orders cut by Reserve or HRC (Basic Officer Leader Course)

ADOS-RC (Active Duty for Operational Support- Reserve Component)

TDRL for Reservists. (Temporary Disability Retired List)

Training- ADT, IADT, AT, or WTC (19 weeks or less)

For additional information as to where to submit your travel voucher, please consult the Voucher Pay Location Guide (VPLG) at <http://www.dfas.mil/>. AHRC Form 3924 is not required to be submitted with the travel voucher. Travel portion of the [Information Paper](#) on Active Duty and Inactive Duty Training Pay Procedures for DIMA and ARE Program Participants should be consulted for further information.

CHAPTER 4 – Soldier Administrative Maintenance

Agencies will perform an annual data review for each of their DIMA Soldiers to ensure compliance in the DIMA Program. Using the IMA Register (also known as the HOY96 report) and the [DIMA Verification Guide Procedures](#), the data review ensures the Soldier remains qualified for the position in which they are assigned.

1. AORS Using PERNET Access

Drilling IMA agency coordinators who have PERNET access are to initiate requests for orders for IMA AT. Go to the AORS Information page at [https://www.hrc.army.mil/staff/aors information](https://www.hrc.army.mil/staff/aors%20information), and complete the PERNET System Access Registration and Acceptable Use Policy. Submit to usarmy.knox.hrc.mbx.persinsd-account-management@mail.mil to obtain AORS access. Refer to the [AORS User Manual](#) for instructions on completing requests for orders.

2. Medical and Dental Readiness

Drilling IMA Soldiers require a current Periodic Health Assessment (PHA) every 12 months (NLT 15 months from previous PHA). Soldiers performing the annual PHA are entitled to receive IDT pay for each one 4-hour period of time and one retirement point. According to AR 140-145, no more than two paid IDT periods for physical health assessments are authorized annually. IMA Soldiers (performing IDT in a points-only status) who have not had a PHA within the previous 15 months of their AT request will not be authorized annual training until a PHA is completed. Review the PHA process within the IMA Soldier Q and A link: [IMA Q and A](#).

While it is ultimately the Soldier's responsibility to ensure they meet the prerequisites for training and medical readiness, it is the best interest of the DIMA agency to ensure IMA Soldiers complete an annual PHA. IMA agencies are authorized to allow their IMA Soldiers no more than two Inactive Duty Training (IDT) periods per fiscal year to complete their PHA. For pay and entitlements submit a DA Form 1380 annotating the performance of the PHA to the HRC Reserve Pay, FAX (502-613-4547) or email the document to: usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil.

Dental readiness is tracked along with medical readiness. Dental screening is included in the two days of IDT's that can be used for PHA. Soldiers should call LHI at 1-800-666-2833 ext. 3519 to create a dental voucher and obtain an appointment. The Soldier is to take a [DD Form 2813](#) with him/her to the appointment. Once their appointment is completed, sign and submit [DD Form 2813](#) either by email to: historicalupdates-dental@logisticshealth.com or fax (608) 796-2609, or mail back in the provided FedEx envelope.

3. Security Clearances

Security Clearance requirements are based on the Soldier's MOS/Position.

If the security clearance is not required based on the Soldier's MOS, Soldier's must possess, or be able to obtain, as well as maintain the Minimum Security Clearance required for the position against which they are assigned.

Soldier's in a position where a security clearance is not required, based on MOS/Position, at a minimum, must have a favorable NACLIC investigation.

The Soldier must have the current security clearance required for the position to complete their IDT's and Annual Training. Soldiers should contact their assigned IMA agency or the Security Management Office to process the required security clearance or minimum FAVORABLE NACLIC investigation.

The Security Office located within Special action Branch, Enlisted Personnel management Directorate will guide and assist all assigned IMAs with security clearance eligibilities, security administrative matters, and guidance for Sensitive Compartmented Information (SCI) nominations. The Security Office may be contacted by calling 1-502-613-5859 or emailing usarmy.knox.hrc.mbx.epmd-eqip@mail.mil.

SECRET clearances are valid for 10 years from the date of completion of the investigation, not from the date the clearance was granted. TOP SECRET and TS-SCI clearances are valid for 5 years from the date of completion of the investigation. If the Soldier has a two-year break in service, a new request will be submitted to update the clearance.

The Soldier has a responsibility to contact the HRC Security office when their clearance reaches 30 days from expiration to begin the process of renewing their clearance. Reinvestigations can be initiated within the 30 day window based on Army G-2 Guidance.

HRC will forward a request to the Personnel Security Investigations Portal (PSIP) Center of Excellence (PSI-CoE) verifying the security clearance requirement for the Soldier. The PSI-CoE is a new centralized organization which streamlines the submission of background investigations. The Soldier will receive an e-mail with instructions to begin working on the questionnaire which will start the five (5) calendar day window to complete their forms. The investigation will be terminated if the investigation packet has not been completed within the five day window. The Soldier will be working with the PSIP Center until he/she has completed the submission process.

Soldiers must possess the required security eligibility for the position in which they will be filling during their tour of duty. If the Soldier's AT/duty assignment requires access to SCI, the indoctrination and/or permanent certification will be completed by the Soldier's assigned proponent agency upon the determination of need-to-know.

If a Soldier possesses a revoked/denied security clearance eligibility and has already been boarded by the Personnel Suitability Administrative Board (PSAB) and/or waived their right, the agency is to submit a DA FM 4651 to transfer the Soldier to the IRR or be subject to an involuntary transfer of the Soldier to the IRR by HRC.

4. Army Physical Readiness Training (APRT)

Drilling IMA Soldiers are to maintain appropriate height/weight (HT/WT) and Army Physical Readiness standards IAW [AR 600-9](#) and [TC 3-22.20](#), respectively.

The [DA Form 705](#) should be scanned to the appropriate HRC Operations Team or direct to the Soldier's Career Manager for updating in the administrative systems.

If a DIMA Soldier fails to meet prescribed HT/WT and/or APFT standards in accordance with [AR 350-1](#), the agency is to submit administrative action using [DA Form 268](#), Report to Suspend Favorable Personnel Actions ("flag"), and forward it to the appropriate HRC Operations Team or direct to the Soldier's Career Manager.

If a Soldier needs to obtain a profile they may be do so during their annual PHA. If the Soldier has sustained an injury that is significant enough to limit him/her from taking an APFT, they are to provide the medical documentation from their civilian provider in regard to this injury to their IMA Agency Coordinator. The Soldier is to coordinate with their IMA Agency Coordinator for this profile request. The IMA Agency Coordinator will forward the medical documentation to the HRC Surgeon's Office for review and completion of a temporary profile on behalf of the Soldier. The HRC Surgeon's Office number is Toll Free: (800) 433-0521, DSN: 983-9030, commercial: (502) 613-9030, or email usarmy.knox.hrc.mbx.sg@mail.mil.

Soldiers injured while in the line of duty (LOD) may need a LOD investigation. More information about LOD investigations can be found [here](#).

5. Evaluations

This portion of the handbook highlights the topic of evaluations; Soldiers and raters should refer to AR 623-3, Evaluation Reporting System, on the submission of evaluations. Evaluations for DIMA Soldiers are handled similar to all other reserve Soldiers. A rating chain, determined by the agency, is held accountable for submitting an evaluation no more than 90 days after the anniversary date of day the Soldier was assigned to the DIMA position. Evaluations will include both AT and IDT periods during a specific rating period, as stipulated in [AR 140-145](#), [Chapter 3](#).

A rating chain will be prepared according to [AR 623-3](#). One of the many questions concerning raters and senior raters is the establishment of civilians within the rating chain. According to [AR 623-3](#), Chapter 2, civilians holding the pay grade of GS-07 and above can be used as raters when they are the immediate supervisor of a specific NCO. Senior raters for NCOs must be members of the U.S. Armed Forces with seniority in

grade to all those in the direct line of supervision of the rated NCO, or a DoD civilian employee at the minimum pay grade of GS-09.

For officers, civilian raters do not have a specified minimum grade requirement, but must be the rated officer's designated immediate supervisor. Senior raters who are civilians must meet the qualifications outlined in AR 623-3, [Table 2-1](#). There are also occasions where the rater may actually be junior to the rated officer, as listed in [Para 2-5\(3\)b \(1\)-\(8\)](#).

The minimum time requirement for being designated as a rater for both NCOs and officers is 90 calendar days, while the minimum time requirement for senior raters for both OERs and NCOERs is 60 calendar days. Members of allied military forces cannot be designated as senior raters. For rated officers, the senior rater will also act as the reviewer unless the senior rater is not a U.S. Army civilian employee or U.S. Army Officer. In this case, the next U.S. Army civilian or U.S. Army Officer above the senior rater will be designated to review. For NCOERs, the reviewer will be an officer, CSM, or SGM in the direct line of supervision and senior in pay grade or date of rank to the senior rater. Reviewers are not subject to a minimum time requirement, but there are restrictions concerning who can be a reviewer for NCOER's according to AR 623-3, [Chapter 2](#).

Evaluations are generally submitted for one of the following reasons: Annual submission, Change of Rater, Complete the Record, Senior Rater Option, and Referred Report. The most common reports completed are the Annual and Change of Rater evaluations.

Specific requirements for all evaluations are addressed individually in Chapter 3 of [AR 623-3](#). Even though the above types of evaluations all require 90 minimum consecutive days in order to be valid, there are exceptions that fall under the 90-day rule as well. Examples include academic evaluations, Relief for Cause, and Initial Tour of Extended Active Duty.

The Army has instituted the capability to produce, sign, and process both NCOERs and OERs completely via electronic capability through use of the Pure Edge XFDL form found on various websites like the [Army Publishing Directorate \(APD\)](#), and formally sent through [AKO](#). This is now the mandatory procedure for all evaluations, and it allows the rated Soldier to not only review the evaluation in its entirety prior to submission but to also allow any individual in the rating chain to send the completed evaluation to HQDA for processing.

By re-formatting the signature chain on the evaluation form, the Army has allowed each member of the evaluation process to gain a sense of finality and ownership. The XFDL form used for both the [DA Form 2166-8 NCOER](#) and [DA Form 67-9 OER](#) forces the rater to sign first, followed by the senior rater and reviewer, with the rated individual being the last to sign. Anyone can send the completed evaluation to HQDA via [AKO](#). Use the following steps to send an evaluation to HQDA once completed using AKO:

- a. Log into AKO
- b. Click on 'Forms' on the upper right hand corner
- c. Click on the 'Drafts' tab
- d. Click on the 'Upload Form'
- e. Click on 'Browse' tab to find your saved evaluation
- f. Click on 'Upload' tab to upload the evaluation
- g. A message appears that says "Your form has been uploaded successfully!"
Then click 'Continue'
- h. Click the box next to the uploaded form and then click on the drop-down box on the far bottom left that shows the default 'Sp. Tasks' and click on the selection 'Send to HQDA'
- i. When a box comes up asking the prompt "Are you sure you wish to send to HQDA?" click OKAY
- j. Once the form has been sent, click CONTINUE

After submission, if no errors are found, it will take approximately 2-3 weeks for the evaluation to show in the Soldier's records at HRC.

****IMPORTANT NOTE****

For additional guidance specific to the Army Reserve, refer to [AR 623-3](#), Chapter 4. There are areas concerning rating chain determinations, responsibilities, and turn-in requirements that may vary in specific situations not covered in this handbook.

6. Promotions

Promotion guidance for promotion of Soldiers assigned to IMA is given in [AR 600-8-19](#), Chapter 5.

a. ARE Promotions

According to [AR 600-8-19](#), Chapter 5-2c (1a), the Commander of a Regional Support Command (RSC), ARE or multi-component unit authorized a general officer (GO) is the promotion authority for Soldiers assigned to units of his/her command.

All ARE officers are considered through normal, centralized USAR boards conducted at the HQDA level. All candidates eligible for promotion will be notified via AKO of the date, procedures, and deadlines for submission of their respective board. Officers must

review their records on the HRC website to ensure they are up to date. Record updates will be completed through procedures outlined in the MILPER message for each board held.

Notification of board results are reported on the HRC website for all officer promotions. Once board results have been posted, those selected for promotion will begin the search for a new position if the one they currently reside in is below the rank of that for which they were just selected. The same stipulations exist for NCOs and for newly promoted officers. Soldiers may not be promoted until assigned to a position of the correct grade and skill for the promotion.

Direct any other questions concerning ARE promotion details to the agency's IMA/ARE coordinator for clarification.

b. DIMA Promotions

The promotions of DIMA Soldiers are in accordance with [AR 600-8-19](#), Chapter 6. This chapter provides guidance about how DIMA NCOs are to prepare promotion boards. Soldiers between the ranks of PFC – SSG will be considered for promotion without regard to appropriate DIMA position vacancies (AR 600-8-19, Chapter 6). Position vacancies are required for promotion to MSG and SGM.

Officers within the DIMA program may compete in their boards annually. Announcements concerning when boards will take place are posted on the HRC website at [https://www.hrc.army.mil/TAGD/Selection Boards](https://www.hrc.army.mil/TAGD/Selection%20Boards).

IMA Officers are to create their own Officer Record Brief (ORB). HRC systems cannot generate an ORB or a 2-1 for an IMA officer. It is the responsibility of the Soldier to maintain their ORB. A blank ORB may be found [here](#) and instructions can be found in [DA PAM 640-1](#). For those Soldiers who are completing an ORB for their promotion board, submit the ORB to the email address that is listed in the board MILPER message.

Once the officer board results are approved and released, Individual Mobilization Augmentee (IMA) Soldiers occupying a position of the appropriate grade and Area of Concentration (AOC) for which they are qualified must complete an [AHRC Form 56-R](#) and submit through their IMA Proponent Agency to the [Promotions Branch](#) (usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@mail.mil) at HRC. IMA promotion orders will be emailed to the Soldier's AKO e-mail address.

7. ETS/MSO

Enlisted DIMA Soldiers must transfer to the IRR at least 3 months prior to their ETS date. Agency Coordinators are responsible for completing and routing the DA Form 4651. Once transferred to the IRR, an ETS order will automatically be generated by the

Data Operations Center, Tech Division, PERSINSD. If the Soldier does not receive an ETS order, contact the HRC HR Service Center at 1-888-276-9472.

Soldiers who do not wish to ETS may be eligible for reenlistment or extension. For extensions or reenlistments, Soldiers should contact the IRR/IMA Reenlistment Team at 502-613-5928 or by email at usarmy.knox.hrc.mbx.epmd-irr-retention@mail.mil.

8. Retirement

Retirement for DIMA Soldiers starts with receiving a 20-year letter from HRC. This letter and what it entails can be found on the HRC website shown below:

<https://www.hrc.army.mil/site/Reserve/soldierservices/retirement/20yearletter.htm>.

This web page provides information on everything concerning retirement and the processes used ranging from calculation of points to survivor benefits and even foreign employment after retirement.

The 20-year letter is the official notice that 20 years of creditable service has been reached by an individual in the Army Reserve, and declares the qualification of the Soldier for retirement benefits at age 60. After qualifying, the letter is generated by HRC and sent to the Soldier approximately 45-60 days after his/her Retirement Year ending (RYE) date.

Three months prior to requested transfer date to the Retired Reserves Soldier must submit a DA 4651-R to request transfer to the IRR with an effective date one week prior to transfer to the Retired Reserves.

Six months prior to turning age 60 (or [earlier qualifying age for retirement](#)), Soldiers should initiate their retirement application packet to their Career Manager.

See the retirement information packet located at the following page <https://www.hrc.army.mil/site/Reserve/soldierservices/retirement/info-packet.htm> for more information.

Members contemplating separation instead of retirement after receiving their 20-year letter can find information on this topic at the HRC webpage located at <https://www.hrc.army.mil/site/Reserve/soldierservices/retirement/ret-vs-discharge.htm>.

Information reference awards for retiring Soldiers may be found in section 9 of this chapter.

To prevent Soldiers from incurring erroneous debts, a copy of the retirement order must be sent to [HRC Reserve Pay](#) from the agency coordinator or the Soldier. The only exception is when the Soldier is beginning Retiree Recall orders immediately after transfer to the Retired Reserves.

9. Awards

DIMA Soldiers are authorized two Reserve awards in addition to other Army awards in [AR 600-8-22](#); the Army Reserve Components Achievement Medal (ARCAM) and the Armed Forces Reserve Medal (AFRM). The AFRM is awarded to Reservists for 10 years of qualifying service. Any retirement year where the Soldier earns 50 or more points is considered a qualifying year of service. Refer to the [IMA Awards Information Paper](#) on the IMA Overview website for further details.

An AFRM with 'M' device can be given to Reservists after having served on mobilization orders for operations deemed qualified for the award (e.g. Operation Iraqi Freedom, Operation Enduring Freedom, Operation New Dawn, etc.). The Soldier submits a request for the award with a DD 214 and pay records or evaluation report for proof of duty. Award documentation should be forwarded to the Soldier's appropriate Career Manager or the Soldier's unit.

The ARCAM is awarded for four consecutive years of qualifying service on or after 3 March 1972, or 3 consecutive years of qualifying service on or after 28 March 1995, as a member of the DIMA Control Group, an Army Reserve unit or Army National Guard unit. A qualifying year of service is one in which a Reserve soldier earns a minimum of 50 retirement points during his/her retirement year. A reservist is recommended for the award by the Commander of the unit to which he/she is assigned. The recommendation is submitted in memorandum format.

Drilling IMA Soldiers may be eligible for the Army Reserve Components Overseas Training Ribbon as well if qualified. Eligibility for this award hinges upon completing no less than 10 consecutive days of AT or ADT on foreign soil. A DIMA Soldier can be awarded this ribbon by sending a formal request to HRC Career Manager along with his/her AT/ADT orders and evaluation or travel voucher to substantiate completion of training.

If an IMA Soldier is transferred to the Retired Reserves prior to the submission of an award for retirement, the DA 638 will be submitted to the Soldier's career branch. Call 888-ARMYHRC (888-276-9472) to request the appropriate contact information for the branch or refer to the hrc.army.mil website and locate the branch.

The following is a list of retirement items that all IMA Soldiers receive at retirement upon publication of the retirement order. These items will be requested by the appropriate offices within HRC.

- (1) US Flag measuring 3 by 5 feet, cotton outdoor
- (2) Retired Army pin, formerly known as the "US Army Retired Lapel Button"
- (3) Two-color window decal (Retired) (one large, two small)

(4) Army Strong DVD

(5) Retirement letter (signed by CSA/SMA/Sec Army)

(6) DD Form 2542 Presidential Certificate of Appreciation

(7) DA 5332 and 5332-1 (Certificate of Appreciate for Wife/Husband of Retiring Army Active Reserve Status Personnel)

10. Clothing

Per AR 700-84

14-13. Personal clothing for USAR Individual Mobilization Augmentation soldiers

a. IMA soldiers are authorized a full uniform issue contained in CTA 50–900 (Table 1 or 2). On the first and subsequent annual training periods the unit commander will inventory the uniforms in the soldier's possession when reporting for training. The following procedures apply:

(1) Prepare a DA Form 3078 in seven copies as shown in figure 3–1, annotating the requirements necessary to bring the personal clothing inventory up to the Active Army authorizations. Mark the category block beside USAR and IMA. The seventh copy of DA Form 3078 is maintained by the requesting activity as a suspense copy.

(2) The soldier will take the DA Form 3078 to the AMCSS for issue of the items.

(3) The AMCSS will process the request on a fill or kill basis. AMCSS will retain the original and three copies of the DA Form 3078. Two legible copies of the form are provided to the soldier.

(4) The unit commander will maintain a supply record on DA Form 4886 for all assigned IMA soldiers.

(5) A current copy of the DA Form 4886 and a copy of the soldier's training orders will be sent to Commander, ARPERCEN each time an adjustment is made. Send the copies to Commander, ARPERCEN, ATTN: ARPC–EP, 9700 Page Boulevard, St. Louis, MO 63132–5200.

b. Due to the nonavailability of personal clothing items at the AMCSS, additional issues are authorized until Active Army authorizations are met. Additional issues may be made during subsequent annual training periods.

c. Soldiers who report to training without previously issued items will be required to replace the items not in their possession at the soldier's own expense unless it is determined that such loss was due to circumstances beyond the soldier's control.

Note. For training requiring the use of the (AG) uniform, the commander should inform the soldier of the requirement prior to the soldier reporting for annual training. All previously issued BDUs are expected to be in the soldier's possession when reporting for annual training.

d. Exchange of obsolete or damaged uniform items will be made per paragraph 14–14.

For more information regarding how to obtain clothing issue and replacement, please see the [IMA Clothing SOP](#) on the IMA Overview website.

REFERENCES – Extracts of Subject Resources

1. [Exceptions To Policy Per Individual Mobilization Augmentation \(IMA\) Program AR 140-145](#)
2. [Prescribed DA Form 1380 Template to Be Used for Processing IDT Duties](#)
3. [Prescribed Template for DA Form 4651 for Requesting Assignment/ Transfer/Release](#)
4. [Prescribed Template for DA Form 2446 Request for Orders](#)
5. [Minimum grade requirements for Officer evaluation Senior Rater](#)
6. [Exceptions to rule that Rater must be senior to the Rated Officer \(AR 623-3, Chapter 2-5\(b\) \(1-8\)\)](#)
7. [Exceptions to NCOER Reviewer Eligibility \(AR 623-3, Chapter 2-8b\(1\)\(c\)\)](#)
8. [Time In Grade for Enlisted IRR, IMA, and Standby Reserve](#)
9. [Fragmented Annual Training](#)
10. [Performance Evaluations](#)
11. [Reserve Component Early Retirement](#)
12. [Information Paper published 10 January 2012 on Active Duty and Inactive Duty Training Pay Procedures for DIMA and ARE Program Participants](#)

Exceptions To Policy
Per Individual Mobilization Augmentation (IMA) Program
AR 140-145

ASSIGNMENTS	AR 140-145	Pending Responsible Directorate	CURRENT APPROVAL AUTHORITY
Nominative Assignments for other than agencies listed in AR 140-145	Chapter 3 para 3-1b(2) page 8	EPMD/OPMD	HRC
Following promotion over-grade officer and warrant officers may be temporarily retained for 1 year in the position	Chapter 3 para 3-1d(3) page 9	OPMD	HRC
Officers and warrant officers will possess the required military occupational specialty/area of concentration (MOS/AOC) of the designated position. Substitutions must conform to the guidelines established in AR 140-10, AR 611-1, and DA PAM 611-21 and should be made only when an officer or warrant officer with the required MOS/AOC is not available.	Chapter 3, para 3-1d(4) page 9	OPMD	HRC
Officers and Warrant Officers may remain in a deleted position for up to 1 year. ETP is required to extend	Chapter 3 para 3-1d(5) page 9	OPMD	HRC
Following promotion over-Grade Enlisted Soldiers may be temporarily retained for 1 year. ETP is required to extend	Chapter 3 para 3-1e(2) page 9	EPMD	HRC
Enlisted must possess the required MOS Unless ETP is approved	Chapter 3 para 3-1e(3) page 9	EPMD	HRC
Enlisted may remain in a deleted position for up to 1 year. ETP is required to extend	Chapter 3 para 3-1e(5) page 10	EPMD	HRC
HRC will approve/disapprove double slotting of IMA positions based on authorized over strength.	Chapter 1, para 1-4e(11) page 2	EPMD/OPMD	HRC
ANNUAL TRAINING			
Additional AT days up to a max of 29	Chapter 4 para 4-3a(1) page 12	EPMD/OPMD	HRC
Fragmented Annual Training	Chapter 4 para 4-4b page 13	EPMD/OPMD	HRC
Soldiers must remain in position for at least 1 year before a request for reassignment, outside the agency, may be initiated.	Chapter 3 para 3-1a (8)page 8.	EPMD/OPMD	HRC

Prescribed Template to Be Used for Processing IDT Duties (DA Form 1380)

ARMY RESERVE RECORD OF INDIVIDUAL PERFORMANCE OF				1. DATE																				
2. FROM: (Reporting Agency) (Include ZIP Code)			1. Date form is completed, cannot be before last day of IDT's reflected in block 9. 3. YYYYMMDD of Soldier's anniversary year that will cover duty performed.																					
4. TO: (Custodian of reservists' field 201 file) (Include ZIP Code) Department of the Army U.S. Army Human Resources Command Attn: AHRC-RMP 1600 Spearhead Division Ave Ft. Knox, KY 40122																								
5. LAST NAME - FIRST NAME - MIDDLE INITIAL			6. GRADE - i.e. E6, O3, etc																					
8. INDIVIDUAL'S ASSIGNED ORGANIZATION (if different from office of addressee)			7. BRANCH - i.e. AG, LG, etc																					
9. THE ABOVE NAMED RESERVIST PERFORMED <input type="checkbox"/> EQUIVALENT <input checked="" type="checkbox"/> APPROPRIATE <input type="checkbox"/> SUITABLE <input type="checkbox"/> OTHER (Check applicable <i>AND</i> DUTIES, TRAINING OR INSTRUCTION ON THE DATES AND FOR THE NUMBER INDICATED AS AUTHORIZED BY (Cite authorization) <i>IAW AR 140-185, Table 2-1, Rule ____ (whichever one applies from AR 140-185, Table 2-1)</i>																								
a. DATE			RETIREMENT POINTS																					
DAY	MONTH	YEAR	HOURS b	POINTS c																				
9d. Soldier performed duties of IMA Position																								
			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Hours</th> <th>Payment</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>P1</td> <td>4hrs</td> <td>Paid</td> <td>1 Point</td> </tr> <tr> <td>P2</td> <td>8hrs</td> <td>Paid</td> <td>2 Points</td> </tr> <tr> <td>N1</td> <td>4hrs</td> <td>Not Paid</td> <td>1 Point</td> </tr> <tr> <td>N2</td> <td>8hrs</td> <td>Not Paid</td> <td>2 Points</td> </tr> </tbody> </table>	Hours	Payment	Points	P1	4hrs	Paid	1 Point	P2	8hrs	Paid	2 Points	N1	4hrs	Not Paid	1 Point	N2	8hrs	Not Paid	2 Points	Regulatory guidance requires submission of IDT within 72 hours of completion. Any DA Form 1380 submitted for points or pay outside of 12 months from the date duty was performed will not be processed without a letter of lateness from the agency commander, also verifying the duty was performed.	
Hours	Payment	Points																						
P1	4hrs	Paid	1 Point																					
P2	8hrs	Paid	2 Points																					
N1	4hrs	Not Paid	1 Point																					
N2	8hrs	Not Paid	2 Points																					
			Blocks 10 & 11: Individual signing must have a DD Form 577 on file with HRC Reserve Pay																					
10. TYPED NAME, GRADE AND POSITION OF OFFICER HAVING KNOWLEDGE OF DUTIES PERFORMED				11. SIGNATURE OF OFFICER (Item 11)																				
12. FOR CUSTODIAN OF INDIVIDUAL RESERVIST'S RECORDS																								
<input type="checkbox"/> REPORTED TO SERVICING DATA PROCESSING UNIT.		<input type="checkbox"/> PAY DATA	<input type="checkbox"/> EXTRACTED	<input type="checkbox"/> NOT APPLICABLE																				

DA FORM 1380, JUL 2010

PREVIOUS EDITIONS ARE OBSOLETE.

APD PE v1.00E5

**Prescribed Template for Requesting Assignment/Transfer/Release
(DA Form 4651)**

REQUEST FOR RESERVE COMPONENT ASSIGNMENT OR ATTACHMENT				DATE (YYYYMMDD)			
For use of this form, see AR 140-10. The proponent agency is DCS, G-1.				20110627			
1. TO		2. FROM					
COMMANDER CMAOC, HRC 1600 SPEARHEAD DIVISION DRIVE		COMMANDER 2nd BATTALION (CS/CSS), 340th REGIMENT 3590 CENTURY DIVISION WAY					
<p align="center">PRIVACY ACT STATEMENT</p> <p>Authority for collecting personal information and social security number is 10 U.S.C. 3012. Disclosure by member is mandatory. Principal purpose is to transfer Reservist between units. Routine uses: To document transfer and attachment actions. The SSN is used for maintenance of records and compiling statistics.</p>							
3. NAME AND CURRENT ADDRESS				a. SSN			
IM A. SOLDIER 5531 CANDLE COURT CHARLESTOWN, IN 47111				000-00-0000			
				b. HOME TELEPHONE NUMBER (Area Code)			
				502-812-6502			
				c. OFFICE TELEPHONE NUMBER (Area Code)			
				502-812-2983			
d. GRADE	e. DOR	f. BRANCH	g. SSIPMOS	h. PESID			
O-3	20110127	OM	92A	20020305			
i. RYE	j. ETS	k. SEX	l. HEIGHT & WEIGHT	m. DOB			
02/07	N/A	M	72" / 215	19810810			
n. TYPED NAME, GRADE AND SIGNATURE OF RESERVIST				DATE (YYYYMMDD)			
SOLDIER, IM A. O-3				20110611			
4. ACTION							
<input checked="" type="checkbox"/> a. VOL ASGMT <input type="checkbox"/> b. ATTACHMENT <input type="checkbox"/> c. RELIEVED FROM ATTACHMENT							
d. EFFECTIVE DATE (YYYYMMDD)				e. AUTHORITY AND REASON FOR TRANSFER			
20110701				AR 140-145 Voluntary Reassignment TPU to DIMA			
5. REQUEST ASSIGNMENT / ATTACHMENT / TRANSFER TO:				a. AUTOVON NUMBER			
CMAOC, HRC 1600 SPEARHEAD DIVISION DRIVE FORT KNOX, KY 40122				UC W6ED27			
				b. INPUT STATION NUMBER			
				c. UNIT PAYROLL NUMBER			
d. TOE / TD	e. PARA	f. LINE	g. POSITION TITLE	h. DUTY MOS		i. GRADE AUTHORIZED	
	102B	12A	Casualty Assistance Officer	01A		O-3	
j. TYPED NAME, GRADE, TITLE AND SIGNATURE OF GAINING UNIT CDR				DATE (YYYYMMDD)			
GAINING COMMANDER				20110627			
6. UNIT RELIEVED FROM ASSIGNMENT / ATTACHMENT				a. AUTOVON NUMBER			
2nd BATTALION (CS/CSS), 340th REGIMENT 3590 CENTURY DIVISION WAY LOUISVILLE, KY 40205				UC W87DAA			
				b. INPUT STATION NUMBER			
				c. UNIT PAYROLL NUMBER			
k. TYPED NAME, GRADE, SIGNATURE OF LOSING UNIT COMMANDER				DATE (YYYYMMDD)			
LOSING COMMANDER				20110503			
7. INCLOSURES							
<input type="checkbox"/> a. ORDER <input type="checkbox"/> b. DD FORM 4 <input type="checkbox"/> c. DD FORM 214 <input type="checkbox"/> d. MPRJ <input type="checkbox"/> e. OTHER							
8. REMARKS							

Prescribed Template for Request for Orders (DA Form 2446)

REQUEST FOR ORDERS <small>For use of this form, see AR 310-10; the proponent agency is PERSCOM</small>		DATE OF REQUEST DATE
TO: HUMAN RESOURCES COMMAND ATTN: AHRC-PLM-I 1600 SPEARHEAD DIVISION AVE, FT. KNOX, KY 40122-5102	FROM: YOUR AGENCY NAME & ADDRESS	
TITLE OF FORMAT REQUEST FOR IMA ANNUAL TRAINING		
STANDARD NAME LINE SOLDIER'S NAME & RANK SOLDIER'S SSN		
LEAD LINE	VARIABLE INFORMATION	
PERIOD: REPORT DATE: REPORT TO: ASSIGNED TO: UIC: ADDITIONAL INSTRUCTIONS:	# of actual training days requested (do not include travel time) Date Soldier will report Address location (to include zip code) the Soldier will report. Indicate if this address differs from assigned duty location Name & address of agency to which assigned UIC to which the Soldier is assigned Mode of travel, select: local/POV/commercial air/government air/train Does Soldier have a government charge card: Yes or No Provide rental car: Yes or No Government mess available: Yes or No Government quarters available: Yes or No Is Soldier local to the report site: Yes or No Is Soldier performing IDT's in conjunction with AT: Yes or No (IDT's must be performed at the end of the AT period, if they are in conjunction with AT) DOB: (MM/DD/YYYY) Gender: (Male/Female) * NOTE * If IDT's are in conjunction with AT then add the following statements to the ADDITIONAL INSTRUCTIONS: "AUTH TO PERFORM IDTS & RETURN TO HOR ON (date of last IDT). NO PER DIEM AUTH FOR IDT PERIODS."	
REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (Type or Print) IMA COORDINATOR'S NAME, EMAIL ADDRESS, PHONE#	SIGNATURE IMA AGENCY COORDINATOR'S SIGNATURE	

DA FORM 2446, JAN 1976

REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED.

APD PE v3.00

Minimum grade requirements for Officer Evaluation Senior Rater
AR 623-3, Chapter 2, Section 1, Table 2-1, Pages 10-11 (dated 5 June 2012)

Table 2-1 Minimum Grade requirements for senior raters on officer evaluation report				
		Minimum grade/schedule and pay grades of civilian supervisor senior rater		
Rank of rated officer	Minimum rank or grade of military senior rater	Merit/general schedule (GS)	Non-appropriated fund	SES (see paras 27a(4) and 2-7a(15)(a))
WO1-chief warrant officer five (CW5)/2LT/1LT	O-4 MAJ/Maj/CPTP	General manager (GM)/ General Government (GG)/GS-13	Universally administrative (UA) 13	
1LT(P)/CPT	O-5 LTC/LT Col/MAJP	GM/GG/GS-13	UA-13	
CPT(P)/MAJ	O-6 COL/Col/LTCP	GM/GG/GS-13	UA-15	
MAJ(P)/LTC	O-6 COL/LTCP	GM/GG/GS-15	UA-15	
LTC(P)/COL	O-7 BG/BGen/Brig Gen/COLP	SES (see paras a(4) and (15)(a), above)	UA-16	
COL(P)/BG/MG	Senior to the rater and intermediate rater	Senior to the rater and intermediate rater	Senior to the rater and intermediate rater	
Notes: 1 A promotable officer (signified on the OER by placing a "P" after the current rank) is one who is on a promotion list and is currently serving in a position authorized for the next higher rank or grade. 2 Civilian supervisors must be officially designated on the published rating scheme established by the local CDR and of the pay grade indicated. 3 As an exception to this rule, senior Army advisors, ARNG, are rated by the associated State/Territory AG and senior rated by the assigned First Army Division CDR (Division East or Division West), regardless of the relative dates of rank of the rating officials. 4 Other exceptions to this rule apply as indicated in paragraph (12)(b), above and for AMEDD COLs as specified in appendix E. 5 Supplementary review of OERs is required in cases where the senior rater is not a U.S. Army officer or a DA civilian. 6 Navy senior rater rank equivalents are: O-4 - lieutenant CDR, O-5 - CDR; O-6 - Captain, O-7 - rear admiral (lower half-BG equivalent), O-8 rear admiral (upper half-MG equivalent). Admirals, who are equivalent to general officers, are referred to as "flag officers."				

Exceptions to rule that Rater must be senior to the Rated Officer
AR 623-3, Chapter 2, Section II, Paragraph 2-5b(1)-(8), Pages 7- 8 (dated 5 Jun 12)

b. Officer evaluation report rater eligibility.

(1) A military rater will be senior to the rated officer, by grade or date of rank. Exceptions to this rule are—

(a) An officer in a command position may rate an officer over whom he or she has command authority. In cases when the CDR rates an officer of the same grade but senior in date of rank, the rater will attach a copy of the memorandum announcing the assumption of command as an enclosure to the rated officer's OER. (Format and guidance for assumption of command announcements are in AR 600–20.)

(b) A three- or four-star general officer who has been appointed to command by direction of the President of the United States in an appointment of CDR announcement has command authority and may rate an officer who is of the same grade but senior in date of rank. (Format and guidance for appointment to command orders are in AR 600–20.) In such cases, the rater will attach a copy of his or her appointment of CDR announcement as an enclosure to the rated officer's OER.

(2) A colonel (COL) serving as a COL-level Chief of Staff may rate a COL who is senior in date of rank. *Note.* This does not apply to lieutenant colonel (LTC) Ps serving in a Chief of Staff position or COLs serving as acting Chiefs of Staff.

(3) In situations, such as Joint commands, an officer in a supervisory position may rate an officer who is senior in date of rank provided—

(a) The rater is other than a U.S. Army officer.

(b) Each instance is approved, in writing, by the next senior U.S. Army member of the command or activity. A copy of the approval will be sent to HQDA as an enclosure to the evaluation form.

(4) For OERs, a civilian rater has no minimum grade requirement but will be the rated officer's designated supervisor.

(5) CDRs will normally be rated by the next higher CDR. An exception to this rule is allowed when a staff officer or higher level CDR is the logical choice as the CDR's supervisor because of functional, geographical, or technical supervision requirements.

(6) Officers who are selected for promotion and who are in authorized positions for the next grade may rate any officer they supervise if, after the rater's promotion, they will be senior to the rated officer.

(7) A rater who has been selected for promotion and who is in an authorized position for the next grade will be considered to be serving in the next grade. The symbol "P" will be put after the current rank on the applicable evaluation form.

(8) A rater who has been selected for promotion but is not in a position authorized for the new grade will be considered to be serving in the current grade. The symbol "P" will not be put after the current rank on the applicable evaluation form.

Exceptions to NCOER Reviewer Eligibility
AR 623-3, Chapter 2, Section II, Paragraph 2-8b(1)(c), Page 13 (dated 5 Jun 12)

(c) Commanders may appoint officers of other U.S. military services or civilian employees of DOD, GS–12 and above, or other equivalent civilian pay scales, as reviewers when—

1. The grade and line-of-supervision requirements are met.

2. Either the rater or senior rater is a uniformed Army official.

(2) *Supplementary review requirement.* In cases where both the rater and senior rater are other than uniformed Army rating officials and no uniformed Army reviewer is available, either—

(a) The report will be reviewed by a uniformed Army officer in the rated NCO's unit administrative office. As an exception, this officer is not required to be senior to the rater or senior rater.

(b) General officers and SES members or equivalent serving with any branch of the U.S. Armed Forces may be appointed as reviewers.

(3) *General officer serving as rater and senior rater.* In cases where the rater or senior rater is a general officer or a civilian employee of the SES or equivalent rank and precedence, that official will also act as reviewer. A promotable COL working in a BG position who is the senior rater may also serve as the reviewer.

Time In Grade for IRR, IMA, and Standby Reserve ([AR 600-8-19](#))

Table 6–1 Time in grade for IRR, IMA, and Standby Reserve (Active Status List) promotion

For promotion to grade	Time in grade
SGM	28 months in MSG (1)
MSG	24 months in SFC (1)
SFC	36 months in SSG
SSG	36 months in SGT
SGT	24 months in CPL/SPC
CPL/SPC	24 months in PFC
PFC	12 months in PV2

Notes: (1) Applicable to Soldiers assigned to IMA positions or assigned to the Standby Reserve (Active Status List)

Fragmented Annual Training ([AR 140-145](#))

4–4. Fragmented annual training

- a.* Fragmented AT is authorized for IMA general officers, as well as Soldiers assigned to the S3 and FEMA, including Soldiers assigned to FEMA CPSD. These Soldiers are allowed to perform up to three increments of fragmented AT per FY. However, the total fragmented annual training time, excluding travel time, may not exceed 15 days for general officers and FEMA IMAs and 13 days for S3.
- b.* Other Soldiers who wish to perform fragmented annual training may submit a written request through their proponent agency chain of command to HRC–STL (AHRC–PLS–I) for appropriate consideration. All such requests must be fully justified and favorably endorsed by the first general officer in the Soldier’s proponent agency chain of command. All requests for fragmented AT will be considered on a case-by-case basis as an exception to policy. Soldiers are allowed to perform no more than two increments of approved fragmented AT per FY. The fragmented AT must be for a minimum of 5 days and may not exceed a total of 12 days, excluding travel per FY. Requesting proponent agencies will incur travel expenses associated with the second increment of fragmented AT.

Performance Evaluations ([AR 140-145](#))

3–4. Performance evaluations

- a.* Guidelines for preparing annual performance evaluation reports for IMA Soldiers are found in AR 623–3.
- b.* Performance evaluations are required for all IMA Soldiers. Evaluation reports will be prepared and submitted on an annual basis no later than 90 days following the anniversary date of the Soldier’s assignment to the IMA position. IMA performance evaluations will include both AT and IDT periods of duty. However, IMAs who are required to perform AT in an "in lieu of" status requiring a different rating chain may be given separate evaluations for their AT and IDT performance. Overall responsibility for the proper coordination and completion of annual performance evaluations per published regulatory guidance rests with the proponent agency.
- c.* Annual evaluations are required for all FEMA and general officer IMAs and will include their AT and IDT (points only) periods. OERs are due no later than 90 days following the anniversary date of the officer’s assignment. NCOERs are due each November for Soldiers in the grade of SGT/E–5; October for Soldiers in the grade of SSG/E–6; September for Soldiers in the grade of SFC/E–7; and, August for Soldiers in the grade of MSG/E–8 and SGM/E–9.

Reserve Component Early Retirement

SEC. 647. COMMENCEMENT OF RECEIPT OF NON-REGULAR SERVICE RETIRED PAY BY MEMBERS OF THE READY RESERVE ON ACTIVE FEDERAL STATUS OR ACTIVE DUTY FOR SIGNIFICANT PERIODS.

(a) REDUCED ELIGIBILITY AGE.—Section 12731 of title 10, United States Code, is amended—

(1) in subsection (a), by striking paragraph (1) and inserting the following:

“(1) has attained the eligibility age applicable under subsection (f) to that person;” and

(2) by adding at the end the following new subsection:

“(f)(1) Subject to paragraph (2), the eligibility age for purposes of subsection (a)(1) is 60 years of age.

“(2)(A) In the case of a person who as a member of the Ready Reserve serves on active duty or performs active service described in subparagraph (B) after the date of the enactment of the National Defense Authorization Act for Fiscal Year 2008, the eligibility age for purposes of subsection (a)(1) shall be reduced below 60 years of age by three months for each aggregate of 90 days on which such person so performs in any fiscal year after such date, subject to subparagraph (C). A day of duty may be included in only one aggregate of 90 days for purposes of this subparagraph.

“(B)(i) Service on active duty described in this subparagraph is service on active duty pursuant to a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) or under section 12301(d) of this title. Such service does not include service on active duty pursuant to a call or order to active duty under section 12310 of this title.

“(ii) Active service described in this subparagraph is also service under a call to active service authorized by the President or the Secretary of Defense under section 502(f) of title 32 for purposes of responding to a national emergency declared by the President or supported by Federal funds.

“(C) The eligibility age for purposes of subsection (a)(1) may not be reduced below 50 years of age for any person under subparagraph (A).”

(b) CONTINUATION OF AGE 60 AS MINIMUM AGE FOR ELIGIBILITY OF NON-REGULAR SERVICE RETIREES FOR HEALTH CARE.—Section 1074(b) of such title is amended—

(1) by inserting “(1)” after “(b)”; and

(2) by adding at the end the following new paragraph:

“(2) Paragraph (1) does not apply to a member or former member entitled to retired pay for non-regular service under chapter 1223 of this title who is under 60 years of age.”

(c) ADMINISTRATION OF RELATED PROVISIONS OF LAW OR POLICY.—With respect to any provision of law, or of any policy, regulation, or directive of the executive branch that refers to a member or former member of the uniformed services as being eligible for, or entitled to, retired pay under chapter 1223 of title 10, United States Code, but for the fact that the member or former member is under 60 years of age, such provision shall be carried out with respect to that member or former member by substituting for the reference to being 60 years of age a reference to having attained the eligibility age applicable under subsection (f) of section 12731 of title 10, United States Code (as added by subsection (a)), to such member or former member for qualification for such retired pay under subsection (a) of such section.

Under a change implemented by the FY 2008 National Defense Authorization Act (H.R. 1585, Section 647) certain Reserve Component members with 20 or more years qualifying service may be able to start drawing their retired pay before age 60 (as early as age 50) if they deployed for war or national emergency. For every 90 consecutive days spent mobilized, members of the Guard and Reserve will see their eligible start date for annuities reduced by three months. But this law only applies for deployment time served after 28 January 2008. The law does not provide credit for time served on or before that date. The law does not change eligibility for military medical benefits, however. In order to receive all military retiree medical benefits, the member must still wait until age 60.

Most active duty time qualifies, including training, operational support duties and attendance at military schools, however, some periods of active duty do not. Active duty time which does not qualify under the program includes:

- Weekend drills
- Annual training
- While in captive status
- For medical treatment, medical evaluation for disability, or medical studies
- As a member not assigned to, or participating satisfactorily in, units
- Full-Time Guard/Reserve programs, such as AGR or TAR
- For disciplinary/courts-martial
- For muster duty

Also included is full-time National Guard duty served under a call to active service by a governor and authorized by the president or the secretary of Defense under 32 U.S.C. § 502(f) for purposes of responding to either a national emergency declared by the president or a national emergency supported by federal funds.

Only active duty time performed as a member of the Guard/Reserves count. In other words, if a member joined active duty for four years, then got out and joined the Guard or Reserves, the active duty time does not count toward earning early retirement. It does count when computing retirement points, however.

Here's an example on how this works:

A reservist performed five days of active-duty service on RMA/MPA orders in Feb 08. He then volunteered for active duty beginning 1 Jun 08 and ending 30 Nov 08 (leave, reconstitution and post-deployment/mobilization respite absence included, as applicable). The reservist performed a total of 127 days of active-duty service in fiscal year 2008 and 61 days in fiscal year 2009.

Under this scenario, all of the active-duty time the reservist performed could be credited toward reduced retirement age eligibility because it was active-duty time performed under circumstances permitted under the new law (i.e., orders for voluntary service). However, because time credited must total 90 days or must be in multiples of 90 days in the aggregate during a fiscal year in order to correspondingly reduce his retirement age by three months (or multiples of three months), the reservist will be able to reduce his retirement age by three months for FY-08. Had he performed 53 more days of active-duty service after 28 Jan 08 and before going on active duty 1 Jun 08, he would have accumulated 180 total days for FY-08 and thus would be able to reduce his retirement age by six months.

Similarly, because the reservist has so far served on active duty 61 days in FY-09, he must perform an additional 29 days of active-duty service some time during the year in order to reduce his retirement age by an additional three months.

Additional Information: [Army G1 Army Reserve Retirement Guide](#)

Pay Procedures for DIMA & ARE Program Participants

INFORMATION PAPER

AHRC-RMF-R

10 January 2012

SUBJECT: Active Duty and Inactive Duty Training Pay Procedures for DIMA and ARE Program Participants

1. Reference.

a. DoD Financial Management Regulation 7000.14-R, Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay

b. AR 140-145, Chapter 3-3, Finance and Disbursing

c. AR 37-104-4, Military Pay and Allowance Policy

d. USAR Pam 37-1, Chapter 3, Inactive and Active Duty Pay Procedures

2. **Purpose.** This information paper provides guidance for submitting active duty orders and inactive duty training (IDT) for processing. Specific guidance is provided for orders 1-7 days, 8-29 days, orders 30 days or more and IDT DA Form 1380 submissions.

3. Individual Active Duty Pay.

a. Certification: All periods of individual active duty (e.g. AT, ADT, and all forms of ADOS) require certification of duty completion by someone with the knowledge of the Soldier's duty performance. When possible, the person certifying should be someone at the training site. AHRC Form 3924 (Certificate of Performance) will be used. AHRC Form 3924 located at

<https://www.hrc.army.mil/site/protect/reserve/soldierservices/pay/paydocsubmit.htm>

b. 1-7 day orders will be submitted for pay when the duty is complete. Either the DIMA coordinator or the soldier can submit the documentation. Required are the AT duty orders and a properly completed AHRC form 3924. These will be submitted to HRC, Reserve Pay FAX (502-613-4547) or email usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil before payment can be calculated. The goal is to have these documents on their way within 72 hours of completion of duty.

c. 8-29 day orders can be submitted to the HRC Reserve Pay Office on the first day of duty, to ensure soldier receives payment by the last day of duty. When duty is complete, soldier/DIMA coordinator must submit the completed AHRC form 3924. Orders that are submitted to the Reserve Pay Branch on or after the end of duty must be accompanied by completed AHRC 3924.

d. Orders more than 30 days will be processed by the servicing DMPO (Defense Military Pay Office) nearest to the soldier's duty location.

4. Travel.

a. If duty location is inside commuting distance, soldier is entitled to ONE (1) round trip mileage reimbursement if Soldier uses his/her own POV. The soldier should write the mileage on the order so that HRC, Reserve Pay can input the mileage reimbursement.

b. If the order is outside of commuting distance, a travel voucher will need to be filed. Some proponent agencies are using the Defense Travel System for their DIMAs and some have the soldier file a manual DD 1351-2 to DFAS-Indianapolis.

c. Allowable travel time: Soldiers traveling inside the Continental United States are given 1 travel day at the beginning of the order if duty is outside commuting distance. If Soldier traveling outside the Continental United States, the Soldier will submit a copy of the travel vouchers (DD Form 1351-2) to determine travel days.

5. DIMA IDT Pay.

a. Pay procedures: All DIMAs, regardless of residence, will be processed into Defense Joint Military Pay System-Reserve Components (DJMS-RC) by HRC. Finance forms are to be returned to HRC Reserve Pay (AHRC-RMF-R) within 72 hours after completion of IDT periods for pay. Proponent agencies will determine training dates, prepare DA Form 1380, and certify satisfactory IDT performance. Certifying officers or their designated representatives must have a signature card, AHRC Form 3, on file with HRC (AHRC-RMF-R).

b. Servicemen's Group Life Insurance (SGLI). DIMA Soldiers, including non-DOD agency DIMAs, are authorized SGLI coverage as long as they are assigned to a unit or position in which they may be required to perform active duty or active duty for training. DIMAs will be scheduled to perform at least 12 periods of inactive duty training each year; these periods must be creditable for retirement. Upon assignment to DIMA positions, Soldiers will receive a packet of forms that must be completed for accession into DJMS-RC. Soldier moving from a TPU to DIMA status will have his/her current SGLI coverage terminated to prevent duplicate billing by HRC. DFAS-IN will automatically deduct the SGLI premium from the DIMA's pay. Additional SGLI information is available at: www.insurance.va.gov.

c. Pay certification. Handle pay certification as follows:

(1) Proponent agency heads or their designated representatives will certify all IDT performance on DA Form 1380.

(2) As IDT performance is certified, the DA Form 1380 will be forwarded to HRC (AHRC-RMF-R) within 72 hours of duty completion, and a copy will be given to the Soldier for his/her personal records. HRC will verify the accuracy of all submissions as well as the validity of the certifying official before processing.

(3) Travel expenses to and from the duty location as well as those incurred at IDT sites are not reimbursable. However, DIMAs may be authorized to perform temporary duty (TDY) once they have reported to their designated duty station so long as such funding is provided by their proponent agency using their own operation & maintenance Army (OMA) funds.

d. Pay administration. DIMA Coordinators are responsible for:

(1) Ensuring DIMA Soldiers are authorized to perform 48 IDT's for pay. HRC will issue a separate assignment order to confirm a Soldier's eligibility to participate in the DIMA program. DIMAs will not be authorized to perform IDT for pay until they have received the appropriate authorization orders containing the statement "DIMA-PAY CAT B" to include the specified number of authorized IDT periods for pay. Additionally, DIMAs will not be authorized to perform IDT until they have completed and returned their pay packets to HRC (AHRC-RMF-R). (See also paragraph 5 a. of this document)

(2) Forwarding DA Forms 1380 to Cdr, HRC (AHRC-RMF-R), 1600 Spearhead Division Ave, Fort Knox, KY 40122-5301, FAX: 502-613-4547 or email the documents to usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil. The goal is to have these documents on their way within 72 hours of completion of duty.

(3) Assisting their DIMA Soldiers with pay inquiries, if necessary. In resolving pay issues, authorized DIMA Coordinators are encouraged to coordinate directly with the HRC, Reserve Pay Support Office (AHRC-RMF-R), which has primary responsibility for all DIMA pay issues (Commercial 502-613-4405 or DSN 983-4405). **DIMA Soldiers are to use their Pay Support Channel, which begins with the DIMA Coordinator.**

(4) Informing DIMAs of current policies and procedures that may affect their entitlements, frequency, or manner of payment.

e. Pay inquiries. DIMAs will submit pay inquiries through their DIMA Coordinator to HRC. HRC Reserve Pay Office will resolve pay problems as they occur and respond through the DIMA Coordinator or directly with the DIMA Soldier as appropriate.

6. For further information or guidance, contact reserve pay branch, Human Resources Command, at commercial 502-613-4405, DSN 983-4405.

CPT Jose L. Falcon, Chief, Reserve Pay Branch/502-613-4405