

IMA

Training was done today on the IMA program. Your primary job is to fill the unit vacancies. You may occasionally get an applicant who may be looking for an IMA position or you may use as an option if someone needs to flexibility of the program. You need to download the IMA handbook out of the COP. It is listed under the RSOT tab. The IMA program is also covered in AFRCI36-2001, Chapter 7.

7.1. Program Overview. The Individual Reserve Programs are commonly referred to as the IMA program. The goal of this program is to provide a backfill of qualified officer and enlisted personnel to the active duty forces in case of a national emergency. Individual Reserve Program guidance is available in the Individual Reserve Guide published by, and available through HQ AFRC/A1.

7.2. AFSC Skill Level Requirements. The Individual Reserve Programs are primarily a prior service program for individuals fully qualified in their AFSC. In most cases, an officer must hold the required AFSC (either entry, qualified or staff) and an enlisted applicant must have a 5-skill level or higher to be eligible.

7.2.1. On a case-by-case basis, an applicant may be accepted with less than a fully qualified skill level or may qualify for the award of another AFS based on military or civilian education, training, or experience.

7.3. Headquarters Air Reserve Personnel Center (HQ ARPC) OPRs. HQ ARPC administers the personnel management and mobilization of individual reservists assigned to Individual Reserve Programs.

7.3.1. HQ AFRC/A1, Customer Service, is the recruiting point of contact for information on members processing from the Individual Ready Reserve (IRR) to a SelRes position. Customer service provides assistance to the AFR recruiting field in areas of assignment surfs, physical profiles, military records data, etc., for AFR members assigned to an Individual Reserve Program.

7.3.2. HQ ARPC/DPAP, the assignments division, manages the RMVS for the Individual Reserve Program.

7.3.3. HQ ARPC/DPAB, the appointment office, is the AFR commissioning authority OPR.

7.3.4. HQ AFRC/SGP, the physical standards office, is the OPR for all Individual Reserve Programs relating to medical standards.

7.3.5. AFRCRS/RSOI, the Reserve Recruiting Liaison Office, is located at ARPC. Contact RSOI on all recruiting issues relevant to Individual Reserve Programs.

7.4. Application Processing. Determine eligibility according to the criteria set forth in this instruction prior to beginning an application. Use **Table 7.1.**, and the RSOI generated IMA Handbook for detailed guidance on application processing.

7.4.1. Follow blocking procedures according to standards set by RSOI and the recruiting IMA Handbook.

7.4.2. Applicant must sign IMA Assignment Statement of Understanding PBD 720 for all Cat B assignments and enlistments.

7.5. Processing the AF Form 1288. Complete the AF Form 1288. Provide applicant with one copy and retain one copy for the working case file. Send one copy to the appropriate assignment authority (see **AFRCI36-2001 8 DECEMBER 2006 87**

Table 7.1.). If a training attachment is required, obtain a Unit of Attachment Agreement (UOAA) or ARPC Form 22 (for medical applications) to accompany the application.

Here is an example of a Training Attachment Letter.

IMA TRAINING ATTACHMENT LETTER

MEMORANDUM FOR:

FROM: TSgt David Williford
914 AW/RS
Niagara Falls, NY

SUBJECT: Request for Individual Mobility Augmentee (IMA) Unit of Training Attachment

1. The individual identified below is requesting an IMA assignment.
 - a. Grade, Name:
 - b. SSAN, AFSC:
 - c. Address/Phone:
2. The assignment requires a unit of attachment to an active duty organization to perform 12 days of Inactive Duty Training (IDT). An IDT is normally performed 1 day per month by the IMA. The member's IDT's will be coordinated by date and time with the active duty supervisor identified by your organization in advance of the actual training dates.
3. Please complete the first endorsement below and return it to this office.

David J. Williford, TSgt, USAF
Recruiter

MEMORANDUM FOR 914 AW/RS

1. This unit does/does not have the capability to provide the necessary training.
2. Unit of Attachment & Organizational Address: _____

3. PAS Code for Unit of Attachment: _____
4. Name, Grade, & SSAN of Supervisor: _____
5. DSN/Commercial Phone Number of Supervisor: _____
6. Security Clearance is not required for IMA reservist to train at the Unit of Attachment.

7.7. IMA Enlistments. This process is for applicants who must enlist in the AFR to obtain an Individual

Reserve Program assignment. Comply with application processing guidelines and enlistment directives within this instruction. A checklist is available on the Impact Zone website.

7.7.1. The IMAPM grants enlistment authority upon receipt of an endorsed AF Form 1288. Verbal approval is not authorized. Enlistment must be consummated within 60 days following date of approval. To extend this period, contact the enlistment authority and annotate any extension that may be granted on the AF Form 1288.

7.7.2. IMA enlistment case files will be quality reviewed according to **Chapter 9**. If the applicant fails to enlist, immediately notify the IMAPM and cancel the block.

7.7.3. Upon consummation of the enlistment, e-mail a confirmation within 24 hours or the next duty day to HQ ARPC/RSOI. Use the following format:

Subject: Individual Reserve Enlistment (Specify IMA, RRPS, NNRPS)

Enlistee:	SSN:
AFSC:	DOE:
Recruiter:	Automated Personnel Data System (APDS) Recruiter Identification Code (RIC) (4 Digit):
Main OL:	Recruiter's DSN:

7.7.3.1. Forward the entire case file (enclosed in second envelope with Privacy Statement on the outside) to HQ ARPC/RSOI, 6760 East Irvington Place #9500, Denver CO 80280-9500. The case file must arrive not later than 10 working days after the date of enlistment for CONUS assigned recruiters and 15 days for all others. RSOI receives, records, and tracks the case file through appropriate HQ ARPC offices for the enlistment gain to file.

7.8. Requests For Waivers and Determinations. Process all Individual Reserve Program waivers and determinations according to **Chapter 10, Table 10.1**

Generally speaking, you need to have at least a 5 Skill level to get an assignment in the IMA program. There are some AFSC's that have allowed retraining in the IMA program.

1. Defense Courier (8P000)
2. Intel (1N051, 1N151)
3. Paralegal (5J051)
4. Chaplain Asst (5R051)
5. Security Forces (3P051); this option has come along recently.
6. OSI (7S051)

With the changes in the IMA program recently, it is recommended you contact the DET's to see what available enlisted AFSC's they have.

EXPLAINING THE DIFFERENCE BETWEEN THE IMA AND TRADITIONAL RESERVIST

Unit Training Assembly (UTA)	<u>Traditional Reservist</u>	Annual Tour
24 Days (one weekend a month)	+	15 Days
	=39 Days commitment	

Inactive Duty Training (IDT)	<u>IMA</u>	Annual Tour
12 Days (Average of one day a month)	+	12 Days
	= 24 Days commitment	

The IMA program can be very flexible. For example, you could arrange your IDT's these ways:

1. 1 day per month
2. 2 days every 2 months
3. 3 days per quarter
4. 6 days twice a year (Must be approved by supervisor)
5. all 12 days at once (Must be approved by supervisor)

Your annual tour is usually when you schedule it. If you are dislocated from your unit, (Example: living in Massachusetts and assigned to a unit in Florida), you may be able to get a training attachment close to you where you only have to travel for your annual tour. The benefit of this is you get paid for travel during your annual tour, not your IDT's.

Another option you can request is doing split tours. The goal here would be to do half of your IDT's with half of your annual tour twice a year. Since the IDT's would be in conjunction with your annual tour, the travel would be paid for. This must be approved.

The final (possible) option would be to do your 12 IDT's and 12 day annual tour at the same time. That is you do all 24 days at once and you are done for the year. Again, this must be approved.

Required documents when submitting to the DET:

1. AF 1288- This is required whether this is an assignment or enlistment.
2. Military Resume
3. Last 3 EPR's or Letters of Reference if EPR's are not available
4. Overage Letter (If applicable)
5. Date of last physical, dental exam, and/or fitness test if available.
6. training attachment letter (If applicable)
7. For the remainder of forms needed to complete package, ref AFRCI36-2001, Tables 9.1 & 9.2.