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# Senior IMA GUIDEBOOK

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## LIVING DOCUMENT AND ISO CONTACT

This Guidebook is a living document, which will be updated routinely, and when required.

If you have questions or recommendations, please contact the HQ AFRC/CCI Individual Reserve (IR) Strategy Office (ISO) at [HQAFRC.CCI.IR@us.af.mil](mailto:HQAFRC.CCI.IR@us.af.mil) with your feedback, and comments.

## FOREWORD

The purpose of this guidebook is to serve as a helpful reference for Senior IMAs, to standardize information available, and to offer opportunities to career fields and organizations. It is meant to assist the Senior IMA as they integrate Reserve members into their Active Component (AC) organization and establish the formal role of the Senior IMA in order to improve IMA Administrative Control (ADCON).

This guidebook, though not prescriptive, is applicable to all organizations with assigned IMAs. Each organization is unique based on numerous factors to include: the structure and mission of the AC command served, whether the command is predominantly Regular Air Force (RegAF) or Joint (e.g., MAJCOM vs. CCMD), the number of IMAs assigned to the unit, and the different career fields represented across the pool of assigned IMAs. However, the general role of a Senior IMA can be consistent across all organizations.

The effort to formalize the role of the Senior IMA began in 2021 under the IMA Strategic Review line of effort called IMA ADCON. Through research of best practices, this team determined that IMA ADCON is ultimately about relying more on *Reserve* leadership to guide *Reservists* in support of the AC mission, in line with AC authorities, and provides a scalable model, tailorable to an organization. The role the Senior IMA fulfills is intended to support the AC unit with executing ADCON activities that are unique to Reserve Airmen.

Following are the IMA Strategic Review goals and foundational elements for IMA ADCON.

### Goals:

- Formalize and codify IMA leadership in the AC organization to empower a local Reserve leader to oversee readiness, accountability, and advocacy of assigned IMAs.
- Standardize and simplify IMA-related administrative actions at the assigned organization.
- Optimize and enhance support to AC mission and culture.

### Foundational Elements of IMA ADCON:

- Requires RegAF CC and/or AC leadership approval.
- Does NOT replace Headquarters IR Readiness Integration Office (HQ RIO) and Detachments (RIO Dets), or AC responsibilities.
- Implemented in accordance with law and policy.
- Promotes a widespread best practice, which does not require AFRC to fund new positions. However, AC and RIO are not restricted from supporting with additional funds.
- Partners with AC organization (does not require change: may just be collaboration, data collection, and program assessment).
- Formalizes IMA leadership to improve communications to and integration of assigned IMAs.

## SECTION 1: IMA Management

### 1.1. IMA

An Individual Mobilization Augmentee (IMA) is an individual Reservist attending drills who receives training and is preassigned to an AC organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. IMAs are not assigned to RC units. Note: AFRC is considered RegAF MAJCOM.

Reference: DAFMAN 36-2136

### 1.2. IMA ADCON

The IMA portfolio is composed of Air Force Reserve-funded/programmed billets assigned to RegAF Unit Manpower Documents (UMD), Personnel Accounting Symbol (PAS) codes (DAFMAN 36-2114, AFI 38-101), and Senior Rater Identification (SRID) (AFI 36-2406). IMAs are assigned against validated Reserve Component (RC) billets that are identified on AC force structure documents for fill by RC members (DODI 1235.11).

IMA ADCON refers to the unique shared ADCON by both Reserve and RegAF authorities (DAFMAN 36-2114). HQ RIO and RIO Detachments oversee and direct Reserve authority. The unit commander or the designated Air Force Element commander exercises RegAF authority. From manpower and personnel perspectives, there is no clear path or intent to either eliminate shared ADCON or separate IMAs from RegAF leadership or oversight. For this reason, assigned Senior IMA leadership is the invaluable bridge between the Air Force Reserve, the assigned IMAs, and AC leadership.

The terms AC and RegAF are distinct. In this document, AC is used for any organization to which an IMA is assigned, and RegAF is used specifically for ADCON authority within Service channels. These two chains of command may be unique.

References: DAFMAN 36-2114, AFI 36-2406, AFI 38-101, DODI 1235.11

### 1.3. IMA Section

In this document, IMA Section refers to the pool of IMAs assigned to an AC organization. The IMA Section may account for IMAs in a single or multiple PAS codes. Identifying the IMA Section is a collaboration between Reserve and Active component leadership.

The size and scope of an IMA Section depends on the nature of the mission supported and is established by the AC's manpower activity. The number of IMA billets assigned to an organization varies in size, may consist of AFSCs representing a single career field or multiple career fields, and may support from geographically separated locations.

### 1.4. Senior IMA Title and Role

According to AFI 38-101, "Major commands may assign a senior individual mobilization augmentee position to administratively manage individual mobilization augmentees." Beyond that, Senior IMA is an informal term, and

a widespread best practice used across the IMA portfolio at all echelons for the IMA in the senior position of an organization. Towards codifying this role, the Senior IMA role resides no lower than Wing level or equivalent and serves the purpose of advising and leading on Reserve matters. The use of Senior IMA in this document refers to the following examples:

- A. IMA to Wing Commander or Director position (may be Deputy Commander)
- B. By position, Senior IMA in HQ, MAJCOM or other staff directorate
- C. By position, Senior Air Force IMA in a Joint organization or Joint directorate
- D. By RegAF designation and position, IMA identified to fulfill the role

Many career fields and organizations rely on Senior IMAs to mentor and advise subordinate IMAs in their career fields, to assist with leadership and career development, and to advise the AC on IMA administration, billet management, and hirings. As experienced Reservists, Senior IMAs are also able to provide similar mentorship and support to IMAs outside their career fields. Senior IMAs are integral for supporting the IMA at the member level, for overseeing execution of DAF, AF/RE, and AFRC policies, and for delivering valued Reserve support to the AC.

Senior IMAs are assigned to billets with 24 or 48 Inactive Duty Training (IDTs) periods and 12-days of Annual Training (AT), so they are not intended as full-time leadership. They are senior leaders who understand the AC, RC, and the part-time challenges. They can advocate for and provide guidance to both subordinate IMAs and the AC leadership and staff.

### 1.5. Delineating Roles and Responsibilities

Senior IMAs are a force enabler and enhancement to full-time AC and RC leaders and administrative support structures. DAFMAN 36-2114 and AFI 38-101 discuss these roles, in addition to other Reserve leadership positions assigned to certain above-wing organizations. The Senior IMA role does not replace any of these positions but is intended to support and complement. Each position working in concert should reduce inefficiencies by handling actions at the lowest possible levels, ensuring quality and optimizing support to both AC units and assigned IMAs.

Table 1.5.1 AC and RC Leaders and Administrative Support for IRs

Role	Key Responsibilities	Support
IR Strategy Office (ISO)	<ul style="list-style-type: none"> <li>* Provides strategy, advocacy, oversight and governance for the IR program.</li> <li>* Engages with AFRC, AF/RE, MAs, and RAs to ensure IR integration.</li> <li>* Ensures strategic readiness of the IR force and leads IR talent management.</li> </ul>	Full-time
Mobilization Assistant (MA)	<ul style="list-style-type: none"> <li>* General officer IR position above wing level.</li> <li>* Broad scope of responsibilities.</li> <li>* Invaluable mentor and resource, but NOT a Senior IMA.</li> </ul>	Part-time
Reserve Advisor (RA)	<ul style="list-style-type: none"> <li>* O-6/Colonel Active Guard Reserve (AGR) assigned above wing level.</li> <li>* Technical advisor to the commander on HQ AFRC plans, procedures, and objectives.</li> <li>* Liaison on Total Force Integration (TFI).</li> </ul>	Full-time

Role	Key Responsibilities	Support
Career Field Manager (CFM - officer) / Major Command Functional Manager (MFM - enlisted)	<ul style="list-style-type: none"> <li>* CFMs must be O-6/GS-15 (or equivalent) and MFMs must be CMSgt for enlisted personnel (Reserve functional manager can waive grade)</li> <li>* Provide strategic-level direction and overall authority on behalf of the Reserve functional manager for Reserve Air Force specialty code-specific requirements</li> <li>* Serves as subject matter experts for career field specific guidance</li> <li>* AFRC/A1K will maintain a current list of career field managers/major command functional managers</li> </ul>	Varies
HQ RIO Commander	<ul style="list-style-type: none"> <li>* O-6/Colonel AGR</li> <li>* Responsible to provide leadership and support to Individual Reservists (IRs), IR supervisors, and the IR chain of command.</li> <li>* On G-series orders and shares administrative control of IRs with the assigned AC Commander</li> <li>* Exercises authority over administrative activities that include personnel accountability, personnel management, training, readiness, mobilization, demobilization, and discipline.</li> <li>* Provides operational oversight and control over the Reserve Pay and Travel offices for IRs</li> </ul>	Full-time
RIO Detachment Commander (RIO Det CC)	<ul style="list-style-type: none"> <li>* O-6/Colonel AGR working for HQ RIO Commander.</li> <li>* Responsible for personnel and programming issues relating to assigned IRs.</li> <li>* Conduit between HQ RIO/CC and AC organizations for IR matters.</li> </ul>	Full-time
RegAF or AC Unit Commander	<ul style="list-style-type: none"> <li>* Exercises RegAF authority over IMAs.</li> <li>* Responsible for IMA accountability and readiness.</li> </ul>	Full-time
Unit Reserve Coordinator (URC)/Reserve Program Manager (RPM)	<ul style="list-style-type: none"> <li>* Organization's central point of contact for administrative duties associated with assigned IRs.</li> <li>* Facilitates communication between AC, Senior IMA, and RIO Det.</li> </ul>	Varies
RegAF Commander's Support Staff (CSS), A1, J1, FSS	<ul style="list-style-type: none"> <li>* Provides direct support to unit commander, primarily in administering personnel and programs for all assigned personnel.</li> </ul>	Full-time
RegAF First Sergeant	<ul style="list-style-type: none"> <li>* Consults on disciplinary matters and promotes morale and welfare for all assigned personnel.</li> <li>* Helps promote integration between Active and Reserve communities.</li> </ul>	Full-time
Other RegAF Unit Functions	Unit Program Coordinator (UPC), Unit Training Manager (UTM), Unit Fitness Program Manager (UFPM), Unit Deployment Manager (UDM), Unit Health Monitor (UHM), Unit Security Manager (USM), and Cybersecurity Liaison (CL) (not all inclusive)	Full-time

References: DAFMAN 36-2114, AFI 36-2113, AFI 38-101, DAFI 36-2670

## 1.6 Senior IMA Responsibilities

The Senior IMA role is not a new concept, but a leadership solution to bridge the AC-RC gap, optimize IMA integration, and develop Reserve capabilities. It is not intended for the Senior IMA to directly accomplish most of the work described below but rather advise AC and mentor IMAs. Each Senior IMA will fulfill the role in coordination with AC leadership expectations and needs of the organization. The following responsibilities are proven to increase unit readiness and are in practice in various organizations.

Responsibility to the AC: Successful Total Force outcomes are achieved in organizations where the Senior IMA fosters a constructive relationship and communicates regularly with the AC organization. The Senior IMA offers insight to AC leaders about IMA-related matters, which results in better AC support to IMAs. The Senior IMA also optimizes opportunities for IMAs to thoroughly integrate with and support the AC mission. As such, the Senior IMA should coordinate closely and communicate often with AC colleagues.

- Understand organization requirements and priorities to optimize IMA integration and mission delivery.
- Advise AC on their authority over IMAs to perform AT and IDTs and fulfill readiness requirements.
- Serve as the primary advocate for assigned IMAs, addressing readiness and mission performance impacts. Educate AC on appropriate expectations of the part-time force and provide insights into the challenges (e.g. balancing with civilian career and accomplishing many tasks while not in paid status). (See Section 6)
- Assist and advise the AC on fulfilling IMA management responsibilities, to include URC/RPM designation and Management Internal Control Toolset (MICT). See more on MICT in Section 10 and Appendix, Table D.
- Educate and guide the AC on the AFR IMA program to establish firm understanding of the AC's supervisory responsibilities and involvement in the career development for assigned IMAs. (See Section 6).
- Participate in and advise on Reserve administration (i.e. performance reports, promotions, force development processes - competitive school boards, special boards, and development teams applications). (See Section 5).
- Coordinate with the AC leadership on IMA hiring actions. (See Section 7).
- Communicate AFRC-driven requirements and activities to the AC and partner with AC supervisors to hold IMAs accountable (e.g., AT scheduled by 31 May, CAFR TASKORD acknowledgement). (See Section 4).
- Advise and guide the AC on manning resources available throughout the AFR and the mechanisms available to access them. (See Section 9).
- Support the AC on force retention initiatives within the AFR and provide guidance for members considering transition to the AFR.

Responsibility to the Air Force Reserve and IMAs:

- Conduct regular touchpoints with IMAs (e.g., one-on-one meetings, IMA calls). (See Section 4).
- Communicate AFRC-driven requirements to IMAs and partner with AC supervisors to hold IMAs accountable (e.g., AT scheduled by 31 May, CAFR TASKORD acknowledgement). (See Section 4).
- Advocate for IMAs (normal leadership duties related to mission, administration, travel, etc.).

- Advise IMAs on managing and contributing to their own Reserve administrative requirements (i.e. performance reports, promotions, force development processes - competitive school boards, special boards, and development teams applications). (See Section 5).
- Mentor IMAs (e.g., career development, career management, managing AC unit duty expectations). (See Section 6).

Senior IMA Matrix: The Senior IMA Matrix (Appendix, Table A) provides AC Commanders, Directors or equivalents, and their designated Senior IMA with a standardized list of duties and responsibilities where the Senior IMA or IMA Section Commander may sign in place of the AC Commander or Director or equivalent for IMAs assigned to the organization.

Statement of Work: The Statement of Work Template (Appendix, Template K) offers a tool for the Senior IMA to more clearly define and document the role for the specific organization and mission.

References: DAFMAN 36-2114

## SECTION 2: IMA SECTION OPPORTUNITIES

This section outlines opportunities for AC organizations to implement. These are not requirements.

### 2.1. G-Series Orders

Chief of Air Force Reserve authorized IMA ADCON prototype organizations the option for an IMA Section Commander to be on G-series orders. NOTE: This is not yet codified in policy and therefore not applicable to organizations that are not official IMA ADCON prototypes.

In IMA ADCON prototype organizations, the RegAF commander may choose to appoint an IMA Section Commander by delegating section commander G-series authority to the Senior IMA. In this case, the Senior IMA (now IMA Section Commander) is empowered to exercise specified command authorities over assigned IMAs to oversee administrative matters within the organization. (See Table A, Senior IMA Matrix).

The IMA Section Commander must be in Title 10 duty status (i.e., AT, paid or points-only IDT, Active Duty for Operational Support [ADOS]) when performing specified command duties. The RegAF or RIO Detachment Commander, as appropriate, exercises command authority when the tasks are time-sensitive, and the IMA Section Commander is unavailable. The IMA Section Commander may not perform specified command duties for AC members unless serving on Active Duty for Operational Support (ADOS) orders for a period of 90 days or greater (DAFI 51-509, Ch. 11).

RegAF Commanders work through local processes for establishing Section Commanders on G-series orders and consult with their local Staff Judge Advocate (SJA) or AFRC/JA for additional guidance (DAFI 51-509, Ch. 9).

DAF Form 35 is used to formally appoint the Senior IMA as an IMA Section Commander, delegating certain RegAF Commander authorities. Completion of this form serves as the G-Series order for the designated IMA Section Commander. Appointment of an IMA Section Commander is applicable only to IMAs assigned the specified PAS code(s) listed in block 22. The RegAF A1 or FSS signs Block 15, RegAF SJA signs Block 18, and the RegAF Commander signs Block 21.

IMA Section CC can work with AFRC to attend AFRC CC course, but also with AC to attend AC CC course.

#### Benefits of G-Series Orders for IMA Section Commanders:

- **Enhanced Authority:** Provides the IMA Section Commander with the authority to directly manage and lead IMAs, streamlining administrative processes and decision-making.
- **Improved Responsiveness:** Enables quicker responses to IMA needs and concerns, as the IMA Section Commander can take direct action without needing to go through the RegAF chain of command.
- **Increased IMA Ownership:** Fosters a sense of ownership and responsibility among IMAs, as they have a dedicated leader who understands their unique needs and challenges.
- **Stronger AC/RC Integration:** Facilitates better integration between the Active and Reserve components, as the IMA Section Commander can serve as a bridge between the two.

#### Potential Challenges of G-Series Orders for IMA Section Commanders:

- **Increased Workload:** May significantly increase the workload for the IMA Section Commander, who is already fulfilling their primary IMA duties.
- **Potential for Conflict:** Could create potential for conflict between the IMA Section Commander and RegAF leadership if roles and responsibilities are not clearly defined.
- **Limited Availability:** The IMA Section Commander may not always be available during normal duty hours due to their civilian commitments, which could impact time-sensitive matters.
- **Funding Limitations:** Funding for the IMA Section Commander may be limited, which could restrict the IMA Section Commander's ability to effectively fulfill their role.

References: AFI 38-101, DAFI 51-202, DAFI 51-509

## 2.2. Establishment of an IMA-Only PAS Code

A PAS code is a unique eight-character alphanumeric code used to identify an organization to which a member of the AC or RC is assigned and serviced for personnel actions. RegAF PAS codes include both Active and IMA personnel. IMA ADCON prototype organizations are exploring the process and the potential benefits of having IMAs in a distinct PAS code to distinguish IMAs from RegAF members. The IMA-only PAS code must be subordinate to the RegAF unit's parent PAS code.

Organizations interested in pursuing a single PAS code for IMAs should consult with the AC manpower activity (usually the organization's A1 or J1 directorate) to determine the requirements needed to establish a single PAS code. A clear rationale for a separate PAS code can be articulated using the following verbiage: "Establish 'UNIT' Air Force IMA or Reserve Section operating location subordinate to 'UNIT'. Align IMAs in own PAS code to facilitate administrative management, such as accountability, readiness, and system access."

### Key Considerations:

- **Timeline:** The process for establishing a new PAS code can take time, so it's important to start early.
- **Coordination:** Effective coordination with the manpower office and other stakeholders is crucial for a successful outcome.
- **Communication:** Communicate the change to all affected personnel, including IMAs, RegAF members, and leadership.

References: DAFI 36-2110, AFI 38-101

## 2.3. Establish an IMA Section Leadership Team

In above wing organizations with large numbers of IMAs, the RegAF Commander and Senior IMA may establish a core IMA leadership team (i.e., Senior Enlisted Leader [SEL], Director of Operations [DO], 3FX administration). Establishment of leadership positions within the IMA Section is not mandatory and is strictly at the discretion of the RegAF Commander and Senior IMA.

## 2.4. Example Organization Chart of Above-Wing Organization with IMA Section

**Figure H in the Appendix** provides an example IMA Section organizational chart depicting the relationship between the RegAF Section Command and the IMA Section Command. It illustrates how the Active and Reserve Components share certain resources in the administration of their personnel.

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## SECTION 3: SYSTEMS ACCESS

### 3.1. IMA Data Management

Effective oversight and management of IMAs requires access to data management systems that contain data on various aspects of members' readiness, assigned unit and member-specific information (e.g., Alpha Roster, Unit Personnel Management Roster, UMD), duty training schedules, participation, orders status (if on long-term orders outside the parent command), performance evaluations, and projected promotion board windows.

The IMA Management Systems Access Matrix, Table B in the Appendix, lists key data management systems often used in the administration of an IMA Section and provides guidance on each system's purpose, who the primary users should be, and how to acquire access.

Following is a snapshot of basic access requirements.

RIO Dets: AFRISS, ARCNet, AROWS-R, DTS, MilPDS, myFSS, PRDA, RMVS, UTAPS

#### RegAF

- CSS Team: ASIMS, AFPAAS, BLSDM, CMS, MilPDS, myFSS, myDec, myEval, myFitness, PRDA
- URC/RPM: ARCNet, AROWS-R, ASIMS, AFPAAS, CMS, Envision, myFSS, myDec, myEval, myFitness, PRDA, UTAPS

Below is a list of recommended systems for Senior IMA and potential IMA admin, particularly if the Senior IMA is an IMA Section CC on G-Series.

#### IMA Leadership Team

- Senior IMA: ARCNet, ASIMS, Envision, myDec, myEval, PRDA
- IMA Admin: ARCNet, ASIMS, MilPDS, myFSS, myDec, myEval, PRDA, UTAPS

Envision is a platform that consolidates unit and member information from over 160 data sources. This information management tool is designed to improve readiness by acting as a single-source, view-only, customizable system for all Airmen. The system remains under development as of the production date of this guidebook, but it already contains some powerful capabilities to facilitate administrative and personnel management for IMAs. The ISO recommends all Senior IMAs, and URC/RPMs register for access to Envision; the ISO will provide training materials and admin management dashboard templates.

### 3.2. Establish Remote Access to IMA Files

Establishing a remote desktop server may be useful to enable remote access to IMA files, allowing greater awareness and response to tasks regarding overall unit readiness and member-specific issues. This is particularly useful for organizations that have geographically separated IMAs. The URC/RPM should ensure the Senior IMA and other members of the unit's core IMA leadership team acquire remote access to the organization's network, Outlook email, and file directory (for accessing IMA-specific files) by coordinating with the sponsoring command or agency Information Technology (IT) or Communications Office.

### 3.3. Overcome IMA System Access Issues

IMAs often face unique challenges in accessing the various computer systems and applications necessary to perform their duties. These issues can stem from a variety of factors, including account inactivity, intermittent internet connectivity, and technical glitches.

Most network accounts and various applications/on-line tools have required timelines for account lock-out and deletion. Sometimes Reserve accounts have longer thresholds than RegAF accounts. Coordinate with appropriate communications office help desks for their requirements and processes to mitigate. For example, a common process is to submit a help ticket prior to breaks in duty, and then again prior to resuming duty.

Here's a breakdown of common problems and how to address them:

#### Common Issues and Solutions:

- **Network Account Inactivity/Lockout (NIPR/SIPR/JWICS, etc):** IMA accounts may become inactive or locked due to infrequent use to meet cyber hygiene protocols to protect devices, networks, and data from cyber-attacks.
  - **Solution:**
    - Proactive: Log into systems regularly to prevent inactivity lockouts. Coordinate with your AC org's help desk function on policy and process to protect your account from lockout and/or deletion.
    - Reactive: If locked out, contact your AC org's help desk function or the appropriate system administrator to have your account unlocked.
- **CAC Issues:** Problems with your Common Access Card (CAC), such as expiration or certificate issues, can prevent system access.
  - **Solution:**
    - Proactive: Monitor your CAC expiration date and renew it well in advance. Ensure your CAC certificates are up to date.
    - Reactive: If you experience CAC issues, contact your AC org's help desk function or the nearest Military Personnel Flight (MPF) for assistance.
- **Permissions Issues:** You may not have the necessary permissions to access certain systems or files.
  - **Solution:**
    - Proactive: If you anticipate needing access to a specific system or file, request the necessary permissions in advance.
    - Reactive: If you are denied access to something you need, contact your supervisor or the system administrator to request the appropriate permissions.

#### Best Practices:

- **Maintain Current Contact Information:** Ensure your unit has your current contact information (phone number and email address) so they can reach you in case of system issues.
- **Establish a Communication Plan:** Develop a communication plan with your unit's help desk or system administrator to ensure you receive timely notifications about system updates, maintenance, or outages.
- **Utilize Self-Service Resources:** Many systems offer self-service resources, such as FAQs and troubleshooting guides. Utilize these resources to resolve common issues on your own.

- **Seek Assistance When Needed:** Don't hesitate to reach out to your AC org's help desk function, system administrator, or supervisor if you encounter persistent system access issues.

## SECTION 4: IMA Section Accountability and Communication

### 4.1. Accountability of and Advocacy for Part-time Force

The AC is responsible for IMA accountability and IMAs should be listed on the recall roster. The AC is also responsible for monitoring IMA readiness and has authority to hold IMAs accountable for meeting readiness requirements. The only difference in leadership responsibilities is that AC would coordinate with the RIO Detachment if pursuing moving an IMA involuntarily to the IRR. The Senior IMA can assist and advise AC leadership.

The AC can expect assigned IRs to perform AT and IDTs at the AC org. The AC org can endorse AT to be performed at another AC org, but is subject to RIO Detachment CC approval. The AC org will approve RPA/MPA performed outside the org. IMAs should coordinate with their AC org as to whether a FY Substitution Waiver should be processed for any long-tour orders. The Senior IMA can advise the AC on expectations, differences between FY and R/R Year requirements, and holding IMAs accountable. The Senior IMA can also coordinate with the RIO Detachment on any IMAs who may be circumventing intent and not coordinating with AC on their participation. See Section 6 for more.

The Senior IMA can advise AC on the use of AT and IDTs, recommending the following priorities:

1. Fulfill basic readiness and TFAT
2. Accomplish mission-related training and tasks
3. Complete other computer-based training, work center training, career development, etc.

Recommendations for Supervisors in Holding IMAs Accountable:

- Monitoring Participation: Actively monitor IMA participation in IDTs and AT. This can be done through various systems like UTAPS and AROWS-R. Work with the IMA or URC/RPM to track participation and identify any potential issues early on.
- Monitoring Readiness: Actively monitor IMA compliance with mandatory readiness requirements, to include Total Force Awareness Training (TFAT), Ready Airman Training, fitness currency, individual medical readiness, and security clearance renewal. Work with the UTM to track readiness status and identify any compliance issues.
- Communicating Expectations: Clearly communicate expectations regarding participation requirements, deadlines, and other obligations to IMAs. This includes ensuring IMAs understand the importance of meeting both Fiscal Year (FY) and Retirement/Retention (R/R) requirements.
- Early Identification of Issues: Proactively identify any potential issues that may prevent IMAs from meeting their participation requirements. This could include personal commitments, civilian job conflicts, or medical issues.
- Timely Intervention: If an IMA is falling behind on participation, intervene early and work with the IMA to develop a plan to get back on track. This may involve adjusting the IMA's schedule, providing additional support, or exploring alternative training options.

Recommendation for Senior IMAs

- Coordination with AC Leadership: Maintain open communication with AC Leadership regarding IMA participation and readiness and advising on integrating IMAs for exercises and TDYs. Keep them informed of any potential issues and work collaboratively to find solutions.

- Advocacy for IMAs: Advocate for IMAs who are facing legitimate challenges in meeting their participation requirements. This could involve working with the RIO Detachment to explore waivers or exceptions, or helping the IMA navigate any administrative hurdles.
- Mentorship and Guidance: Provide mentorship and guidance to IMAs on managing their time and effectively balancing their military and civilian commitments. This can help IMAs proactively address potential conflicts and maintain satisfactory participation

#### 4.2. Communication with IMAs

The Senior IMA should communicate regularly with IMAs for readiness, accountability, advocacy, mentoring, morale, and welfare. The Senior IMA should rely on both subordinate IMA leaders (officer and enlisted) and RegAF supervisors to assist in communications and mentorship. This provides an opportunity for the Senior IMA to develop future IMA leaders, uses the RegAF chain of command when appropriate and necessary, and optimizes both part-time and full-time members.

Following is the desired minimum communication with assigned IMAs:

- Initial: Set expectations, obtain key career information (e.g., POC info, date of rank, goals, drafting a statement of work), obtain IMA primary and alternate contact information, and provide the IMA your contact info.
- Monthly, or as needed: Pass on RegAF unit guidance, emphasize AFRC guidance, and relay career-specific opportunities and requirements.
- Quarterly All Calls: Training and resiliency opportunities, put eyes on IMAs and hear their voices. Encourage awareness and participation in all AC all calls to the maximum extent possible to build an integrated relationship with the AC unit.
- Annually: Mentor sessions, pulse check and annual goal setting as needed
- In-Person Opportunities: Open forums with the Senior IMA, RA and MA.
- Encourage: Unit-specific and peer-to-peer engagements.

#### 4.3. Communication with the AC Organization

The Senior IMA should communicate regularly with AC Commanders, CSSs, and URCs/RPMs for readiness, accountability, and advocacy of assigned IMAs. Following is the desired minimum communication with the AC organization:

- Initial: Set expectations.
- Monthly, and as needed: Pass on AFRC guidance, Reserve-specific impacts to IMA members, IMA administrative actions to track, and IMA member transitions or challenges.
- Annually, and as needed with CC/supervisor transitions: Provide AFRC resources and IMA training.

#### 4.4. Establish a Consistent Battle Rhythm that Promotes Stakeholder Communication

Successful implementation of the IMA Section depends largely on frequent and effective communication, both internal to the IMA Section and with the AC organization, and externally with the RIO Detachment, career field, and other Reserve leaders. Factor in the following:

- AC unit battle rhythm of all calls (see Figure I for example) and leadership syncs
- HQ RIO all calls
- Career field all calls, syncs, and Development Team boards
- Recurring events

## SECTION 5: PARTICIPATE IN AC ADMINISTRATIVE PROCESSES

Senior IMA involvement and awareness in these processes and activities mitigates the risk of critical tasks falling through the cracks, to the detriment of IMA members (DAFMAN 36-2114). The following details how the AC processes should work, but Senior IMAs can assist in both consistency of process and accuracy of information. In addition, Table A “Senior IMA Matrix” in the Appendix delineates specific roles and responsibilities of the Senior IMA and certain RegAF and AC elements.

### 5.1. Stratification

The Senior IMA should advocate for assigned IMAs for appropriate stratification and advise AC Commanders (or equivalents) and supervisors on stratifying IMAs and assist as appropriate. Factoring variable amounts of participation from members is a significant difference between IMA Reservist stratification and AC member stratification.

Joint: IMA Sections operating in Joint commands must work with senior Joint leaders to ensure members receive appropriate stratifications amongst their Joint peers. The Senior IMA will likely have to submit a stratification recommendation list to the AC Joint commander for considering a stratification statement in the member’s evaluation. If the Joint command lacks a process to determine stratification, the Senior IMA is encouraged to devise a stratification process that results in a proposed stratification list to the AC commander for members within a given grade. The stratification process should be revisited at least annually for each grade, and well in advance of performance evaluation closeout dates. The stratification process should include a review of the member’s records and readiness status as well as soliciting input from IMA and AC supervisors on the member’s performance.

References: AFI 36-2406, DAFMAN 36-2114

### 5.2. Evaluations (EPBs and OPBs)

The Senior IMA plays a critical role in ensuring that all static closeout date (SCOD) evaluations are completed on time with coordination through the RegAF CSS and IAW AFI 36-2406. Processing of evaluations is done through myEval, and coordination is through the member’s assigned AC unit. Organizations may want to include the Senior IMA and/or IMA SEL in the myEval process as a reviewer to maintain awareness and annual cross-checking of member performance.

Figure 5.2.1. below depicts when SCOD evaluations are due for each rank. Accounting dates (see Tables 5.2.1. and 5.2.2.) are 120 days prior to the evaluation’s SCOD, which should be considered in IMA assignment gain and loss dates. Note that for Reserve enlisted evaluations, “even ranks” (i.e., E-4, E-6, E-8) are due in “even years”, and “odd ranks” (i.e., E-3, E-5, E-7) are due in “odd years”. CMSgt/E-9, officer and AGR evaluations are due annually. Reserve enlisted only need 1 day of supervision for the closeout of the evaluation.

Note that for Reserve officer evaluations, SCOD is for current rank, regardless of selection for promotion. Follow AFI guidance for those officers who promote in between SCOD. Reserve officers require 16 points by SCOD. If a Reserve officer does not earn 16 points by the SCOD, submit an administrative LOE for a gap report. Use the statement: “No report required in accordance with AFI 36-2406 for this reporting period: DD Mon YYYY through DD Mon YYYY.”

Figure 5.2.1. SCOD Evaluation Due Dates

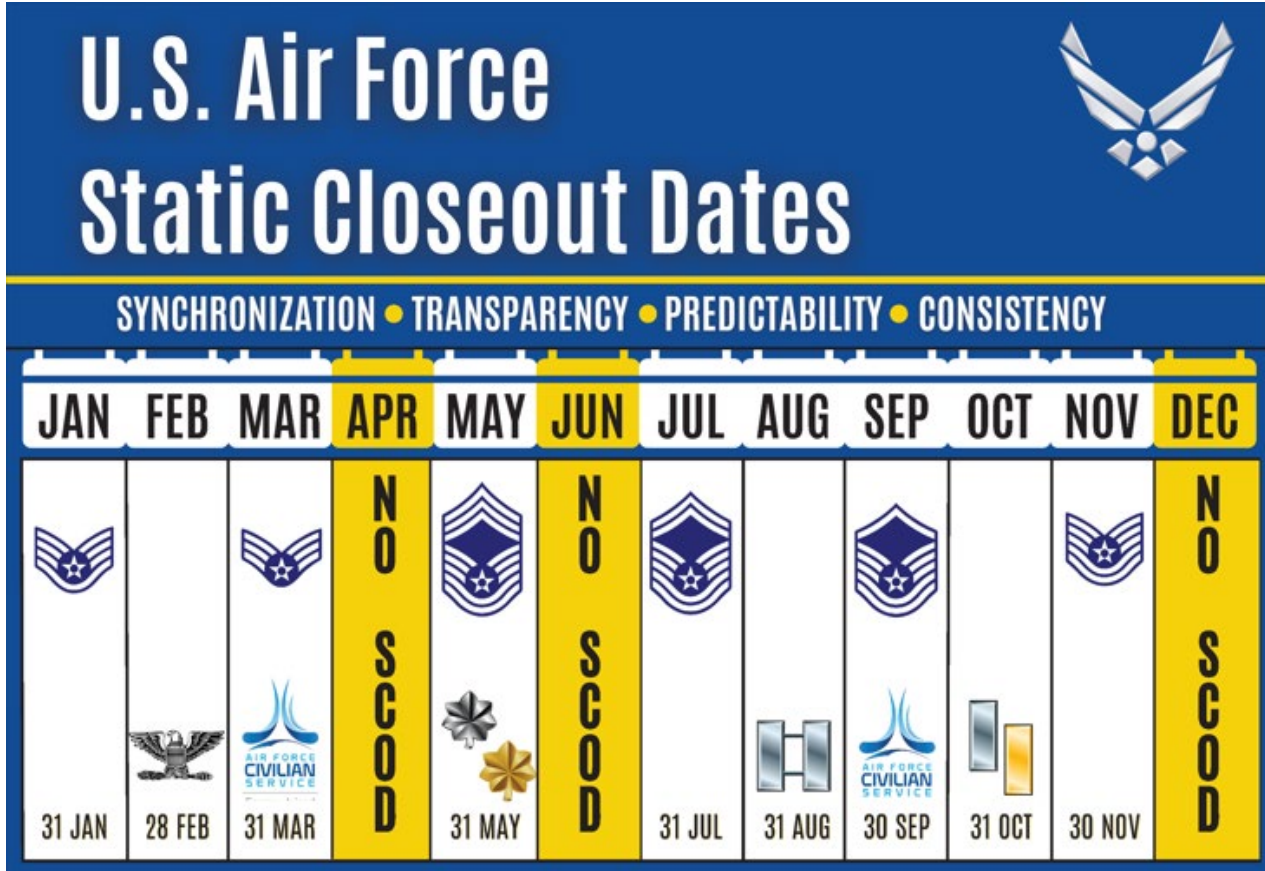


Table 5.2.1. Officer Accounting Dates for Static Close-out Date Evaluations (AFI 36-2406)

Grade (Includes Selectees)	Static Close-out Date	Accounting Date
2d Lt and 1st Lt	31 Oct	3 Jul
Capt	31 Aug	3 May
Maj and Lt Col	31 May	3 Feb
Col	28 Feb	3 Nov

**Note:** Accounting dates are approximately 120 calendar days prior to each SCOD and are established as the 3rd of the month for consistency.

Table 5.2.2. Enlisted Accounting Dates for Static Close-out Date Evaluations (AFI 36-2406)

Grade (includes selectees)	Static Close-out Date	Accounting Date
E-4/SrA and below	31 Mar (Even years)	3 Dec
E-5/SSgt	31 Jan (Odd years)	3 Oct
E-6/TSgt	30 Nov (Even years)	3 Aug
E-7/MSgt	30 Sep (Odd years)	3 Jun
E-8/SMSgt	31 Jul (Even years)	3 Apr
E-9/CMSgt	31 May (Annual)	3 Feb

**Notes:** Accounting dates are approximately 120 calendar days prior to each static close-out date and are established as the 3rd of the month for consistency. All AGR evaluations are due annually.

Figure J in the Appendix is an example evaluation routing diagram. The diagram was devised by one IMA organization to guide the process for completing a performance evaluation and serves as an example of how evaluations might be routed; it can be tailored to your organization.

References: AFI 36-2406, DAFMAN 36-2114,

### 5.3. Promotions

The Senior IMA should coordinate with appropriate offices (AC A1, J1, CSS, or FSS) to be included in these processes to mitigate errors, advocate for IMAs, and advise AC. The Senior IMA can assist in notifying IMAs of promotion selection and announcing to the AC organization.

#### Officer Promotions (O-5 and below)

IMA officer promotions should be treated with the same level of diligence as RegAF officer promotions. It is critical that the servicing MPF Officer Promotions section be knowledgeable and well-versed in these promotion requirements. The MPF should have access to the ARPC/PBO SharePoint and AFPRIMS and should work with ARPC to gain access as required. The MPF should be tracking IMA promotion milestones and should understand that the PRF submission process may vary for IMA officers compared to the process for AC officers.

The MPF or equivalent human resource support function provides Promotion Recommendation Form (PRF) notices, a Master Eligibility List (MEL), and a Duty Qualification History Brief (DQHB) on each eligible officer to the Senior Raters, usually just after the PRF accounting date (AFI 36-2406, AFI 36-2504). The AC A1, J1 CSS, servicing FSS, or other AC administrative entity should notify the AC Commander and Senior IMA. When promotion board information is received, the Senior IMA should review the organization's IMA manning roster to ensure no eligible member is overlooked. Particular attention should be given to the member's date of rank and the grade of the billet they occupy. Position vacancy (PV) promotions are highly competitive and should be reserved for high-performing members, with the Senior IMA playing a key role in recommending members to the Senior Rater for PV consideration.

When officers are selected for promotion, the servicing MPF, or equivalent, is responsible for notifying commanders or equivalent of promotion selection and non-selection (AFI 36-2504). The AC A1, J1, CSS, servicing FSS, or other AC administrative entity should notify the AC Commander and Senior IMA of board selection results. The AC Commander will likely prefer to notify the member of their selection for promotion, but the AC Commander may grant the Senior IMA the privilege of notifying the member. In some instances, a dual notification (AC Commander and Senior IMA) will be made to the member. Senior IMAs should follow-up with non-selects to advise them of the option for post-board counseling.

While the Senior IMA can play a proactive role in helping the Senior Rater's trusted agent and MPF Officer Promotions to monitor IMA promotion timelines, because of gaps in AC MPF knowledge in managing IMA promotions, there may be times when IMAs slip through the cracks, with PRFs not being tracked for submission or IMAs not notified of their upcoming board. If this occurs, the Senior IMA should engage the trusted agent and the MPF to assess what happened and coordinate with ARPC/PBO to resolve the issue. This may include requesting that the IMA meet an upcoming Special Board/Special Selection Board. Because of the sensitivity involved, it is highly recommended to engage the Senior Rater and AC Commander for their advocacy and situational awareness so that all stakeholders in the promotion process are accountable for the specific roles they perform and can course correct for the future.

Search the myFSS myPromotions tile, or search “ARC Officer Promotions Home Page,” for the most updated guidance, the calendar year selection board schedule, board status, and additional resource information.

References: AFI 36-2406, AFI 36-2504, DAFMAN 36-2114, HQ RIO Portal/Career Management

#### Enlisted Promotions

The ARPC Personnel Systems Manager (PSM) will post the rosters to the PSM SharePoint. RIO Dets will retrieve and download their copy by filtering for specific RIO Det. The servicing RIO Det notifies the URC/RPM of enlisted IMA members who meet eligibility requirements for promotion consideration (AFI 36-2502 and DAFMAN 36-2114).

URCs may need to request eligibility rosters from servicing Detachment via myFSS ticket. Upon receipt, URC/RPM, should forward the documents to the unit’s IMA leadership for review. The decision to promote an enlisted member ultimately rests with the unit commander, who is advised by the member’s supervisor and the IMA Section’s SEL. A member’s record of performance, readiness status, and maturity level are several factors that are weighed in the promotion decision process. After a decision by the commander is made, the IMA Section Commander, if one has been designated, may sign enlisted promotion documents.

Search myFSS “Enlisted Promotion” for additional resources from drop-down.

References: AFI 36-2406, AFI 36-2502 DAFMAN 36-2114, HQ RIO Portal/Career Management

#### 5.4. Decorations and Awards

All Awards and Decorations will be updated by the servicing AC A1, J1, CSS, servicing MPF function within local FSS.

Decorations: The Senior IMA advocates for awarding decorations to deserving IMAs and mentors IMAs on their career development. IMAs should be considered for decorations every three years, or sooner, if superior performance for a specific task warrants consideration. Additionally, the unit should attempt to recognize the IMA in-person before departing to a new unit of assignment.

Awards: AC organizations typically announce quarterly, annual, and special awards opportunities at regular intervals throughout the year. If a Reserve category does not exist, the Senior IMA may advocate with the AC command to submit the IMA for the established award or to create a Reserve category. IRs should be included in unit awards such as meritorious or outstanding unit awards to include joint awards as appropriate

Career Field Awards: Contact career field managers for information, timelines, and requirements for career field specific awards.

Individual Reservist of the Year Award: The IR of the Year Award is a calendar year award given to eligible IRs for outstanding service provided in the course of their duties. HQ RIO disseminates a call for award nominations around the first week of May for the previous calendar year period. Members compete at the RIO Detachment level for each category prior to being selected to compete at the HQ RIO level. Contact the servicing RIO Detachment for questions on requirements or the suspense.

References: DAFI 36-2803, DAFMAN 36-2806 DODI 1348.33

## SECTION 6: RESERVE-SPECIFIC ACTIVITIES AND CAREER DEVELOPMENT

### 6.1. Participation Requirements

HQ RIO is the OPR for all questions relating to participation requirements and procedures. It manages the overall administration of the participation program (DAFMAN 36-2136). AT funding management is the responsibility of RIO Detachment Commanders, and they can be held accountable for misuse (DAFMAN 36-2136). The Senior IMA oversees execution of AFRC participation requirements at the assigned unit.

#### **FY and R/R Anniversary Date Requirements**

IMAs have annual participation requirements that fall into two categories:

- **FY Requirements:** These requirements are primarily focused on maintaining individual readiness and ensuring IMAs are prepared to support the AC mission. FY requirements can be substituted or waived under certain circumstances.
  - **24 or 48 IDTs:** IMAs must submit IDTs in UTAPS by 15 August for the upcoming FY to ensure Reserve funding (DAFMAN 36-2136).
  - **12-day Annual Training (AT):** IMAs must request AT orders via myFSS by 31 May for the current FY (DAFMAN 36-2136).
  - **FY Waivers:** The AC Commander or the RIO Det Commander has the authority to grant FY participation waivers for IMAs who are unable to meet the requirements due to circumstances beyond their control. The Senior IMA can advise the AC Commander on appropriate circumstances for granting waivers.
- **R/R Anniversary Date Requirements:** These requirements are mandated by law and are essential for earning retirement credit and maintaining eligibility for continued service in the Reserve. R/R Anniversary Date requirements cannot be waived.

#### **Points-Only Inactive Duty Training (IDT)**

IMAs may fulfill readiness and training requirements and accomplish required administrative tasks in points-only IDT status.

- **Physical Examinations:** IMAs are authorized one points-only IDT for completing a routine physical examination during an other-than-regularly-scheduled IDT (DAFMAN 36-2136).
- **Points-Only Policy:** Senior IMAs may work with the RIO Det Commander and AC Commander to establish a unit policy designating activities for which Reservists may accumulate time spent (over one or more calendar days) until reaching the 4-hour standard for one point (DAFMAN 36-2136).

**References:** DAFMAN 36-2114, DAFMAN 36-2136, DoDI 1215.06, HQ RIO Portal

### 6.2. Point Crediting and Management

This subsection explains how points are credited and managed for IMA participation.

#### **Earning Points:**

- **Points as a Unit of Measurement:** Points track IMA participation and calculate retirement eligibility.
- **Earning Satisfactory Service:** IMAs earn a year of satisfactory service for retirement by earning a minimum of 50 points (including membership points) in a full R/R Anniversary year.

#### Reviewing Point Summaries:

- **PCARS:** IMAs should regularly review their PCARS (Points Credit Accounting and Reporting System) for accuracy.

#### Correcting Point Errors:

- **myFSS Points Correction:** IMAs can submit corrections to their point summaries through the Points Correction link in myFSS.
- **Supporting Documentation:** IMAs must provide supporting documentation to justify any point corrections.

Search myFSS “AFR/ANG General Point Credit Information” or access through the myIMA tile.

References: DAFMAN 36-2136, HQ RIO Portal/Points & Participation

### 6.3. Orders and Travel

RIO oversees and authorizes all orders, pay and travel. The Senior IMA oversees execution of AFRC, HQ RIO, and JTR orders, pay and travel policies and requirements at the assigned unit.

#### Orders

- Requesting Orders: IMAs should submit requests for AT or ADOS orders at least 30 days before the start date for the publication of an order (DAFMAN 36-2136). HQ RIO Orders Writing Cell (OWC) uses the orders request to generate orders in AROWS-R.
- ADOS Orders: IMAs must receive approval from the AC Commander to perform an ADOS tour at another unit (DAFMAN 36-2136).
- Verbal Orders: IMAs should maximally pre-coordinate orders and travel to minimize the need for RIO-issued VOCO (Verbal Orders of the Commander). VOCO should be a last resort (DAFMAN 36-2114).

#### Travel

- AT Travel Entitlements: IMAs are entitled to AT travel reimbursement in accordance with JTR.
- IDT Travel: AFRC publishes IDT outside normal commute distance guidance annually, which outlines the Critical Skills List. This document can be found on the HQ RIO Portal (DAFMAN 36-2136).
- TDY Costs: TFI TDY costs and compliance expressly prohibit “mixing of resources” within or across ARC and AC Lines of Accounting (LOA) unless an exception to policy is first obtained from SAF/FMB (DAFMAN 65-605).
- AFRC/FM published interim guidance on 24 July 2024 regarding Unit Training Assembly or Inactive Duty Training while on Long-Term ADOS-AC (MPA) or ADOS-RC (RPA) Tour (PAM 24-08), addressing covered travel expenses for members required to return to their Reserve units for drill while on orders.

References: DAFMAN 36-2114, DAFI 36-2619, DAFMAN 36-2136, DoDI 1215.06, DAFMAN 65-605, DTS, HQ RIO Portal, Defense Travel Management Office <https://www.travel.dod.mil/>.

#### 6.4. Reserve Force Development

This subsection provides guidance on career development opportunities for IMAs.

Development Teams (DT) Boards are an important part of career development for all Reservists. Annual Developmental Plan (DP) submission is not a strict requirement but is highly encouraged for all Reservists. DT records scoring is only performed on those DPs that are submitted for vectoring. The Key Personnel List (KPL) is comprised of those records scored in the top designated percentage of all records submitted. The KPL designation is necessary for consideration for Key, Command, and Joint (KCJ) developmental leadership positions. Senior IMAs, along with supervisors, can serve as endorsers of DPs for IMA members. Coordinate with Career Functionals if having difficulty with AC organization and receiving DP endorsement.

Search myFSS “AFR Force Development Home Page” for most updated guidance and calendar year schedules on development teams, boards, and tools. Members complete DPs in myVector.

References: DAFI 36-2670, HQ RIO Portal/Career Management

#### 6.5. Reserve Developmental Education

This subsection provides information on educational opportunities for IMAs.

Senior IMAs should encourage awareness and pursuit of the opportunities available under the Reserve Developmental Education Designation Board, Enlisted Developmental Education Board, and Reserve School Selection Board with their IMAs. Support includes highlighting appropriate opportunities for IMA members and supervisors during mentoring sessions, tracking periodic deadlines needed for necessary application endorsements, and assisting in unit-specific processes as needed to ensure successful application submission.

##### Reserve Developmental Education Designation Board (RDEDB)

- RDEDB Opportunities: The RDEDB provides opportunities for officer IMAs to attend intermediate and senior-level in-residence professional military education (PME) courses and fellowships.
- Senior IMA Role: Senior IMAs should encourage awareness and pursuit of RDEDB opportunities among their officer IMAs. Senior IMAs can advise and assist AC leadership on writing effective endorsements.

##### Enlisted Developmental Education Board (EDEB)

- EDEB Opportunities: The EDEB provides opportunities for enlisted IMAs to attend professional development courses.
- Senior IMA Role: Senior IMAs should encourage awareness and pursuit of EDEB opportunities among their enlisted IMAs. Senior IMAs can advise and assist AC leadership on writing effective endorsements.

##### Reserve School Selection Board (RSSB)

- RSSB Opportunities: The RSSB provides opportunities for officer IMAs to attend various short in-residence and distance learning schools.

- **Senior IMA Role:** Senior IMAs should encourage awareness and pursuit of RSSB opportunities among their officer IMAs. Senior IMAs can advise and assist AC leadership on writing effective endorsements.

Search myFSS “AFR Developmental Education - RDEDB, EDEB, RSSB” for most updated guidance, invitation to apply, and public release results for RDEDB, EDEB, and RSSB. Applications for these boards are completed in myVector.

References: DAFI 36-2670, HQ RIO Portal/Career Management

## 6.6. Key Recurring Events and Dates

Table C in the Appendix provides a list of key recurring events and dates relevant to IMA participation and career development. Exact dates and timelines may vary for any given year, but the general timeframe depicted should remain consistent. This list is not all-inclusive, and the Senior IMA should consult with CSS, URC, RegAF admin team, and RIO to ensure that other key events and dates are not overlooked.

## 6.7. IMA Special Duty Assignment Pay

- To be eligible for SDAP, an IMA member must:
  - Be qualified, trained and/or certified AND performing the duty independently.
  - Meet all eligibility requirements listed in the applicable rule on the USAF SDAP Table located on the myFSS platform: <https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069830000024mryAAA>
  - Submissions will be completed through the appropriate RIO Detachment.
- HQ ARPC/DPAAA is responsible for processing SDAP requests for IMAs ONLY. All other statuses/components (TR, AGR, ANG) should submit requests through their servicing FSS. IMA members should direct all questions regarding SDAP to their servicing RIO Detachment.

Search myFSS for "Special Duty Assignment Pay."

References: DAFI 36-3012, HQ RIO Portal/Pay/Special

## 6.8. Proof of Service

This subsection explains how IMAs can obtain proof of their military service.

- **vMPF Self-Service:** IMAs can retrieve a system-generated Proof of Service letter through vMPF self-service under the Personal Data tab.
- **Commander’s Signature:** Some agencies may require a commander’s signature on proof of service documentation. In these cases, members should draft a memo on their organization’s letterhead and obtain their AC Commander’s signature.

## 6.9. Retirement

This subsection provides guidance on retirement for IMAs.

- **Reserve Retirement Counseling Cell (RRCC):** IMAs should contact the RRCC to confirm their eligibility and receive personalized retirement counseling. It is recommended to contact the RRCC at least 2 years prior

to projected retirement date. Email [arpc.dpt.rrcc@us.af.mil](mailto:arpc.dpt.rrcc@us.af.mil) or call 1-800-682-1929 to make an appointment with the RRCC to discuss the following.

- Reserve Component Survivor Benefit Plan
- Types of Retirement
- Reduced Retirement Pay Date
- Applying for Retirement
  - **myFSS Application:** IMAs must apply for transfer to the Retired Reserve using the online retirement application in myFSS.
  - **Eligibility:** To be eligible, IMAs must complete at least 20 years of satisfactory service. Receiving a 20-year letter as evidence is a critical aspect in the administration of retirement. This can be formally requested through myFSS.
- Transition Assistance Program (TAP)
  - TAP Requirement: TAP is mandatory for IMAs who perform 180 days or more of orders.
  - TAP Curriculum: The TAP curriculum includes pre-separation briefings, Transition GPS briefings, and Capstone.

Search myFSS “myRetirement” to access the most updated guidance on ARC and Active Duty retirements, career calculators, Reduced Retirement Pay Age requests, and Reserve Component Survivor Benefit Plan.

References: DoDI1332.35\_AFI 36-3037, DAFMAN 36-3203, HQ RIO IR Guide, *HQ RIO Portal/Transition Assistance Program*

## SECTION 7: ASSIGNMENTS

HQ RIO and subordinate RIO Detachments will provide oversight and execution of IR-to-IR assignment actions. The HQ RIO Commander administers the assignment program, personnel, manpower, and programming issues relating to assigned IMAs (DAFI 36-2110).

Senior IMAs, in coordination with the URC/RPM, supervisors and commanders, can assist in these processes at the assigned unit. Reserve CFM/MFM do not typically coordinate with RegAF, so Senior IMAs may need to coordinate with CFM/MFM for specific career field process and practice.

### 7.1. Advertising Billets

O-6 and E-9 billets: Refer to AF/REG processes and Senior Leader Career Management System (SLCMS).

Process for Advertising IMA Billets (O-5 and below):

- **Vacancy Creation:** When an IMA billet becomes vacant, the URC/RPM initiates the advertising process.
- **Reserve Vacancies:** The vacancy is advertised on the Reserve Vacancies platform (<https://AF.Okta.Mil/>). Note: The system will automatically generate a blank advertisement when a billet becomes vacant.
- **Developing Job Descriptions:** The URC/RPM, in coordination with AC leadership and the Senior IMA, should create and maintain detailed job descriptions and qualification requirements for each IMA billet.
- **Updating Billet Information:** The URC/RPM coordinates with the RIO Detachment to update billet descriptions, points of contact, and initiate new advertisements.
- **Tracking Gains and Losses:** The URC/RPM establishes an internal mechanism to track gains and losses, collaborating with the Senior IMA and the RIO Det.
- **Gig Eagle:** While not an assignment system, GigEagle helps pair IMAs with gig opportunities. GigEagle is a talent matching platform that allows interested DOD Reservists and National Guard members to build profiles that highlight their civilian and military expertise and experience. The platform then matches Reservists to possible temporary job opportunities (such as MPA or RPA mandays) to work a project or support a mission. The goal is to make finding and employing skilled personnel to specific mission needs across the DOD. Learn more at <https://gigeagle.mil/>.

#### Role of the Senior IMA in Advertising IMA Billets:

- **Expertise and Insight:** The Senior IMA provides valuable expertise and insight into the specific skills and experience required for each billet. They can offer guidance on the appropriate grade and AFSC for the position and ensure the job description accurately reflects the duties and responsibilities.
- **Attracting Qualified Candidates:** The Senior IMA can leverage their network and knowledge of the Reserve community to help attract qualified candidates. They can use various channels, such as career field newsletters, online forums, and professional organizations, to reach potential applicants.
- **Collaboration:** The Senior IMA collaborates closely with the URC/RPM and AC leadership to ensure alignment between the billet requirements and the needs of the unit.
- **Advocacy:** The Senior IMA advocates for the timely filling of vacant billets, emphasizing the importance of maintaining a fully staffed and ready IMA force.
- **Oversight and Informal Advertising:** The Senior IMA can assist the URC/RPM in performing the role appropriately for vacancies and exercise additional formal and informal channels of advertising the positions (i.e. advertising with Career Field Managers and other Senior IMAs).

References: DAFMAN 36-2114, *HQ RIO Portal/Assignments*

## 7.2. Job Search Tools

There are a multitude of locations where IMAs can search for Reserve positions, as well as long-term orders opportunities:

IMA Vacancies:

- Reserve Vacancies: <https://AF.Okta.Mil/>
- SLCMS: Vacancies for O-6 and E-9 positions (except for Air Reserve Technicians [ARTs]) are managed by HAF/REG through the SLCMS database. Access to SCLMS is available to O-6s and E-9s, as well as O-5s and E-8s interested in applying for O-6 and E-9 positions, at <https://slcms.us.af.mil/slcms/>.

Other Reserve Vacancy Tools:

- USAJOBS: Vacancies for ART positions are managed by the AFRC Special Examining Unit (AFRC/A1C) in USAJOBS. Access is open to all at <https://www.usajobs.gov/>.
- Talent Marketplace (TM): Vacancies for AGR positions are managed by ARPC through Talent Marketplace in myVector. Access to TM is open to all at <https://myvector.us.af.mil/myvector/Talentmarketplace/Home>.
- Vacancy Reserve System (VRS): Long-term orders opportunities are advertised in VRS, accessible through ARCNET. Access is open to all at <https://arcnet.sso.cce.af.mil/ARCNet/VRS/Home>.
- Personnel Force Innovation (PFI): PFI is an Under Secretary of Defense (Comptroller) initiative that operates with executive oversight from Defense Finance and Accounting Service in Indianapolis. PFI is designed to provide a critical connection between the pool of nearly one million Army and Air Force Reservists & Guardsman and DoD agencies who need them. Learn more at <https://www.dfas.mil/PFI/>.
- HR Insights: AFRC HR Insights is a web-based business analytics service that provides visualizations and insights on Personnel & Manpower statistics and more. There are various dashboards that can be accessed and leveraged by commanders, hiring officials, talent management professionals and members to view existing vacancies and manning health across the Reserve enterprise. Users can filter data by NAF, installation, wing, unit, RIO Detachment, AFSC, and so forth, and can use this data when engaging with military personnel hiring professionals. Access to HR Insights is open to all at <https://bi.afrc.af.mil/Reports/powerbi/A1Folder/--%20HR%20Insights%20--?rs:Command=Render&rc:toolbar=false>.

References: DAFI 36-2110, DAFMAN 36-2114, *HQ RIO Portal/Assignments*

## 7.3. Hiring

O-6 and E-9 billets: Refer to AF/REG processes and Senior Leader Career Management System (SLCMS).

For IMAs O-5 and below, accession and assignment authorities (including FAMs for centrally managed IRs) may directly place Airmen (O-5/E-8 and below) who are fully qualified in their core AFSC (skill level commensurate with the position) into vacant IR positions (DAFI 36-2110). This fact highlights the importance of AC leadership and the Senior IMA being actively involved in advertising positions and filling billets. The hiring process is a collaborative effort between the RIO Det, AC leadership, and the Senior IMA. Each stakeholder plays a vital role in ensuring that the best-qualified candidates are selected to fill IMA billets. By working together, they can maintain a strong and ready IMA force capable of supporting the AC mission.

#### Roles of Different Stakeholders in the Hiring Process:

- RIO Det:
  - Eligibility Screening: The RIO Det screens applicants to ensure basic eligibility requirements for the position, such as rank, AFSC, security clearance, and medical readiness.
  - Application Approval/Disapproval: The RIO Det approves or disapproves assignment applications based on the applicant's qualifications and the needs of the Air Force Reserve.
- AC Leadership/Hiring Authority:
  - Selection Decision: The AC leadership, including the unit commander, supervisor, and Hiring Authority, makes the final selection decision. They consider the applicant's qualifications, experience, and fit within the unit's culture and mission.
  - Applicant Rejection: The AC leadership can reject an applicant if the individual is not a good fit for the position. Adequate justification for rejection must be provided on the DAF Form 1288.
- Senior IMA:
  - Applicant Assessment: The Senior IMA plays a critical role in assessing the applicant's suitability for the unit. They consider factors such as the applicant's experience, leadership potential, and ability to integrate into the IMA culture.
  - Communication and Coordination: The Senior IMA facilitates communication between the RIO Det and AC leadership if issues arise related to the direct-assignment policy.
  - Advocacy: The Senior IMA advocates for the best interests of the IMA program and ensures that the hiring process is fair and transparent.
  - Mentorship: The Senior IMA can mentor potential applicants, providing guidance on the application process and the expectations of serving as an IMA. They can also help guide supervisors and hiring authorities on considering candidates for positions.
- URC/RPM:
  - Process Facilitation: The URC/RPM coordinates the hiring process, ensuring that all necessary paperwork is completed and routed appropriately. They also facilitate communication between the applicant, the unit IMA leadership team, and the RIO Det.
  - Information Management: The URC/RPM ensures that the applicant's records are readily available to the AC leadership and the Senior IMA.

References: DAFI 36-2110, DAFMAN 36-2114, *HQ RIO Portal/Assignments*, <https://www.arpc.afrc.af.mil/Services/Assignments/>

#### 7.4. Onboarding

Onboarding begins at the RIO Detachment level and the member must be fully gained in the personnel system before onboarding with the unit. Particularly with brand new IMA accessions, the Senior IMA can work with the URC/RPM, supervisor, member, and RIO Det to ensure all connections are made, to include the following:

- Connected with the RIO Det and the RIO Det is responsive
- Completely gained in the personnel system and the Reserve Pay System. IMAs who DO NOT have a reserve pay account cannot perform duties for pay.
- Connected with a peer to assist with onboarding
- Falls under all normal AC processes for systems and security
- RIO Det conduct Virtual IR Orientations and Virtual Newcomer Orientations on Reserve specific information
- AC units conduct Newcomer Orientations on unit and mission specific information

References: DAFI 36-2110, DAFMAN 36-2114, *HQ RIO Portal/Assignments*

## SECTION 8: MEDICAL

### 8.1. Individual Medical Readiness

This section provides guidance on managing medical readiness, medical waivers, and potentially disqualifying diagnoses for IMAs.

- **AC Military Treatment Facility (MTF) Responsibility:** The AC MTF administers all medical readiness services for IRs, including periodic medical and dental examinations, immunizations, and labs, in accordance with AFI 44-176 IRs must be in an approved military status at the time of the appointment.
  - **Periodic Health Assessment (PHA):** Upon member completion of the PHA questionnaire, the healthcare provider has up to 120 calendar days to complete the provider review. IMAs should coordinate with the RIO Detachment and Senior IMA if experiencing delays that impact their records for orders or boards.
  - **Profile:** Members requiring a profile to modify or excuse them from their Physical Fitness Assessment (PFA) require an AF 469 from their assigned MTF. This profile form can only be obtained through the member's assigned MTF and **cannot be provided by HQ RIO IRM**. The URC/RPM coordinates with the local MTF on AF 469 waivers requiring commander signature. The MTF sends the URC/RPM a list of members and their associated AF 469s. The URC/RPM then sends that list to the RegAF Commander or IMA Section Commander for signature. The RegAF Commander or IMA Section Commander will sign the AF 469 once received from the MTF. The URC/RPM should maintain all AF 469s on file within the unit.
  - **In Review of In Lieu of (IRILO):** When an IMA member has a potentially disqualifying diagnosis, their assigned MTF will review the case to determine continuation of military service.
- **HQ RIO Portal:** Memos and updated information on accomplishing medical readiness at the member's own MTF, another MTF, or through a civilian provider.
- **AFR RIO Medical page in myFSS:** Information is available on LODs, modification and deployment waivers, dental issues, surgery requests, labs and immunizations, PHAs, and navigating potentially disqualifying medical diagnoses. The Senior IMA should consult this page before contacting HQ RIO/IRM directly.
- **HQ RIO/IRM Contact Information:** For instances requiring further advisement from IRM, Senior IMAs may contact the IRM staff at:
  - General Office Number: 720-847-3077
  - OIC, IR Medical Readiness: 720-847-3188
  - IRM Section Chief: 720-847-3616

Search myFSS "AFR RIO Medical" or go to myIMA tile and then select "AFR RIO Medical."

**References:** AFI 44-176, AFI 48-133, AFI 10-250, AFI 48-170, DAFMAN 48-123, DAFMAN 36-2114, myIMR, *HQ RIO Portal/Readiness*

### 8.2. Line of Duty (LOD) Determination

This section provides guidance on Line of Duty (LOD) determinations. It is imperative for the IMA and Senior IMA to be familiar with this process, reviewing the information in myFSS and coordinating with RIO IRM. Active Component MTF personnel are not always familiar with AFRC's LOD process. Ensure the RIO Det commander is aware of pending LODs.

- LOD Guidance and Process: DAFI 36-2910 provides comprehensive guidance on LOD determinations and processes. For IMAs, the immediate commander is the RIO Det Commander, in coordination with the AC Commander.
- IMA Reporting Requirements: When an IMA incurs or aggravates an injury, illness, or disease while in a duty status, the IMA must report the medical condition within 72 hours to the servicing MTF and assigned unit. The Senior IMA may assist in notifying the RIO Detachment and AC Commanders, and in navigating AFRC's LOD process.
- AC MTF Role: The AC MTF can assess the member and complete part of a hard copy AF Form 348 but cannot initiate further actions on the LOD or submit it in the MTF system for the IMA. The AC MTF may try to pass the IMA off to either a Traditional Reserve or Air National Guard unit, but this is not the appropriate chain.
- AF Form 348: The IMA completes Part I of the AF Form 348, and the provider at the RegAF MTF completes Parts 1-2, identifying a single illness, injury, or disease. Separate LODs must be completed for multiple diagnoses. The member's AC commander makes a recommendation on Part III.
  - HQ RIO/IRM Assistance: If the RegAF MTF cannot complete the AF Form 348 within 15 calendar days, member may route to HQ RIO/IRM for completion.
- LOD Package Submission: Once Parts 1-3 are completed, or if the AF Form 348 cannot be obtained, the member submits the LOD package to IRM via myFSS. This package includes the AF Form 348, LOD Provider Form, LOD Member Initiate Form, all supporting medical documentation, certified orders, and a member statement (if applicable).

Search myFSS "AFR RIO Medical" or go to myIMA tile and then select "AFR RIO Medical," then "Line of Duty (LOD)".

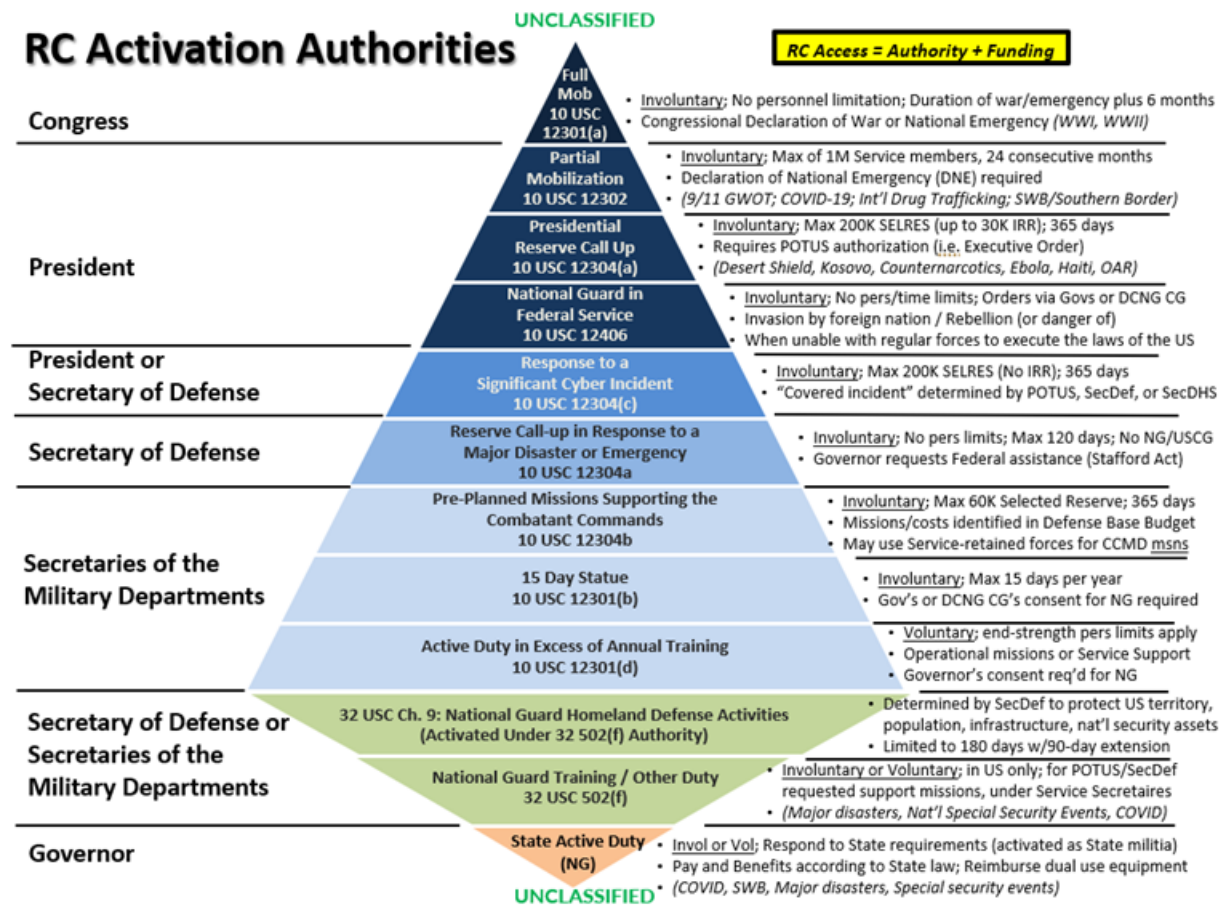
References: AFI 48-123, DAFMAN 36-2114, DAFI 36-2910, *DODI 1241.01*, *HQ RIO Portal/Readiness*, myFSS/myIMA/AFR RIO Medical

## SECTION 9: ACCESSING THE RESERVE

### 9.1. Authorities

Title 10 U.S.C. 672 and 673 provides authority for the mobilization of the Reserve Components. Specific authorities are vested by statutory law in the President, Congress, the Secretary of Defense, the Secretary of Transportation, and the Secretaries of the Military Departments. Authorities are in place to assist Congress, the President, Secretary of Defense, and/or the Secretary of a Military Department in determining the best mechanism to augment the active force. Authorities also ensure Reservists receive benefits and entitlements.

Reference DODI 1235.12 for more details and tables on Reserve Access Authorities. Contact a Reserve Advisor for specific questions and concerns. Note: 10 USC 12304b applies to ARC units and is not applicable to IMAs.



Reference: DODI 1235.12

### 9.2. Military Personnel Appropriation (MPA) or Active Duty Operational Support (ADOS)-AC

The overarching purpose for the MPA program is to provide the DAF with skilled manpower to support USAF and USSF missions when regular component resources are not available or sufficient. The MPA program is owned by the AC but the Senior IMAs may be instrumental in managing its execution.

Requesting and Approving MPA Tours:

- Identify a Need: The AC unit identifies a need for MPA support and develops a clear scope of work.
- IMA Application: The IMA coordinates with or applies to the owning unit on the dates of the tour, the location, duties to be performed, the fund cite letter and the M4S Task ID.
- Orders Generation: The IMA submits the orders request in myFSS with the fund cite letter and the M4S Task ID.
- Coordination: The Senior IMA can assist the AC unit and the IMA with this process

Important Considerations for MPA Tours:

- AC Approval: IMAs must obtain approval from their assigned AC unit commander before performing MPA duties at another unit. Many AC units do not know they can require IMAs to perform the minimum AT and IDTs before working MPA tours elsewhere.
- Administrative Actions: AC units are responsible for all administrative actions such as evaluations, promotion boards, DTs for assigned IMA, even if IMA performs MPA ADOS with a different unit.
- Conflict of Interest: Reservists cannot perform ADOS tours for the same chain of command that evaluates them as a contractor or civilian employee.
- Restriction: MPA funding cannot be used to backfill civilian positions.

References: DAFI 36-2619, DAFMAN 36-2136, DODI 1215.06, HQ RIO Portal/Orders/MPA

### 9.3. Reserve Personnel Appropriation (RPA) or Active Duty Operational Support (ADOS)-RC

ADOS-RC tours are funded by the RPA and provide the necessary skilled manpower assets to support existing or emerging RC requirements when existing resources are not available or sufficient. The RPA program is owned by the RC and execution occurs through the RIO Detachments for school tours and support to Reserve programs

If you have a requirement for ADOS-RC mandays for assigned IMAs, coordinate with your URC to submit your forecast to the RIO Detachment at the time of need.

Important Considerations for RPA Tours:

- AC Approval: IMAs must have approval from their assigned AC unit commander before performing RPA duties at another unit. Many AC units do not know they can require IMAs to perform the minimum AT and IDTs before working RPA tours elsewhere.
- Conflict of Interest: Reservists cannot perform ADOS tours for the same chain of command that evaluates them as a contractor or a civilian employee.
- Restriction: RPA duty cannot be used in combination with any MPA funded ADOS and cannot be used for the same mission. IMAs who are approved for school tours must have a Training Line Number (TLN) and an approved 938 order for an RPA School Tour to attend any formal course. IMAs on MPA orders MUST curtail the MPA order, prior to starting the RPA school tour order. IMAs CANNOT fill an AC school billet on MPA or RPA.

References: DAFMAN 36-2136, DODI 1215.06, HQ RIO Portal/Orders/RPA

## 9.4 Deployment

Deployments are a critical aspect of military service, and IMAs play a vital role in supporting Air and Space Force operations around the world. Here is how IMAs can find information and volunteer for deployment opportunities:

### Online Resources for Deployment Information:

- vMPF: vMPF is a valuable resource for IMAs seeking deployment information. It provides access to deployment-related announcements, policies, and guidance.
- HQ RIO Portal: The HQ RIO Portal offers comprehensive information on deployment processes, requirements, and opportunities for IMAs.
- myFSS: myFSS provides access to various deployment resources, including information on pre-deployment requirements, medical clearances, and travel entitlements.

### Volunteering for Deployment:

- Expressing Interest: IMAs can express their interest in deploying by updating their availability status in vMPF and completing the Deployment Preference Form. This form allows IMAs to indicate their preferred deployment locations, durations, and skillsets.
- Contacting the Unit Deployment Manager (UDM): IMAs can also proactively contact their UDM to discuss deployment opportunities and express their interest in specific deployments.
- Responding to Deployment Rosters: When deployment opportunities arise, the UDM will often circulate deployment rosters seeking volunteers. IMAs should respond promptly to these rosters if they are interested in deploying.

Reference: HQ RIO Portal/Deployment

## SECTION 10: ASSESSING THE ORGANIZATION

RegAF organizations already assess their organizations and report for readiness, training, mission effectiveness, and climate surveys. These assessments should include input from assigned IMAs. Some of these are required and some are self-assessments. Coordinate with the AC Commander and Inspector General team for more information. Following are recommendations to integrate or independently assess the AC organization's IMA management and identify gaps or challenges in the organization to address and mitigate.

### 10.1. Management Internal Control Toolset (MICT)

MICT is a valuable resource for assessing and improving IMA management within an organization. It provides a structured framework for evaluating compliance with regulations and policies, identifying potential risks, and implementing corrective actions.

#### Purpose of MICT:

- **Standardization:** MICT promotes standardization in IMA management practices across different units and organizations.
- **Compliance:** It helps ensure compliance with applicable Air Force Instructions (AFIs), Department of the Air Force Instructions (DAFIs), and other relevant directives.
- **Risk Management:** MICT assists in identifying and mitigating potential risks associated with IMA management, such as readiness deficiencies, pay issues, or administrative errors.

**Continuous Improvement:** It provides a mechanism for continuous improvement by regularly assessing IMA management processes and identifying areas for enhancement.

#### How to Use MICT:

- **Review the Checklists:** MICT includes checklists for both AC leadership and URCs. These checklists cover a wide range of topics related to IMA management, such as:
  - URC designation and training
  - IMA in- and out-processing
  - Readiness and participation requirements
  - Performance evaluations
  - Training management
  - Personnel actions
- **Conduct Self-Assessment:** AC leadership and URCs should regularly conduct self-assessments using the MICT checklists. This involves reviewing each item on the checklist and determining whether the unit is in compliance.
- **Document Findings:** Document the findings of the self-assessment, noting any areas where the unit is not in compliance or where improvements can be made.
- **Develop Corrective Actions:** Develop and implement corrective actions to address any deficiencies identified during the self-assessment. This may involve updating procedures, providing additional training, or revising policies.
- **Continuous Monitoring:** Continuously monitor IMA management practices to ensure compliance and identify any new or emerging risks.

### Benefits of Using MICT:

- **Improved Compliance:** Helps units stay current with the latest regulations and policies.
- **Reduced Risk:** Reduces the risk of errors, omissions, and other issues that can negatively impact IMAs.
- **Enhanced Efficiency:** Promotes efficient and effective IMA management processes.
- **Increased Readiness:** Contributes to a more ready and capable IMA force.

Table D in the Appendix provides two draft MICT checklists for prototype organizations to use for self-assessment.

By effectively utilizing MICT, Senior IMAs and AC leadership can ensure that their IMA management practices are standardized, compliant, and optimized to support the needs of their IMAs and the Air Force mission.

References: DAFMAN 36-2114, DAFI 90-302

### 10.2. Establishing a Baseline

The Table E “Baseline Questionnaire” in the Appendix was used in the initial stages of the IMA ADCON prototypes to receive anonymous feedback from IMAs on their understanding of IMA communications and support. The questions remain valid and may be a tool for Senior IMAs to gauge assigned IMAs.

### 10.3. Measuring Outcomes Along the Way

AFRC ISO maintains an Assessment Criteria Spreadsheet template for prototype organizations to use. The template spreadsheet is too large to include in this guide, but it will be provided to the Senior IMA of each prototype organization. The spreadsheet allows the Senior IMA to record status and progress, in detailed narrative or other preferred format, on key aspects of IMA ADCON implementation.

#### How Senior IMAs Can Use the Assessment Criteria Spreadsheet:

- **Familiarization:** Begin by thoroughly reviewing the spreadsheet and familiarizing yourself with the different categories and criteria. The spreadsheet is organized into key areas of IMA ADCON implementation, such as:
  - **Governance and Structure:** Establishment of the Senior IMA role, IMA section organization, and communication channels.
  - **Readiness and Participation:** Tracking and management of IMA readiness and participation requirements.
  - **Personnel Actions:** Processing of evaluations, promotions, awards, and other personnel actions.
  - **Career Development:** Support for IMA career development and professional military education opportunities.
  - **Communication and Integration:** Effectiveness of communication and integration between IMAs and the AC organization.
- **Data Collection:** Gather data and information related to each assessment criterion. This may involve reviewing policies, conducting surveys, interviewing IMAs and AC personnel, and analyzing data from various systems (e.g., UTAPS, AROWS-R, myEval).
- **Progress Tracking:** Use the spreadsheet to track progress on implementing IMA ADCON initiatives. Record specific actions taken, milestones achieved, and any challenges encountered.

- **Narrative Reporting:** Provide detailed narrative reports within the spreadsheet to explain the status of each criterion. Use this space to describe successes, challenges, and areas for improvement.
- **Quantitative Data:** Where applicable, include quantitative data to support your assessment. This may include statistics on IMA participation rates, evaluation completion rates, or promotion rates.
- **Regular Updates:** Regularly update the spreadsheet to reflect ongoing progress and any changes in the IMA ADCON implementation plan.
- **Sharing with ISO:** Share the updated spreadsheet with the AFRC ISO at designated intervals or as requested. This allows the ISO to monitor progress across prototype organizations and provide support as needed.

#### **Benefits of Using the Assessment Criteria Spreadsheet:**

- **Structured Approach:** Provides a structured and organized approach to assessing IMA ADCON implementation.
- **Data-Driven Decisions:** Enables data-driven decision-making and resource allocation.
- **Progress Monitoring:** Facilitates ongoing monitoring of progress and identification of areas needing attention.
- **Communication Tool:** Serves as a valuable communication tool between Senior IMAs and the AFRC ISO.
- **Continuous Improvement:** Supports continuous improvement by identifying best practices and areas for refinement.

#### 10.4. AC Feedback

Table F in the Appendix is an AC Questionnaire. Soliciting feedback from AC members positioned to observe and assess the effectiveness of the IMA ADCON initiative (i.e., the RegAF/AC Commander, Reserve Management Office personnel, URC/RPM, First Sergeant, other members of the AC CSS) can inform the Senior IMA about where progress is being made, and where improvements are lacking. Feedback can be received in narrative format or by conducting a survey.

## APPENDIX

### Contributors

Thank you to leaders in the following organizations for your contributions to AFRC's first Senior IMA Guidebook!

#### IMA ADCON organizations added in FY23/24

- AFIMSC
- Air University
- DCMA
- HQ AF/A26
- OSI
- USINDOPACOM JIOC
- USSTRATCOM

#### IMA ADCON organizations added in FY25

- 363 ISRW
- 70 ISRW
- 88 ABW
- AFLCMC/WL
- AFOTEC
- AFRL/RI (Info Directorate)
- HQ ACC/A4
- SAF/IG
- USINDOPACOM (other than JIOC)

#### Coordination

- AFMC/CR
- AFRC Directorates
- HAF/REX
- HQ RIO
- RIO Dets
- SAF/IA

**Table A: Senior IMA Matrix (separate document, see Tab 2)**

The Senior IMA Matrix provides a standardized list of duties and responsibilities where the Senior IMA or IMA Section Commander may sign in place of the AC Commander, Director or equivalent for IMAs assigned to the organization.

Key	Coord = In coordination routing				Sign = Approve with signature				
	Duty/Responsibility	IMA	AC Supervisor	AC URC (See note)	Senior IMA (No G-series)	IMA Section CC (G-series)	AC CC, Director or Equivalent	RIO Det CC	References
<b>Assignments</b>									
Ensure assigned IMAs in-process and out-process w/ RIO Det and AC unit	Coord	Coord	Coord	Coord					DAFMAN36-2114, Ch. 2
Sign DAF1288	Sign	Coord	Coord	Coord or Sign (1st endorsement)	Coord or Sign (1st endorsement)	Sign (1st endorsement)	Sign (2d endorsement)		DAFI36-2110, Ch. 9 and 11, DAF1288
Facilitate IMA's PCS date w/ losing and gaining org			Coord	Coord	Coord				DAFI36-2110, Ch. 9
Sign PCA DAF2096	Sign (2d endorsement)	Sign (1st endorsement)	Coord	Coord or Sign (3rd endorsement)	Coord or Sign (3rd endorsement)	Sign (3rd endorsement)			AFMAN36-2100, Ch. 2, DAF2096
Sign Mandatory Change Request for changes to IMA billet (AFSC, Grade, billet org alignment)			Coord	Coord or Sign	Coord or Sign	Sign	Coord		MSDG 22-01
Approve or disapprove paperwork for voluntary transfer to the IRR	Sign	Coord	Coord	Coord			Sign		DAFI36-2110, Ch. 11
Sign paperwork for involuntary transfer to the IRR		Coord	Coord	Coord			Sign		DAFI36-2110, Ch. 11
<b>Decorations</b>									
Monitor & initiate IMA decorations in coordination with AC leadership		Coord	Coord	Coord or Sign	Coord or Sign	Sign			DAFI36-2803, Ch. 1 and 2
Approve decorations				Coord	Coord or Sign	Sign			DAFI36-2803, Ch. 2
<b>Deployments</b>									
Sign deployment SOU when IMA volunteers for deployment	Sign	Sign	Coord	Coord or Sign	Coord or Sign	Sign	Sign		SOU on HQ RIO Portal; IMA Exercise Participation guide
Facilitate equipping deploying IMA		Coord	Coord	Coord	Coord	Coord			DAFMAN36-2114, Ch. 2
Sign Commander actions for deployments			Coord	Coord or Sign	Coord or Sign	Sign			SOU on HQ RIO Portal
<b>Discipline: IMA Section Commander &amp; IMA MUST be in a military status to execute discipline</b>									
Issue Art 15		Coord	Coord	Coord	Coord or Sign	Sign	Coord		DAFI51-509, Ch. 9; DAFI51-202, Ch. 2
Issue UCMJ actions		Coord	Coord	Coord	Coord or Sign	Sign	Coord		DAFI51-201, Ch. 1, DAFI51-202, Ch. 2
Initiate Commander Directed Investigation				Coord	Coord or Sign	Sign	Coord or Sign		DAFMAN1-101, Ch. 2
Issue No Contact Orders		Coord or Sign	Coord	Coord or Sign	Coord or Sign	Sign	Coord or Sign		DAFI51-201, Ch. 4

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Duty/Responsibility	IMA	AC Supervisor	AC URC (See note)	Senior IMA (No G-series)	IMA Section CC (G-series)	AC CC, Director or Equivalent	RIO Det CC	References
Issue Military Protective Orders				Coord	Coord or Sign	Sign		DAFI51-201, Ch. 4
Establish UIFs (establishing officer must be senior to member)		Coord	Coord	Coord	Coord or Sign	Sign	Coord or Sign	DAFI36-2907, Ch. 1 and 3
Remove officer or enlisted UIFs early		Coord	Coord	Coord	Coord or Sign	Sign	Coord or Sign	DAFI36-2907, Ch. 3
<b>Evaluations</b>								
Sign memo requesting closeout extension for IMA		Coord	Coord	Coord or Sign	Coord or Sign	Sign		AFI36-2406, Ch. 3
Direct a Commander-directed IMA evaluation		Coord	Coord	Coord or Sign	Coord or Sign	Sign		AFI36-2406, Ch. 3 (officer), Ch. 4 (enlisted)
Senior Rater HLR endorsement on IMA SNCO EPBs		Coord	Coord	Coord or Sign	Coord or Sign	Sign		AFI36-2406, Ch. 1 and 3
Review SMSgt and Below IMA EPBs and sign as "Unit Commander/Authorized Reviewer" block				Coord	Coord or Sign	Sign		AFI36-2406, Ch. 1 and 4
<b>Fitness</b>								
Take administrative action in response to IMA unsatisfactory Fitness Assessment (IMA and IMA Section CC must be in a military status)		Coord	Coord	Coord	Coord or Sign	Sign		DAFMAN36-2905, Ch. 8, DAF108
Document IMA response to unsatisfactory fitness scores in Case Files, including signing MFRs for missing docs			Coord	Coord	Coord or Sign	Sign		DAFMAN36-2905, Ch. 8
Grant Commander's composite exemptions for IMAs			Coord	Coord	Coord or Sign	Sign		DAFMAN36-2905, Ch. 4
Unit CC signature for IMA fitness failures on DAF108			Coord	Coord	Coord or Sign	Sign		DAFMAN36-2905, Ch. 2, DAF108
In consultation with medical providers, make the determination to invalidate an IMA's test due to injury			Coord	Coord	Coord or Sign	Sign		DAFMAN36-2905, Ch. 3
Request review of an IMA fitness case file at the DAWG/MEB consideration, based on multiple/recurring exemptions			Coord	Coord	Coord or Sign	Sign		DAFMAN36-2905, Ch. 4
Sign letter approving IMA to fitness test at an alternate location	Sign	Sign or Coord	Sign or Coord		Sign or Coord	Coord		DAFMAN36-2905, Ch. 3; HQ RIO Portal
<b>Formal Training</b>								
Sign IMA upgrade training DAF2096	Sign	Coord or Sign	Coord	Coord or Sign	Coord or Sign	Sign		DAFMAN36-2689, Ch. 3 and 5, DAF2096
Sign IMA training allocation RIPS	Sign	Coord or Sign	Coord	Coord or Sign	Coord or Sign	Sign		DAFMAN36-2136, Ch. 4
Review IMA enlisted upgrade training status	Coord	Coord or Sign	Coord	Coord or Sign	Coord or Sign	Sign		DAFMAN36-2689, Ch. 5
Coordinate with RIO Detachment to request RPA for IMA's formal training; projects formal training needs prior to FY needed	Coord	Coord	Coord	Coord	Coord	Coord	Sign	AFI65-601v2, Ch. 2

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Duty/Responsibility	IMA	AC Supervisor	AC URC (See note)	Senior IMA (No G-series)	IMA Section CC (G-series)	AC CC, Director or Equivalent	RIO Det CC	References
<b>Leave/Passes applies to Reserve on long-tour orders w/assigned org</b>								
Approve annual (ordinary) leave	Sign	Coord or Sign	Coord	Coord or Sign	Coord or Sign	Sign		DAFI36-3003, Ch.3, DAF988
Approve special passes	Coord	Coord or Sign	Coord	Coord or Sign	Coord or Sign	Sign		DAFI36-3003, Ch. 5, DAF988
Approve leave en route	Coord	Coord or Sign		Coord or Sign	Coord or Sign	Sign		DAFI36-3003, Ch. 7, DAF988
Approve advance leave, convalescent leave, terminal leave	Coord	Coord or Sign	Coord	Coord or Sign	Coord or Sign	Sign		DAFI36-3003, Ch. 3 and 4, DAF988
Approve parental leave	Coord	Coord or Sign		Coord or Sign	Coord or Sign	Sign		DAFI36-3003, Ch. 4, DAF988
Approve emergency leave	Coord	Coord or Sign		Coord or Sign	Coord or Sign	Sign		DAFI36-3003, Ch. 3, DAF988
Approve permissive TDY	Coord	Coord or Sign		Coord or Sign	Coord or Sign	Sign		DAFI36-3003, Ch.4, DAF988
Approve OCONUS leave (includes territories, Alaska, HI)	Coord	Coord	Coord	Coord or Sign	Coord or Sign	Sign		DAFI36-3003, Ch. 7, DAF988
<b>Medical / Health</b>								
Commander input for IMA MEB/PEB	Coord	Coord	Coord	Coord or Sign (1st endorsement)	Coord or Sign (1st endorsement)	Sign (1st endorsement)	Sign (2d endorsement)	DAFMAN48-123, Ch. 9
Ensure IMA PHA and individual medical readiness requirements are met	Coord	Coord	Coord	Coord	Coord	Coord	Coord	AFI48-133, Ch. 2; AFI10-250, Ch. 1; DAFMAN36-2114, Ch. 2
Execute Unit Commander actions on IMA LOD, MEDCON & INCAP		Coord	Coord	Coord or Sign	Coord or Sign	Sign		DAFI36-2910, Ch. 3, 5, and 7
Notify urinalysis/drug testing POC when IMA is on Annual Tour		Coord	Coord	Coord				DAFMAN44-197, Ch. 2
Appoint Trusted Agent		Coord		Coord or Sign	Coord or Sign	Sign	Sign	DAFMAN44-197, Ch. 2
Give order to attend drug testing		Coord	Coord	Coord or Sign	Coord or Sign	Sign	Sign	DAFMAN44-197, Ch. 2
<b>Miscellaneous</b>								
Establish URC in appointment letter; provide letter to respective RIO Detachment			Coord	Coord or Sign	Coord or Sign	Sign		DAFMAN36-2114, Ch. 2
Guide, train, mentor URC in partnership with HQ RIO	Coord	Coord	Coord	Coord	Coord	Coord	Coord	DAFMAN36-2114, Ch. 2
Mentor IMA on AFR programs & career development paths		Coord	Coord	Coord	Coord	Coord	Coord	DAFMAN36-2114, Ch. 2
Serve as endorser on Development Plan, RSSB, or RDEDB applications		Sign		Coord or Sign (if O-6)	Coord or Sign (if O-6)	Sign	Sign	DAFI36-2670, Ch. 1, myVector
Ensure oversight of IMA accountability during recalls		Coord	Coord	Coord	Coord	Coord		DAFMAN36-2114, Ch. 2
In coord with 1st Sergeant, track IMA Family Care Plans		Coord	Coord	Coord	Coord	Coord		DODI1342.19_DAFI36-2908
<b>Participation, Orders, Pay</b>								
Certify AROWS-R orders (AT, TDY)	Sign	Sign	Coord or Sign	Coord or Sign	Coord or Sign	Coord or Sign		DAFMAN36-2136, Ch. 5; HQ RIO Portal
Approve MPA at non-assigned unit		Coord		Coord or Sign	Coord or Sign	Sign	Sign	DAFI36-2619, Ch. 1

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Duty/Responsibility	IMA	AC Supervisor	AC URC (See note)	Senior IMA (No G-series)	IMA Section CC (G-series)	AC CC, Director or Equivalent	RIO Det CC	References
Approve AT schedules		Coord	Coord	Coord	Coord	Coord		DAFMAN36-2136, Ch. 5
Approve AT at non-assigned unit		Coord		Coord or Sign	Coord or Sign	Sign	Sign	DAFMAN36-2136, Ch. 1 and 5; Annual Tour Special Request Form (ATSRF) located on HQ RIO Portal
Late AT requests		Coord		Coord or Sign	Coord or Sign	Sign	Sign	DAFMAN36-2136, Ch. 5; HQ RIO Portal
Sign Pre-Cert and Post-Cert long tour orders	Sign	Sign	Coord or Sign	Coord or Sign	Coord or Sign	Coord or Sign		DAFMAN36-2136, Ch. 11; HQ RIO Portal
Approve UTAPS schedule & worked periods	Coord	Sign	Coord	Coord	Coord	Coord		DAFMAN36-2136, Ch. 4; UTAPS Help Guide
Sign IDT lodging reimbursement memo	Coord	Coord	Coord	Coord or Sign	Coord or Sign	Sign	Sign	HQ RIO Portal
Sign FY participation waiver (all waivers, except for long-term orders at assigned AD unit)	Sign	Sign (1st endorsement)	Coord	Coord or Sign (2nd endorsement)	Coord or Sign (2nd endorsement)	Sign (2nd endorsement)	Sign (3d endorsement)	DAFMAN36-2136, Ch. 1; HQ RIO Portal
Sign FY Participation Waiver (long-term orders at assigned AD unit)	Sign	Coord		Coord			Sign	DAFMAN36-2136, Ch. 1
Sign telecommute agreement	Sign	Sign	Coord	Coord or Sign	Coord or Sign	Sign	Sign	DAFMAN36-2136, Ch. 11, Attachment 4; HQ RIO Portal
Prepare non-participation notices and associated admin actions		Coord or Sign	Coord	Coord or Sign	Coord or Sign	Coord or Sign	Coord or Sign	DAFMAN36-2136, Ch. 1 and 4
Sign sanctuary waiver	Sign			Coord	Coord	Coord	Coord	DAFI36-2110, Ch. 17; HQ RIO Portal
Process officer incentive pay (accession and affiliation)			Coord	Coord				DAFI36-3012, Ch. 5
<b>Promotions</b>								
Review IMA PRFs prior to Senior Rater review	Coord	Coord	Coord	Coord or Sign	Coord or Sign	Sign		AFI36-2504, Ch. 4
Initiate CC promotion propriety actions on IMA officer promotions (PPA)		Coord	Coord	Coord or Sign	Coord or Sign	Sign		AFI36-2504, Ch. 8
Reviewing CC for PPAs		Coord	Coord	Coord or Sign	Coord or Sign	Sign		AFI36-2504, Ch. 8
Check negative quality force indicator of IMA record (officers)		Coord	Coord	Coord				AFI36-2504, Ch. 8
Notify IMA of promotion and non-selection (O-6 & below)		Coord	Coord	Coord or Sign	Coord or Sign	Sign		AFI36-2504, Ch. 2 ad 6
Sign monthly IMA enlisted promotion rosters; prepare non-recommend, defer, or withhold (in writing) for enlisted IMAs		Coord	Coord	Coord or Sign	Coord or Sign	Sign	Sign	AFI36-2502, Ch. 8
Promotion approval for SMSgt and CMSgt		Coord		Coord or Sign	Coord or Sign	Sign	Sign	AFI36-2502, Ch. 8
Promotion approval for MSgt and below		Coord		Coord or Sign	Coord or Sign	Sign		AFI36-2502, Ch. 8
<b>Ready Airman Training</b>								
Oversee accountability of IMA Ready Airman Training w/AC UDM	Coord	Coord	Coord	Coord or Sign	Coord or Sign	Sign		AFI10-405, Ch. 2

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Duty/Responsibility	IMA	AC Supervisor	AC URC (See note)	Senior IMA (No G-series)	IMA Section CC (G-series)	AC CC, Director or Equivalent	RIO Det CC	References
<b>Reenlistments &amp; Extensions</b>								
Unit CC selection/non-selection on IMA reenlistments (SRP)	Sign	Sign (1st endorsement)	Coord	Coord or Sign (2d endorsement)	Coord or Sign (2d endorsement)	Coord or Sign (2d endorsement)		DAFI36-2606, Ch. 7
Unit CC selection/non-selection on IMA extensions				Coord or Sign	Coord or Sign	Sign		DAFI36-2606, Ch. 7
Approve enlisted incentive bonus (non-prior service, affiliation, and prior service, reenlistment, or retraining)				Coord	Coord or Sign	Coord or Sign	Sign	DAFI36-3012, Ch. 5; HQ RIO Portal, AF4010
Process High Year of Tenure (HYT) waiver requests	Coord	Coord		Coord	Coord	Coord	Coord	DAFI36-2606, Ch. 10
<b>Separations &amp; Retirements</b>								
Retirement applications		Coord	Coord	Coord or Sign	Coord or Sign	Sign		DAFI36-3203, Ch 2; HQ RIO Portal
Initiate involuntary admin discharge actions for enlisted IMAs		Coord	Coord	Coord or Sign	Coord or Sign	Sign	Coord	DAFI36-3211, Ch. 13
Initiate administrative discharge actions for IMA officers		Coord		Coord or Sign	Coord or Sign	Sign	Coord	DAFI36-3211, Ch. 23

Note: The level of involvement for URCs is determined by the Active Component CC.

**Table B: IMA Management Systems Access Matrix**

This matrix reflects the various IMA ADCON systems used to manage the IR portfolio.

System/ Application	Purpose	Access/ Permissions	Roles	How To Request	Link	Policy/Reference	Notes
<b>AFPAAS (Air Force Personnel Accountability &amp; Assessment System)</b>	To account, assess, manage, and monitor the recovery and reconstitution process for personnel and their families affected and/or scattered by a wide-spread catastrophic event	Commanding Officer Representative (COR)	Other or more than one role (Specified in notes column)	Through servicing (Installation Personnel Readiness (IPR)	<a href="https://afpaas.af.mil/cas/login">https://afpaas.af.mil/cas/login</a>	<a href="#">DAFI 36-3802</a>	RegAF CSS and URC/RPMs have access as appointed CORs. Initial and ongoing training is required.
<b>AFPROMS (Air Force Promotions System)</b>	To be used for officer promotions	MPF and Management Level Review (MLR)	Other or more than one role (Specified in notes column)	Managed by AFPC <a href="mailto:afpc.dpmspp.officerpromotbrnch@us.af.mil">afpc.dpmspp.officerpromotbrnch@us.af.mil</a>	<a href="https://afproms-prod.csd.disa.mil/">https://afproms-prod.csd.disa.mil/</a>	N/A	RegAF CSS and MPFs have access. SRID & PAS code driven, MPF/A1/J1 staff role, AFPROMS monitors need access to reserve MELs and boards schedules (all SRID centric). Most MPFs are confused on sending OPBs to IMAs.
<b>AFRISS-TF (Air Force Recruiting Information Support System - Total Forces)</b>	To coordinate applications with recruiters in relation to members going from AD, ANG, IRR, and other branches to IMA positions	Not specified	Other or more than one role (Specified y in notes column)	Complete DD2875 and email to <a href="mailto:afriiss.helpdesk@us.af.mil">afriiss.helpdesk@us.af.mil</a>	<a href="https://afriisstf.csd.disa.mil/afriisstf/">https://afriisstf.csd.disa.mil/afriisstf/</a>	<a href="https://omb.report/icr/201912-0701-001">https://omb.report/icr/201912-0701-001</a>	Mainly used by recruiters and RIO Detachments.
<b>ARCNet (Air Reserve Component Network)</b>	Pull readiness reports	Access granted by Admin at the RIO Detachment	Other or more than one role (Specified in notes column)	RIO Det requests access via ARCNet Help Desk via appt letter, ARCNet POC URC/RPM appt letter sent to the Det for access	<a href="https://arcnet.sso.cce.af.mil/">https://arcnet.sso.cce.af.mil/</a>	<a href="https://www.hqrio.afrc.af.mil/Quick-Guides/">https://www.hqrio.afrc.af.mil/Quick-Guides/</a>	Used by Dets, URCs/RPMs, Senior IMA, IMA Admin. ARCNet is a Reserve consolidated system-usually outdated (2-4 weeks), not live info. Dets give access via appointment letters. IMAs receive access after they are gained to Det. It should be an automatic push from MilPDS, if not, the Dets force gain them in ARCNet.

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System/ Application	Purpose	Access/ Permissions	Roles	How To Request	Link	Policy/Reference	Notes
<b>AROWS-R (Air Force Reserve Order Writing System-Reserve)</b>	Route/view AT/RPA/MPA orders status	For Dets: Participation Specialist/Approving Official roles to route/approve AT/RPA orders for IRs. For URCs/RPMs: ALO Support role to view orders status.	Other or more than one role (Specified in notes column)	e2875: <a href="https://e2875.us.af.mil/">https://e2875.us.af.mil/</a> or DD Form 2875 if unable to access	<a href="https://arowsr.afrc.af.mil/arows-r/">https://arowsr.afrc.af.mil/arows-r/</a>	<a href="https://www.hqrio.afrc.af.mil/Quick-Guides/">https://www.hqrio.afrc.af.mil/Quick-Guides/</a>	Used by Dets and URCs/RPMs. URCs/RPMs need signed memo from AC CC/Director/Equivalent and routed to AFRC. Contact ISO for routing instruction.
<b>ASIMS (Aeromedical Services Information Management System)</b>	Medical readiness	UHM	Other or more than one role (Specified in notes column)	Medical POC	<a href="https://asimsimr.health.mil/imr/Login_Unit.aspx">https://asimsimr.health.mil/imr/Login_Unit.aspx</a>	<a href="#">AFI 10-250.pdf</a>	RegAF CSS, URCs/RPMs, and Senior IMAs generally have access and is PAS code centric. Access is owned by the RegAF CC or the appointed Unit Health Monitor for the unit/PAS code. IMAs appear on ASIMS reports but no other way to identify them from the rest of the members.
<b>BLSDM (Base Level Service Delivery Model)</b>	Allows RegAF commanders and their delegates the capability to retrieve queries such as UPMRs, Alpha Rosters, SURFs, etc. and perform actions on personnel within their unit, group or wing.	Admin	Other or more than one role (Specified in notes column)	Through RegAF PSM	<a href="https://ams.us.af.mil/AMSNet40/default.aspx">https://ams.us.af.mil/AMSNet40/default.aspx</a>	<a href="#">AFI 10-250.pdf</a>	RegAF CSS has access. URCs/RPMs receive queries from RegAF CSS that populate IRs on UPMRs, alpha rosters, etc. Managed by RegAF PSMs and is strictly RegAF only. Access the BLSDM home page via AFPC Secure and the Assignment Management System (AMS).
<b>CHRIS (Command Human Resources Intelligence System)</b>	Read only data that provides visibility into all areas of Human resource reporting. Easily track authorized versus assigned manning and vacancies; project accessions, monitor attrition, project losses, manage individual development, track security clearance information, manage career fields, analyze demographics, reconcile authorized and assigned positions, support legislative initiatives, track readiness, manage APDP certification	PSM related	Other or more than one role (Specified in notes column)	ARPC users sends to ARPC/DPX, who will validate and forward to HQ AFRC/A1RI. All others send the completed forms to HQ AFRC/A1RI	<a href="https://chris.wpafb.af.mil/TomcatChris.jsp">https://chris.wpafb.af.mil/TomcatChris.jsp</a>	<a href="#">Command Human Resources Intelligence System (af.mil)</a>	PSMs have access to CHRIS.

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System/ Application	Purpose	Access/ Permissions	Roles	How To Request	Link	Policy/Reference	Notes
<b>CMS (Case Management System)</b>	Tracks and resolves personnel and pay problems	Admin	Other or more than one role (Specified in notes column)	Through RegAF PSM	<a href="https://vmpf.us.af.mil/vMPF/CMS/CMS.asp">https://vmpf.us.af.mil/vMPF/CMS/CMS.asp</a>	CMS User Guide can be accessed by navigating to AFPC Secure and selecting CMS. The CMS instruction guide is under "List of Important Links" located to the left of the screen.	Used by RegAF CSS and URCs/RPMs. Managed by local PSM or appointed member by FSS CC.
<b>DTS (Defense Travel System)</b>	IR travel authorizations and vouchers	Members/AOs/ODTAs	HQ RIO	IRs request access through their Det ODTA	<a href="https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/">https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/</a>	<a href="https://www.hqio.afrc.af.mil/Quick-Guides/">https://www.hqio.afrc.af.mil/Quick-Guides/</a>	HQ RIO approves travel authorizations/vouchers.
<b>Envision</b>	Data analysis (readiness, status, UMD+ reports, etc.) from multiple sources down to the individual level	Unit PII access	Other or more than one role (Specified in notes column)	Through Envision team <a href="https://envisio.af.mil">https://envisio.af.mil</a>	<a href="https://envision.af.mil">https://envision.af.mil</a>	Refer to Envision page for more guidance and training	More than one role can request access (URC/RPM and/or Senior IMA), requires PII training and unit PAS codes, supervisor/approving official approves access.
<b>HR Insights</b>	Pull data/reports for all Reserve units (vacancies, gain/loss rate, authorized/assigned, etc.)	All have access	Other or more than one role (Specified in notes column)	Link provides access	<a href="https://bi.afrc.af.mil/reports/powerbi/A1Folder/--%20HR%20Insights%20--">https://bi.afrc.af.mil/reports/powerbi/A1Folder/--%20HR%20Insights%20--</a>	N/A	No specific roles needed to access. Everyone can access.
<b>M4S (Manpower MPA Man-day Management System)</b>	MPA management	MPA managers	Other or more than one role (Specified in notes column)	e2875 through M4S System	<a href="https://m4s-prod.scott.af.mil//M4S/login/Login.cfm">https://m4s-prod.scott.af.mil//M4S/login/Login.cfm</a>	M4S Guide, contact M4S office at AFRC	Orders Writing Cell (OWC) manage the M4S allocation/obligation, URCs/RPMs in FAMM roles and MPA managers have access.

<p><b>MilPDS (Military Personnel Data System)</b></p>	<p>Personnel records update</p>	<p>Admin</p>	<p>Other or more than one role (Specified in notes column)</p>	<p>Through local PSM, DD2875 and user agreement</p>	<p><a href="https://milpds-prod.csd.disa.mil/">https://milpds-prod.csd.disa.mil/</a></p>	<p>PSDM 24-51, PSDG – MilPDS Security Access Control Total Force (TF) M-DSA and User Guide</p>	<p>RIO Dets and RegAF CSS have access. Most URCs/RPMs are not part of the CSS. URCs/RPMs are the conduit between the IMA member and the respective offices and guide them on how to complete updates. PSMs control access based on current duty position, AFSC, training, justification for access, and official need to know. Specific AFSCs 3F0, 3F2, 3F5, 4A0 (assigned to a medical squadron, group, etc.) and 38F have access. MilPDS is projected to become Air Force Integrated Personnel and Pay system (AFIPPS HR) in January 2025.</p>
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System/ Application	Purpose	Access/ Permissions	Roles	How To Request	Link	Policy/Reference	Notes
myFSS	Centralized place to proactively manage their career, benefits, services, and family care—from hire to retire.	Service agent	RIO Detachment	Through local PSM	<a href="https://myfss.us.af.mil/">https://myfss.us.af.mil/</a>	<a href="#">Knowledge Detail (af.mil)</a>	RIO Dets use myFSS for IR case management. MyFSS is the main Customer Relationship Management (CRM).
myBodyComp	Tracks body composition assessments	Body Composition Managers 2100(BCM)	Other or more than one role (Specified in notes column)	Submit DD2875 & Appt Letter to Fitness Information Managers (FIM) for BCM access role.	<a href="https://myfss.us.af.mil/">https://myfss.us.af.mil/</a>	Governed by DoDI 1308.03/ DAFMAN36-2905	Active Component BCMs have access. Dets do not have access. Access and monitoring is controlled by assigned unit BCM and is PAS code centric.
myDECS Reimagined	Awards and decorations	Admin	Other or more than one role (Specified in notes column)	Through local PSM	<a href="https://myfss.us.af.mil/USAFCommunity/s/Decorations-and-Medals">https://myfss.us.af.mil/USAFCommunity/s/Decorations-and-Medals</a>	<a href="#">Knowledge Detail (af.mil)</a>	Accessed by RegAF CSS, URC/RPM, Senior IMA, IMA Admin.
myEval	Performance evaluations	Admin	Other or more than one role (Specified in notes column)	Through local PSM	<a href="https://myfss.us.af.mil/USAFCommunity/s/eoes-myeval-admin-dashboard">https://myfss.us.af.mil/USAFCommunity/s/eoes-myeval-admin-dashboard</a>	<a href="#">Knowledge Detail (af.mil)</a>	Accessed by RegAF CSS, URC/RPM, Senior IMA, IMA Admin and is PAS code centric.
myFitness	Fitness tracker	Unit Fitness Program Manager (UFPM)	Other or more than one role (Specified in notes column)	AC UFPM	<a href="#">USAF Fitness Management</a>	<a href="#">Knowledge Detail (af.mil)</a>	Used by RegAF CSS and URC/RPM and is PAS code centric. Dets do not have access. Access and monitoring controlled by assigned unit UFPM.
myRetirement	ARC retirement requests	Admin	RIO Detachment	Member creates myFSS account	<a href="https://myfss.us.af.mil/USAFCommunity/s/retirements">https://myfss.us.af.mil/USAFCommunity/s/retirements</a>	<a href="#">Knowledge Detail (af.mil)</a>	RIO Dets assist with retirement packages.
myVector	Career development, mentoring relationships, and force management programs.	Admin (ARPC)	Admin	CAC-enabled	<a href="https://myvector.us.af.mil/myvector/Home/Dashboard">https://myvector.us.af.mil/myvector/Home/Dashboard</a>	N/A	Used for Talent Marketplace access, for duty history title updates, AGR actions, officer promotion actions, ARPC assignment actions, force development (RSSBs, etc.) and Joint officer management.
PRDA (Personnel Records Display Application)	Retrieve personnel records/documents	Admin	Other or more than one role (Specified in notes column)	Through local PSM	<a href="https://vpsec.us.af.mil/vpsec/portallongon.do">https://vpsec.us.af.mil/vpsec/portallongon.do</a>	<a href="#">DAFI36-2608</a>	Accessed by Dets, RegAF CSS, URC/RPM, Senior IMA, IMA Admin.
RMVS (Reserve Management Vacancy System)	Manage Reserve positions and advertise vacant IMA positions in order to get them filled	ARPC PSM will assign RIO	RIO Detachment	Managed by Dets who fills out form ARPC created then email back to arpc.psm@us.af.mil	<a href="https://afpcsecure.us.af.mil/PKI/MainMenu1.aspx">https://afpcsecure.us.af.mil/PKI/MainMenu1.aspx</a>	N/A	Dets have access. RMVS to be replaced by Talent Marketplace in myVector.
Talent Marketplace	Access Talent Marketplace through myVector to view AFR assignments and ADOS opportunities.	Billet Owner Assignment Team	Other or more than one role (Specified in notes column)	CAC-enabled	<a href="https://myvector.us.af.mil/myvector/talentmarketplace/search/specialassignments">https://myvector.us.af.mil/myvector/talentmarketplace/search/specialassignments</a>	N/A	Currently used by Traditional Reserve units and some ANG units for AGR SMSgt/Lt Col and below.

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System/ Application	Purpose	Access/ Permissions	Roles	How To Request	Link	Policy/Reference	Notes
<b>TIMES (Total Integration Mobilization Execution System)</b>	To get orders in hand as early as possible	MPA managers	Other or more than one role (Specified in notes column)	CAC-enabled		<a href="#">DAFI36-2619</a>	Used by personnel in FAMM, MMO, IPR, UDM roles.
<b>UTAPS (Unit Training Assembly Processing System)</b>	Schedule/approve IDTs	Member/Supervisor	Other or more than one role (Specified in notes column)	Access request through assigned RIO Detachment	<a href="https://utapsweb.afrc.af.mil/utapsweb/">https://utapsweb.afrc.af.mil/utapsweb/</a>	<a href="https://www.hqrio.afrc.af.mil/Quick-Guides/">https://www.hqrio.afrc.af.mil/Quick-Guides/</a>	Dets have access for visibility. Member requests/projects IDTs, supervisor approves.

**Table C: Important Reserve Recurring Events and Key Dates\***

EVENT	KEY DATES
O-2 / O-3 Promotion Board ❖ O-2 and O-3 promotion boards meet twice annually.	Dec – Convening notice sent for both boards <b>First Board:</b> Mar – PRFs due Apr – Board convenes Sep – Public release <b>Second Board:</b> Sep – PRFs due Oct – Board convenes Mar – Public release
O-4 Promotion Board	Sep – Convening notice sent Nov – PRFs due Jan – Board convenes May – Public release
O-5 Promotion Board	Mar – Convening notice sent Jun – PRFs due Aug – Board convenes Dec – Public release
O-6 Promotion Board	Jun – Convening notice sent Sep – PRFs due Nov – Board convenes Mar – Public release
Non-EAD Commissioning Program ❖ The Non-Extended Active-Duty Commissioning Program is designed to commission the highest qualified enlisted Airmen to fill valid non-line and line officer unit vacancies. The program is conducted twice annually.	<b>First Cycle:</b> Apr – Nomination packages due May – Results released <b>Second Cycle:</b> Sep – Nomination packages due Nov – Public release
RSSB ❖ The Reserve School Selection Board is held twice annually for Reserve officers.	<b>First Board:</b> Oct – Invitation to apply Jan – Applications due Feb – Board convenes <b>Second Board:</b> Feb – Invitation to apply May – Applications due Jul – Board convenes
RDEDB ❖ The Reserve Developmental Education Designation Board is held annually for Reserve officers.	Jun – Invitation to apply Sep – Applications due Oct – Board convenes Dec – Public release
EDEB ❖ The Enlisted Developmental Education Board is held annually.	Apr – Invitation to apply Jul – Applications due Aug – Board convenes Oct – Public release
Officer Development Teams (O-DTs) ❖ Officer Development Teams occur annually and are AFSC-specific.	Members should be auto contacted via email, based on their AFSC, and encouraged to apply via myVector. Consult with the URC/RPM and RIO for additional information.
E-9 Development Team ❖ The E-9 DT meets at least once annually and encompasses all AFSCs.	Nov – Initial notification to members Feb – Development plans due Mar – DT board convenes
CCSB ❖ The Command Chief Selection Board meets annually.	Oct – Eligible E-9s contacted via email Nov – Applications due Dec – Board convenes

\* Timelines are subject to change. Reference convening notices and invitations to apply for specific dates.

**Table D: MICT Checklists**

This MICT checklist is for AC leadership.									
Tracked	Item #	Mandatory	Doc. Req.	Description	Reference	Chapter	Paragraph	Tier	Sub-Category
TRUE	1	Yes	TRUE	Does the Commander or equivalent have a designated URC in writing who serves as the liaison directly with HQ RIO Detachments and supported organization's serving force support units to execute administrative duties associated with assigned and attached IRs?	DAFMAN 36-2114	2	2.8.12.	Tier 1	Supported Organization Force Support Units
TRUE	2	Yes	TRUE	Does the Commander or equivalent ensure URCs are trained as required?	DAFMAN 36-2114	2	2.8.12.1. 2.8.12.2.	Tier 2	Supported Organization Force Support Units
TRUE	3	Yes	TRUE	Does the Commander or equivalent enforce readiness and participation requirements of assigned IRs by establishing annual training schedules in advance of execution in accordance with DAFMAN 36-2136?	DAFMAN 36-2114	2	2.8.13.	No Tier	Supported Organization Force Support Units
TRUE	4	Yes	TRUE	Does the Commander or equivalent work with a Reserve Advisor, Senior Individual Mobilization Augmentee, or Mobilization Assistant to advise IRs on their role in unit mobilization?	DAFMAN 36-2114	2	2.8.13.1. 2.8.13.4.	Tier 1 Tier 2	Supported Organization Force Support Units
TRUE	5	Yes	TRUE	Does the Reserve Advisor, Senior Individual Mobilization Augmentee, and Mobilization Assistant collaborate with supported organization unit training managers and unit deployment managers to validate annual training requirements are being met?	DAFMAN 36-2114	2	2.8.13.1. 2.8.13.4.	Tier 1 Tier 2	Supported Organization Force Support Units

TRUE	6	Yes	TRUE	Do the supporting organizations administer the officer and enlisted evaluation systems to include: conducting Airmen Comprehensive Assessments, accomplishing performance reports, and preparing Promotion Recommendation forms as directed per AFI 36-2406?	DAFMAN 36-2114	2	2.8.13.6.	No Tier	Supported Organization Force Support Units
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This MICT checklist is for Unit Reserve Coordinators (URCs).

Tracked	Item #	Mandatory	Doc. Req.	Description	Reference	Chapter	Paragraph	Tier	Sub-Category
TRUE	1	Yes	TRUE	Are URCs trained as required by HQ RIO policy and complete AFR specific training as determined necessary for programs relating to IRs?	DAFMAN 36-2114	2	2.8.12.1. 2.8.12.2.	Tier 2	Supported Organization Force Support Units
TRUE	2	Yes	TRUE	Do URCs sponsor, conduct initial orientation, and both unit-level in and out-processing for assigned IRs?	DAFMAN 36-2114	2	2.8.12.3.	Tier 2	Supported Organization Force Support Units
TRUE	3	Yes	TRUE	Do URCs ensure the assigned IRs are integrated into the unit and unit programs and events (e.g., fitness, ancillary and Air Force and Space Force specialty training, performance report tracking, and Wingman Days)?	DAFMAN 36-2114	2	2.8.12.3.	Tier 2	Supported Organization Force Support Units
TRUE	4	Yes	TRUE	Do URCs ensure IRs and designated supervisors are aware of roles, responsibilities, and training requirements relating to IR programs and providing necessary equipment (e.g., Common Access Card readers, laptops, etc.) to perform assigned duties?	DAFMAN 36-2114	2	2.8.12.4. 2.8.12.5.	Tier 2	Supported Organization Force Support Units
TRUE	5	Yes	TRUE	Do URCs identify IMA vacancies, coordinate with HQ RIO Detachments and local In-Service Recruiters to ensure IMA vacancies are advertised and filled in a timely manner?	DAFMAN 36-2114	2	2.8.12.6. 2.8.12.7.	Tier 2	Supported Organization Force Support Units
TRUE	6	Yes	TRUE	Do URCs monitor readiness training requirements and completion for assigned IRs?	DAFMAN 36-2114	2	2.8.12.8.	Tier 2	Supported Organization Force Support Units

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Tracked	Item #	Mandatory	Doc. Req.	Description	Reference	Chapter	Paragraph	Tier	Sub-Category
TRUE	7	Yes	TRUE	Do URCs track all personnel actions (e.g., promotions, changes of reporting official, etc.) and monitor the routing through the proper chains of command for updates in military personnel IT systems (i.e., MilPDS)?	DAFMAN 36-2114	2	2.8.12.9.	Tier 2	Supported Organization Force Support Units
TRUE	8	Yes	TRUE	Do URCs review and coordinate updates to management products (e.g., alpha rosters, assignment and attachment rosters, etc.) with HQ RIO Detachments monthly to ensure data accuracy?	DAFMAN 36-2114	2	2.8.12.10.	Tier 2	Supported Organization Force Support Units
TRUE	9	Yes	TRUE	Do URCs coordinate with supported organization Unit Training Managers to manage training related matters (e.g., upgrade, downgrades, and Career Development Course enrollments) and update applicable military personnel IT system (i.e., MilPDS) in accordance with DAFI 36-2670?	DAFMAN 36-2114	2	2.8.12.11.	Tier 2	Supported Organization Force Support Units

**Table E: Baseline Questionnaire**

1. As an IMA, what unit and level/office are you assigned to? (NOTE: Please answer to the lowest organizational echelon possible (e.g., USSTRATCOM J44, INDOPACOM JIOC JDET Denver)	
2. Do you know who your Senior IMA is?	Yes/No
3. Do you know who your Unit Reserve Coordinator is?	Yes/No
4. Your formal rater is responsible for/signs your evaluation. Do you know who your formal rater is?	Yes/No
5. What status is your rater? Select all that apply if you feel like you have more than 1 supervisor.	<ul style="list-style-type: none"> <li>a. Air Force (Active)</li> <li>b. Air Force (Reserve)</li> <li>c. Another Service (Active)</li> <li>d. Another Service (Reserve)</li> <li>e. Civilian</li> <li>f. Other (please specify)</li> </ul>
6. Supervisor is typically the individual you work with day to day and who tasks you. Your supervisor may be different from your formal rater who signs your evaluation. How many supervisors do you have or feel like you have?	
7. What status is your supervisor? Select all that apply if you feel like you have more than 1 supervisor.	<ul style="list-style-type: none"> <li>a. Air Force (Active)</li> <li>b. Air Force (Reserve)</li> <li>c. Another Service (Active)</li> <li>d. Another Service (Reserve)</li> <li>e. Civilian</li> <li>f. Contractor</li> <li>g. Other (please specify)</li> </ul>
8. Who is your primary POC for Reserve career development (e.g., RSSB/RDEDDB opportunities, next assignment, resumes, mentorship, etc.)? (Select who you go to first)	<ul style="list-style-type: none"> <li>a. Supervisor</li> <li>b. IMA in unit who is your peer and/or friend</li> <li>c. IMA leader in your unit (not direct supervisor and fills an official or unofficial leadership role)</li> <li>d. Unit Reserve Coordinator</li> <li>e. AFELM team (other than Unit Reserve Coordinator)</li> <li>f. Reserve Advisor</li> <li>g. HQ RIO Det</li> <li>h. Mentor (outside your unit)</li> <li>i. Social Media</li> <li>j. Other (please specify)</li> </ul>

<p>9. Who is your primary POC for Reserve admin (e.g., evals, promotion, applications, new apps &amp; processes, etc.)? (Select who you go to first)</p>	<ul style="list-style-type: none"> <li>a. Supervisor</li> <li>b. IMA in unit who is your peer and/or friend</li> <li>c. IMA leader in your unit (not direct supervisor and fills an official or unofficial leadership role)</li> <li>d. Unit Reserve Coordinator</li> <li>e. AFELM team (other than Unit Reserve Coordinator)</li> <li>f. Reserve Advisor</li> <li>g. HQ RIO Det</li> <li>h. Mentor (outside your unit)</li> <li>i. Social Media</li> <li>j. Other (please specify)</li> </ul>
<p>10. Who is your primary POC for Reserve problems (e.g., overdue pay, travel reimbursement, new apps &amp; processes, etc.)? (Select who you go to first)</p>	<ul style="list-style-type: none"> <li>a. Supervisor</li> <li>b. IMA in unit who is your peer and/or friend</li> <li>c. IMA leader in your unit (not direct supervisor and fills an official or unofficial leadership role)</li> <li>d. Unit Reserve Coordinator</li> <li>e. AFELM team (other than Unit Reserve Coordinator)</li> <li>f. Reserve Advisor</li> <li>g. HQ RIO Det</li> <li>h. Mentor (outside your unit)</li> <li>i. Social Media</li> <li>j. Other (please specify)</li> </ul>
<p>11. Who approves/validates your UTAPS inputs and sends IDTs worked to pay? (select all that apply)</p>	<ul style="list-style-type: none"> <li>a. Supervisor</li> <li>b. Unit Reserve Coordinator</li> <li>c. IMA leader in your unit (not direct supervisor)</li> <li>d. AFELM team (other than Unit Reserve Coordinator)</li> <li>e. Reserve Advisor</li> <li>f. HQ RIO Det</li> <li>e. Other (please specify)</li> </ul>
<p>12. How many points-only IDTs did you work in last FY? (estimate even if you did not submit in UTAPS or were not given points credit)</p>	
<p>13. With whom do you coordinate (determining dates, not the orders request process) to schedule your Annual Training? (select all that apply)</p>	<ul style="list-style-type: none"> <li>a. Supervisor</li> <li>b. Unit Reserve Coordinator</li> <li>c. IMA leader in your unit (not direct supervisor)</li> <li>d. AFELM team (other than Unit Reserve Coordinator)</li> <li>e. Reserve Advisor</li> <li>f. HQ RIO Det</li> <li>g. Other (please specify)</li> </ul>
<p>14. Who certifies (either in AROWS-R or signs form) your Annual Training orders and sends to pay? (select all that apply)</p>	<ul style="list-style-type: none"> <li>a. Supervisor</li> <li>b. Unit Reserve Coordinator</li> <li>c. IMA leader in your unit (not direct supervisor)</li> </ul>

	d. AFELM team (other than Unit Reserve Coordinator) e. Reserve Advisor f. HQ RIO Det g. Other (please specify)
15. What is the top reason that you have remained working in your assigned unit? (give detail, result, impact to you)	
16. What is the greatest challenge/problem working in your assigned unit? (Give detail, result, impact to you)	

**Table F: AC Questionnaire**

1. What is your position/duty title?	
2. What service are you in?	<ul style="list-style-type: none"> <li>a. Air Force</li> <li>b. Army</li> <li>c. Marine</li> <li>d. Navy</li> <li>e. Space Force</li> <li>f. Coast Guard</li> </ul>
3. What is your status?	<ul style="list-style-type: none"> <li>a. Active Duty</li> <li>b. Reservist (AGR, SelRes, TR, TPU)</li> <li>c. Civilian</li> </ul>
4. What is your current responsibility of IMAs? Select all that apply.	<ul style="list-style-type: none"> <li>a. Rater</li> <li>b. Supervisor</li> <li>c. Commander</li> <li>d. Unit Reserve Coordinator</li> <li>e. Air Force Element</li> <li>f. Reserve Management</li> <li>g. Other (Please explain)</li> </ul>
5. Is this your first position being responsible for IMAs?	Yes/No
6. How many IMAs are you currently responsible for?	
7.a. Has implementation of the prototype saved you time?	Yes/No
7.b. If yes, how? Select all that apply.	<ul style="list-style-type: none"> <li>a. I am no longer responsible for IMA (do not select if you were not responsible for IMA before).</li> <li>b. I now know who to contact to assist with Reserve matters.</li> <li>c. I am no longer responsible for or in the routing chain of any Reserve-related admin (i.e., evals, decs, something requiring approval/ signature).</li> <li>d. My responsibility decreased due to IMA leadership team now doing tasks, which I previously accomplished.</li> <li>e. My responsibility decreased due to more appropriate AC/RegAF position now doing taking tasks, which I previously accomplished.</li> <li>f. I still have same responsibilities but spend less time figuring out how to do the task and who to route to.</li> <li>g. Other (Please explain).</li> </ul>
7.c. If yes, how much time do you save per week?	<ul style="list-style-type: none"> <li>a. Less than an hour</li> <li>b. 1-2 hours</li> <li>c. 2-3 hours</li> <li>d. 3-4 hours</li> <li>e. More than 4 hours</li> <li>f. N/A</li> </ul>
8. If implementation of the prototype does not save you time, select all the reasons that apply.	<ul style="list-style-type: none"> <li>a. I now have IMA responsibility when I was exercising none before.</li> <li>b. I now have more IMA responsibility than before.</li> <li>c. The change creates confusion.</li> <li>d. I have not experienced any change.</li> <li>e. I still have to hunt to find answers.</li> <li>f. Other (Please explain)</li> <li>g. N/A</li> </ul>

UNCLASSIFIED

<p>9.a. How valuable/effective has the implementation of an IMA ADCON/IMA Leadership model been for you in your position?</p>	<p>1-Highly ineffective 2-Ineffective 3-Neutral, no impact 4-Effective 5-Highly effective</p>
<p>9.b. Why? Please provide comment.</p>	
<p>10.a. Which of the following Reserve leaders do you currently know? Select only those you know, and all that apply.</p>	<p>a. MA - Mobilization Assistant b. RA - Reserve Advisor c. URC - Unit Reserve Coordinator d. IMA leader (Section CC, Senior IMA Officer, Senior IMA Enlisted) e. HQ RIO and/or Det f. None</p>
<p>10.b. Which of the following Reserve leaders did you know before prototype? Select only those you know, and all that apply.</p>	<p>a. MA - Mobilization Assistant b. RA - Reserve Advisor c. URC - Unit Reserve Coordinator d. IMA leader (Section CC, Senior IMA Officer, Senior IMA Enlisted) e. HQ RIO and/or Det f. None</p>
<p>11. Which Reserve leaders do you currently coordinate with? Select all that apply.</p>	<p>a. MA - Mobilization Assistant b. RA - Reserve Advisor c. URC - Unit Reserve Coordinator d. IMA leader (Section CC, Senior IMA Officer, Senior IMA Enlisted) e. HQ RIO and/or Det f. None</p>
<p>12.a. How valuable/effective has the implementation of an IMA ADCON/IMA leadership model been for your organization as a whole?</p>	<p>1-Highly ineffective 2-Ineffective 3-Neutral, no impact 4-Effective 5-Highly effective</p>
<p>12.b. Why? Please provide comment.</p>	
<p>13. What is positive about having implemented the IMA ADCON/IMA Leadership model? Select all that apply.</p>	<p>a. IMA admin is submitted on time. b. It allows my organization to focus more on the operational mission. c. It accelerates IMA-related admin processes. d. IMA readiness has been improved. e. It allows RegAF to focus on RegAF, and IMAs to focus on IMAs. f. It facilitates my ability to fulfill my IMA responsibilities. g. Other (Please explain)</p>
<p>14. What is negative about the IMA ADCON/IMA Leadership model implementation? Select all that apply.</p>	<p>a. It has had little to no impact on my organization. b. It has been burdensome to implement. c. It has been a waste of time. d. It is too complicated and results in confusion. e. Other (Please explain)</p>

15. How interested are you in retaining an IMA ADCON/IMA Leadership model within your organization?	a. Really not interested b. Not interested c. neutral d. Interested e. Very interested
16. Please provide any additional feedback you would like to share.	

Figure H: Example Organization Chart of Above-Wing Organization with IMA Section

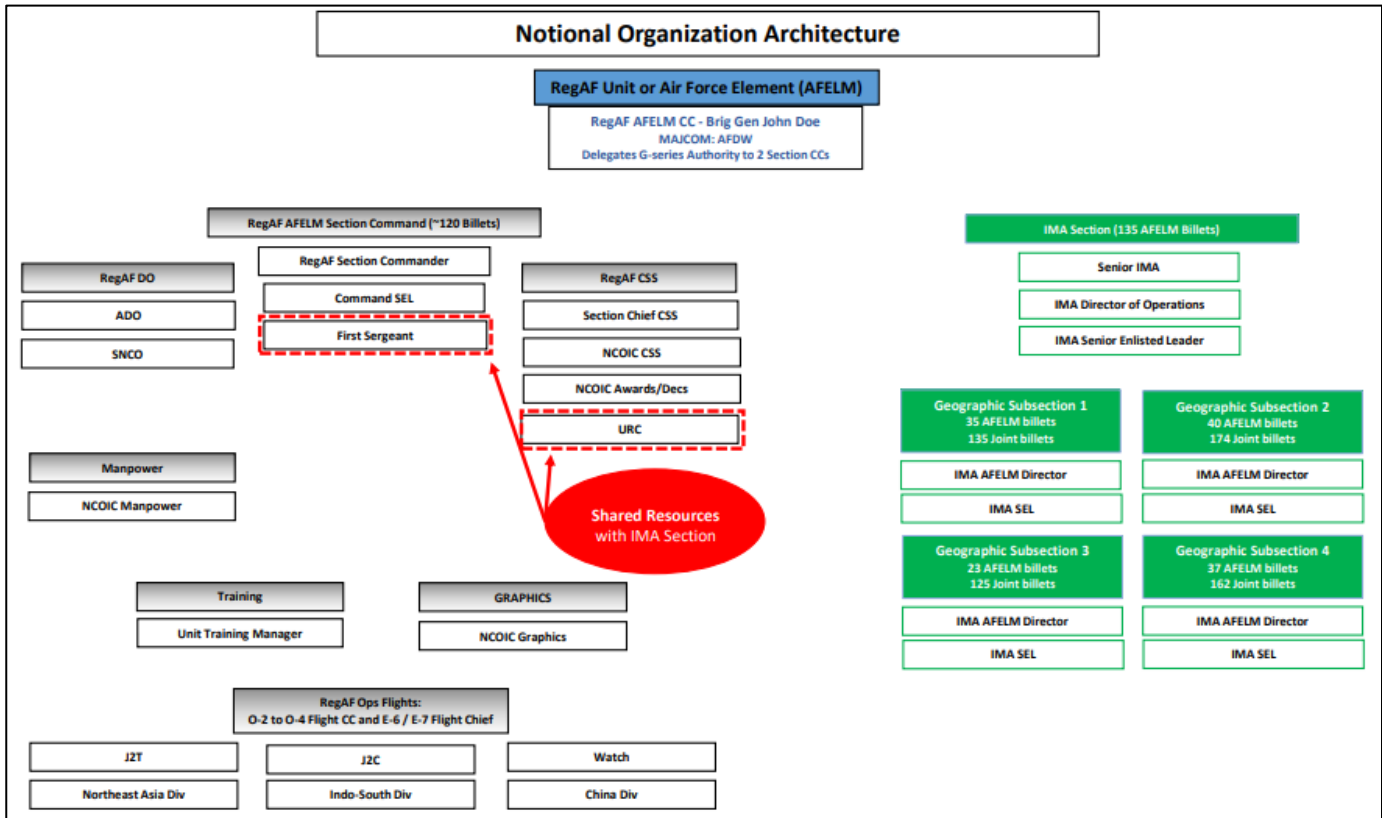
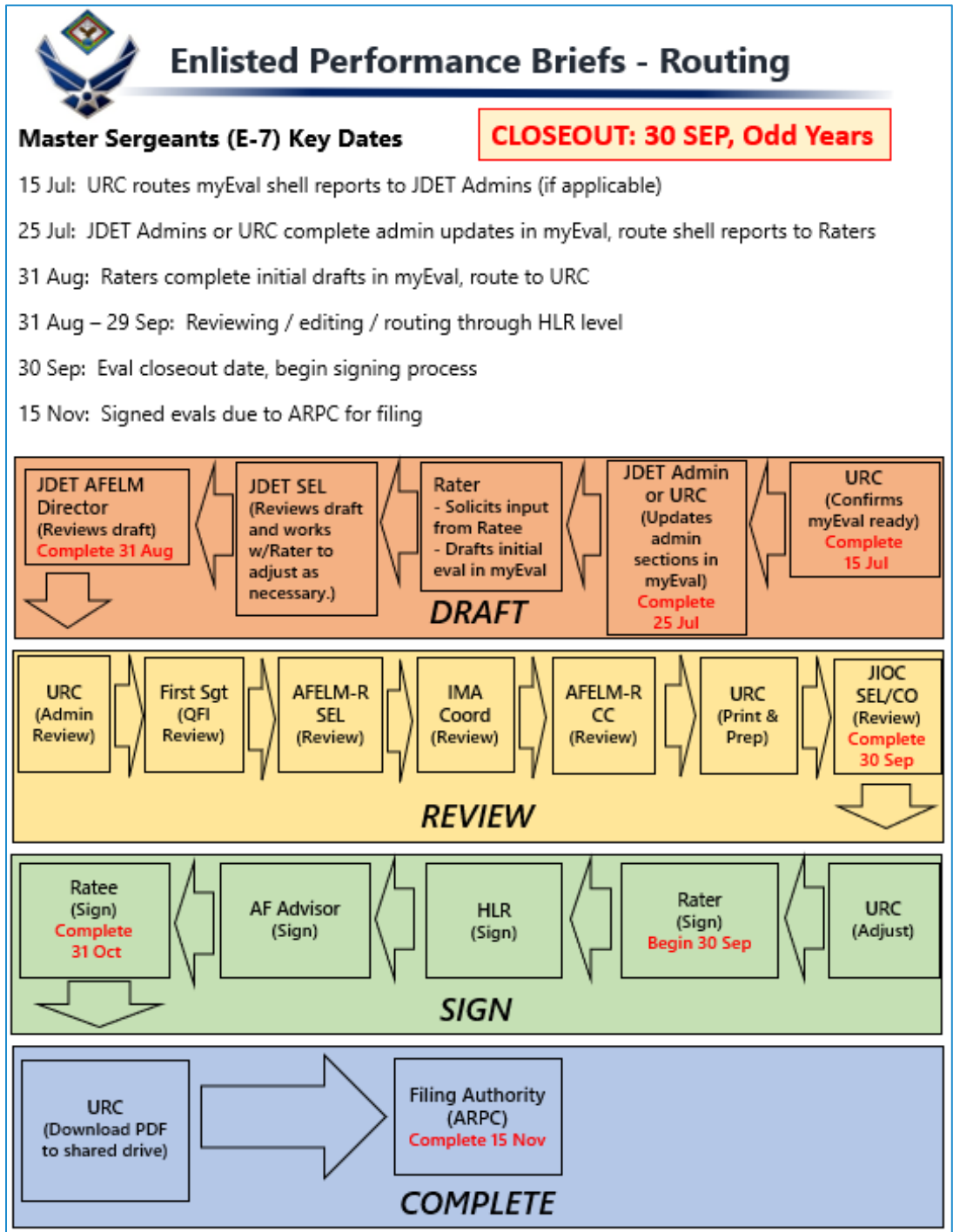


Figure I: Quarterly AF IMA Call Topics example

<b>FY25</b>	
<b>24 JAN</b>	<ul style="list-style-type: none"> <li>• Review R/R &amp; FY Participation Schedule</li> <li>• Review Officer Promotion Boards</li> <li>• Review GTCC and DTS</li> <li>• Review Readiness (Fitness Assessment, Medical and Dental, Ancillary Training)</li> </ul>
<b>18 APR</b>	<ul style="list-style-type: none"> <li>• Review Career Data Brief</li> <li>• Review PRDA</li> <li>• Review Evaluations Roster</li> <li>• Reduced Retirement Pay Age</li> <li>• Review Call/Suspense for Professional Development (RSSB – June, EDEB – July, RDEDB – September)</li> <li>• Submit Current FY AT dates in myFSS</li> </ul>
<b>10 JUN (In-Person) PS25 EX</b>	<ul style="list-style-type: none"> <li>• Mentorship Sessions</li> <li>• Discuss IPC Upcoming FY Exercise Schedule, Battle Rhythm, Priorities</li> <li>• Coordinate NEXT FY Participation Schedule (AT/IDT) &amp; Input IDTs in UTAPS</li> <li>• Submit RPA Requests for Formal Training</li> <li>• In Person SAPR/SP Training</li> </ul>
<b>15 AUG</b>	<ul style="list-style-type: none"> <li>• Review Readiness for next FY scheduling (Fitness Assessment, Medical and Dental, Ancillary Training)</li> <li>• EOY FY Lessons Learned</li> </ul>
<b>FY26</b>	
<b>17 OCT</b>	<ul style="list-style-type: none"> <li>• Review IDT Travel Reimbursement</li> <li>• Review R/R &amp; PCARS</li> <li>• Review/Update AFPAAS</li> <li>• Review/Update DEERS</li> </ul>

Figure J: Example Evaluation Routing Diagram



## Template K: Statement of Work template

**Statement of Work**  
**[Organization, Duty Title]**  
**[Rank, First and Last Name]**

### **DUTIES & RESPONSIBILITIES:**

- [A Statement of Work (SoW) is a formal document that outlines the objectives, scope, deliverables, and timeline of your job or project as an IMA.]
- o [This can include goals, AT/IDT schedule, travel, systems access, and more.]
- [For this section, list your duties that you find on your OPB/EPB or position description.]
- [Confer with your Supervisor that what you have listed on your SoW meets their expectations!]

### **SCOPE:**

- [The scope outlines how you will deliver on what is expected of you in this role.]
- [Consider this section to help your supervisor understand what you will be responsible for.]
- [Examples what you could include:
  - o Provide a high-level outline of the project management process.
  - o Provide a high-level description of the methodology to be employed.
  - o List a description of the work location, tools, equipment, software and hardware systems, as well as skills and manpower needed to get things done.]

### **OBJECTIVES:**

- [The objective section is where you define the objectives or purpose of your participation.]
- o [Objectives must be realistic, reasonable, and measurable.]
- [Example “Objective 1: Develop a \_\_\_\_\_ that gives \_\_\_\_\_ ability to prioritize, organize, and coordinate appropriate sustainment for \_\_\_\_\_ missions across the enterprise.”]
  - o NLT 15 Jan 2023: Acquire 90-MPA days to support this objective.”]
- [Example “Objective 2: To fill in as Acting \_\_\_\_\_ Director until a replacement is hired.”]
  - o NLT 15 Mar 2023: Acquire 180-MPA days to support this objective (May-Aug 2023).”]

### **TASKS:**

- [Tasks are the activities that produce the deliverables. Under each task, the processes, deliverables, or milestones can be outlined.]

- [This section should also define which side (you or your unit/supervisor) is responsible for performing a certain task.]
- [Example: “Finalize this IMA Statement of Work (October 2023).”]
- [Example: “Review/provide input to RAND “[TITLE]” report draft (November 2023).”]
- [Example: “Coord [TITLE] Metrics Tasker for [UNIT] response (December 2023).”]
- [Example: “Support [TITLE] site visit to [UNIT/LOCATION] (February 2024).”]
- [Example: “Serve as Acting [UNIT] Director (March 2024-August 2024).”]

**DELIVERABLES:**

- [Deliverables should list everything you are expected to produce and when.]
- [Include relevant details, for example: “Design Unit SharePoint page: Deliver two concept drafts within 3 weeks of receiving the design brief.”]
- [Another example: “Provide a Trip Report from each TDY related to [UNIT] mission to share with [UNIT] Team within 5 business days.”]

**SCHEDULE:**

- [Schedule provides an overview of what your IMA duty schedule (AT/IDT/MPA) may look like.]
- [You could include details like tasks, milestones, deliverables to be completed with due dates.]

**SECURITY/INFORMATION TECHNOLOGY REQUIREMENTS:**

- [Add sections that are pertinent to your IMA job that would be good to have in writing.]
- [Example: “Primary work will be conducted via unclassified NIPR systems on government issued laptop as well as with home access via CAC-enabled web browser application (MS Teams, 0365 Webmail, etc).”]

**TRAVEL REQUIREMENTS:**

- [Add sections that are pertinent to your IMA job that would be good to have in writing.]
- [Example: “While on MPA, I will report to [UNIT] via POV to perform these mission tasks in support of [HHQ/UNIT] to conduct [NAME] project and/or fill in as the [UNIT] Director.”]
- [Example: “As mission requirements dictate, [UNIT] will fund all TDY travel to/from [UNIT/TDY/CONFERENCE].”]

**PERIOD OF PERFORMANCE:**

- FY24: 1 October 2023 – 30 September 2024

## Reference List of Instructions and Regulations

AFI10-250, *Individual Medical Readiness*, 22 July 2020

AFI10-405, *Ready Airman Training*, 28 August 2023

AFI36-2113, *The First Sergeant*, 11 June 2020

AFI36-2406, *Officer and Enlisted Evaluations Systems*, 06 August 2024

AFI36-2502, *Enlisted Airman Promotion and Demotion Programs*, 26 September 2024

AFI36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 4 August 2023

AFI38-101, *Manpower and Organization*, 16 July 2024

AFI44-176, *Access to Care Continuum*, 22 April 2020

AFI48-133, *Duty Limiting Conditions*, 7 August 2020

AFI48-170, *Periodic Health Assessment*, 7 October 2020

AFI65-601v2, *Budget Management for Operations*, 29 January 2021

AFMAN36-2100, *Military Utilization and Classification*, 07 Apr 2021

Case Management System (CMS) Guide

DAFI36-2110, *Total Force Assignments*, 09 August 2024

DAFI36-2606, *Reenlistment and Extension of Reenlistment*, 22 May 2024

DAFI36-2608, *Military Personnel Records Systems*, 07 Oct 2024

DAFI36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*, 15 January 2025

DAFI36-2670, *Total Force Development*, 9 November 2023

DAFI36-2803, *Military Decorations and Awards Program*, 10 July 2023

DAFI36-2907, *Adverse Administrative Actions*, 08 October 2024

DAFI36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, 12 November 2024

DAFI36-3003, *Military Leave Program*, 7 August 2024

DAFI36-3012, *Military Entitlements*, 24 October 2023

DAFI36-3203, *Service Retirements*, 13 October 2023

DAFI36-3211, *Military Separations*, 20 November 2023

DAFI36-3802, *Force Support Readiness Programs*, 21 November 2021

DAFI51-201, *Administration of Military Justice*, 03 October 2024

DAFI51-202, *Nonjudicial Punishment*, 20 August 2024

DAFI51-509, *Appointment to and Assumption of Command*, 28 December 2023

DAFI90-302, *The Inspection System of the Department of the Air Force*, 03 September 2024

DAFMAN1-101, *Commander Directed Investigations*, 09 April 2021

DAFMAN36-2114, *Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs*, 24 May 2021

DAFMAN36-2136, *Reserve Personnel Participation*, 15 December 2023

DAFMAN36-2689, *Training Program*, 22 January 2024

DAFMAN36-2806, *Military Awards: Criteria and Procedures*, 18 January 2024

DAFMAN36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022

DAFMAN44-197, *Military Drug Demand Reduction Program*, 05 September 2023

DAFMAN48-123, *Medical Examination and Standards*, 8 December 2020 (DAFGM2024-01 20 February 2024)

DAFMAN65-605, *Budget Guidance and Technical Procedures*, 31 March 2021

DoDI1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, 11 March 2014 (IC2 12 July 2022)

DoDI1235.11, *Management of Individual Mobilization Augmentees (IMAs)*, 15 July 2015  
DoDI1235.12, *Accessing the Reserve Components (RC)*, 7 June 2016 (IC1 28 February 2017)  
DoDI1241.01, *Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements*, 19 April 2016  
DoDI1308.03, *DoD Physical Fitness/Body Composition Program*, 10 March 2022  
DoDI1332.35\_AFI36-3037, *Transition Assistance Program (TAP) for Military Personnel*, 4 December 2020  
DoDI1342.19\_DAFI 36-2908, *Family Care Plans*, 10 March 2023  
Manpower MPA Man-Day Management System (M4S) Guide  
MSDG 22-01v3.1, *Individual Mobilization Augmentee (IMA) Validation*, 10 March 2022  
PSDG - MilPDS Security Access Control  
PSDM 24-51, *Military Personnel Data System (MilPDS) Access Control Policy*  
The Guide for Individual Reservists (IR Guide)

## ACRONYMS LIST

AC – Active Component  
 AD – Active Duty  
 ADCON – Administrative Control  
 ADO – Assistance Director of Operations  
 ADOS – Active-Duty Operational Support  
 AF – Air Force  
 AFELM – Air Force Element  
 AFI – Air Force Instruction  
 AFIMSC – Air Force Installation and Mission Support Center  
 AFMAN – Air Force Manual  
 AFOSI – Air Force Office of Special Investigations  
 AFPAAS – Air Force Personnel Accountability & Assessment System  
 AFPCM – Air Force Personnel Center Manual  
 AFPROMS – Air Force Promotions Systems  
 AFRC – Air Force Reserve Command  
 AFRISS–TF – Air Force Recruiting Information Support System – Total Forces  
 AFSC – Air Force Specialty Code  
 AGR – Active Guard Reserve  
 ALC – Assignment Limitation Code  
 AO – Approving Official  
 ARC – Air Reserve Component  
 ARCNet – Air Reserve Component Network  
 ARPC – Air Reserve Personnel Center  
 AROWS–R – Air Force Reserve Order Writing System  
 ASIMS – Aeromedical Services Information Management System  
 AT – Annual Tour  
 AU – Air University  
 BCM – Body Composition Manager  
 BCMR – Board of Corrections Military Records  
 BLSDM – Base Level Service Delivery Model  
 CAFR – Chief of Air Force Reserve  
 CCMD – Combatant Command  
 CCSB – Command Chief Selection Board  
 CEO – Cyber Effects Operations  
 CHRIS – Command Human Resources Intelligence System  
 CMS – Case Management System  
 CO – Commanding Officer  
 COR – Commanding Officer Representative  
 CSS – Commanders Support Staff  
 DAF – Department of the Air Force  
 DAFI – Department of the Air Force Instruction  
 DAFMAN – Department of the Air Force Manual  
 DAWG – Deployment Availability Working Group  
 DCMA – Defense Contract Management Agency  
 DO – Director of Operations

DT – Developmental Team  
DTS – Defense Travel System  
EDEB – Enlisted Developmental Education Board  
EMSO – Electromagnetic Spectrum Operations  
EPB – Enlisted Performance Brief  
FIM – Fitness Information Manager  
FSS – Force Support Squadron  
FTS – Full-time Support  
FY – Fiscal Year  
GCMCA – General Court-Martial Convening Authority  
HLR – Higher Level Reviewer  
HQ RIO – Headquarters Individual Reservists Readiness Integration Organization  
IAW – In Accordance With  
IDES – Integrated Disability Evaluation System  
IDT – Inactive Duty Training  
IMA – Individual Mobilization Augmentee  
IR – Individual Reserve  
IRILO – Initial Review in Lieu Of  
IRM – Individual Reserve Medical  
IRR – Inactive Ready Reserve  
ISO – Individual Reserve Strategy Office  
ISR – Intelligence, Surveillance, and Reconnaissance  
JDET – Joint Detachment  
JIOC – Joint Intelligence Operations Centers  
LOD – Line of Duty  
M4S – Manpower MPA Man-Day Management System  
MA – Mobilization Assistant  
MAJCOM – Major Command  
MEB – Medical Evaluation Board  
MEL – Master Eligibility List  
MICT – Management Internal Control Toolset Checklist  
MilPDS – Military Personnel Data System  
MLR – Management Level Review  
MPA – Military Personnel Appropriation  
MSD – Medical Standards Directory  
MSDG – Manpower Service Delivery Guide  
MTF – Medical Treatment Facility  
myBodyComp – my Body Composition  
myDecs – my Decorations  
myEval – my Evaluations  
myFSS – my Force Support Squadron  
myIMR – my Individual Medical Readiness  
NDDES – Non-Duty Disability Evaluation System  
Non-EAD – Non-Extended Active Duty  
ODTA – Organization Defense Travel Administrator  
OPB – Officer Performance Brief  
PAS Code – Personnel Accounting Symbol Code

PCA – Permanent Change of Assignment  
PCARS – Point Credit Accounting and Reporting System  
PCS – Permanent Change of Station  
PEB – Physical Evaluation Board  
PEBLO – Physical Evaluation Board Liaison Officer  
PFA – Physical Fitness Assessment  
PHA – Physical Health Assessment  
PPA – Promotion Propriety Action  
PR – Promotion Recommendation  
PRDA – Personnel Records Display Application  
PRF – Promotion Recommendation Form  
PSDG – Personnel Services Delivery Guide  
PSDM – Personnel Service Delivery Manual  
PSM – Personnel Systems Management  
PTDY – Permissive Temporary Duty  
QFI – Quality Force Indicator  
RA – Reserve Advisor  
RDEDB – Reserve Developmental Education Designation Board  
RegAF – Regular Air Force  
RMVS – Reserve Management Vacancy System  
RPA – Reserve Personnel Appropriation  
RPM – Reserve Program Manager (projected use; not currently official term)  
RSSB – Reserve School Selection Board  
RV – Reserve Vacancies  
SCOD – Static Closeout Dates  
SEL – Senior Enlisted Leader  
SelRes – Selected Reserve  
SJA – Staff Judge Advocate  
SOU – Statement of Understanding  
SR – Senior Rater  
SRID – Senior Rater ID  
SRP – Selective Retention Process  
SURF – Single Unit Retrieval Format  
TASKORD – Tasking Order  
TDY – Temporary Duty  
TFI – Total Force Integration  
TPU – Troop Program Units  
TR – Traditional Reservist  
UCMJ – Uniform Code of Military Justice  
UDM – Unit Deployment Manager  
UFPM – Unit Fitness Program Manager  
UHM – Unit Health Monitor  
UIF – Unfavorable Information File  
UMD – Unit Manpower Document  
UPMR – Unit Personnel Management Roster  
URC – Unit Reserve Coordinator  
USD – Under Secretary of Defense

USINDOPACOM – United States Indo-Pacific Command  
USSTRATCOM – United States Strategic Command  
UTAPS – Unit Training Assembly Processing System  
UTM – Unit Training Manager