

# HUMAN RESOURCES COMMAND



## INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) HANDBOOK

This handbook serves as a guide and is not to be substituted for regulatory guidance.

**IMA Program Overview website:**

<https://www.hrc.army.mil/content/IMA%20Program%20Overview>

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## **INTRODUCTION**

Individual Mobilization Augmentee (IMA) Soldiers are part of the Select Reserve and are an integral part of our modern day force.

This handbook covers the most frequently addressed issues within the IMA program. It is designed to help the IMA Soldier, the Agency Coordinator and the IRR/IMA Career Management Teams to function more efficiently. Guidance for this handbook is derived from Army Regulation 140-145, Individual Mobilization Augmentation (IMA) Program.

Refer to the [IMA Program Overview website](#) which provides extensive information to perform effective program management.

**This handbook serves as a guide and is not to be substituted for regulatory guidance.**

## **CHAPTER 1 – Responsibilities**

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

### **2. IMA Program Manager Responsibilities**

- a. Develop and implement policies and procedures to effectively manage the Individual Mobilization Augmentee (IMA) program on a day-to-day basis.
- b. Assist with program budget execution for Annual Training (AT) & Inactive Duty Training (IDT).
- c. Participate in IMA allocation process and regulatory changes.
- d. Manage the Automated Orders and Resource System (AORS) position file.
- e. Review realignment requests (MOBTDA changes).
- f. Monitor realignment/reassignment of mobilized Soldiers.
- g. Serve as liaison with the IMA agencies and IRR/IMA Teams for issues of concern. This includes providing support, training and guidance to TJAG, Chief of Chaplains, SLDO, GOMO, SGM Branch, HRC Security Management Division, RPMD-Health Services Division, Officer–SMD, and any other organization that has IMA authorizations.
- h. In coordination with HQDA, develop and maintain appropriate plans, policies, and procedures to support the rapid activation of IMA Soldiers.
- i. Maintain IMA force database.
- j. Prepare monthly IMA Readiness Report and provide to all of the teams for distribution to individual IMA agencies.

### **3. IMA Unit/Agency Coordinator Responsibilities**

- a. Send a welcome packet to newly assigned Soldiers.
- b. Ensure the IMA Soldier in-processes for pay. Guidance is provided within the IMA Program Overview website in the menu link "[In-Processing Procedures for IMA Soldiers](#)". Additionally, advise the newly assigned IMA Soldier to review the IMA Program Overview website to gain knowledge of the IMA processes and help govern their personal military career.
- c. Develop written individual training plans and training schedule for AT & IDTs for pay or points.
- d. Complete annual evaluations per AR 623-3, for all assigned IMA Soldiers.

e. Provide POC updates of the IMA Coordinator(s). Submit the following information:

UIC(s) / Agency-Unit Name / complete address / identify if a MACOM or subordinate unit / identify if primary or alternate POC / Agency coordinator POC full name, email address, commercial phone number, DSN number.

Email to IMA Program Management Team: [usarmy.knox.hrc.mbx.rpmd-ord-ppa-ima@mail.mil](mailto:usarmy.knox.hrc.mbx.rpmd-ord-ppa-ima@mail.mil)

f. Submit requests for assignment/realignment/transfer/annual training to the appropriate IRR/IMA Team. Manual AT requests may be submitted using the DA Form 2446 template; refer to the IMA Program Overview website menu link entitled "IMA Forms". AT requests must be submitted no earlier than 90 days prior to start date but no later than 30 days prior to start date.

g. As funding allows, Soldiers may perform 48 four-hour periods of Individual Duty for Training (IDT). **No orders are published, but assure the duty is reflected on the agencies training schedule. This assures a proper line of duty should the Soldier incur an accident when traveling. Complete a DA 1380 and submit for pay within 72 hours of completion of duty direct to the Reserve Pay Team, email: [usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil](mailto:usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil) Assigned Soldiers may also perform duty for points only. Only IMA agency coordinators may follow up with pay issues. No IMA Soldier is authorized to contact the Reserve Pay Team Direct. For information on pay procedures refer to the IMA Program Overview website menu link of "Annual Training and Pay Procedures". The first link is a comprehensive paper on the various AT/IDT pay procedures.**

(1) The blank DA 1380 and an example of how to complete the form for pay and points is within the IMA Program Overview website menu link entitled, "IMA Forms".

h. The IMA Coordinator serves as the liaison for the Soldier and IMA Program Management Team in the assignment selection process and all pay inquiries.

i. Request the IMA Readiness Report, at least, once a quarter or monthly from one of the HRC IRR/IMA Teams.

(1) The IMA Readiness Report reflects all of the IMA authorizations within the agencies MOBTDA. It identifies those that are filled and vacant. It contains the personnel data for each Soldier assigned and what deficiencies need to be resolved (past due PHA, clearance, fitness test, etc).

j. Conduct annual IMA Soldier Readiness Processing (SRP) to validate Soldiers' readiness. Update the Emergency Data Card (DD 93), review Family Care Plan and SGLI. This should include E-SRB updates using RCMS. Access and instructions on obtaining RCMS – eSRB module may be obtained from USARC – G1, Manning Division.

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

l. IMA Soldiers are assigned to the agency for all purposes and the agency will exercise UCMJ authority in accordance with AR 27-10.

m. IPERM documents for the IMA Soldier, such as DA Form 1380 for IDT pay. To gain access to IPERMS refer to [www.hrc.army.mil](http://www.hrc.army.mil) , select the block entitled Self-Service>IPERMS>tab “Help”. Documents required to be placed in IPERM may also be sent to the appropriate IRR/IMA team to support this effort.

n. Routinely review the [IMA Program Overview](#) website for policy guidance, POCs and overall management of the IMA Program.

#### **4. HRC IRR/IMA Team Responsibilities**

a. Serve as a liaison for the Soldier and IMA Coordinators and provide centralized personnel career management and administrative support services.

b. Publish all IMA orders (assignment/realignment/transfer/attachment/annual training) and assist with the professional development and submit retirement request).

c. Endorse requests for approval or disapproval for exceptions to policy for adjudication by the designated responsible officer within the directorate.

d. Assist in managing Soldier records and assignments; processing personnel actions such as iPERMS, board files and updating APFT score and height/weight, support the publication of the ORB/ERB, etc. Review the monthly IMA Readiness Report for deficiencies and resolve with the Soldier and IMA Coordinator.

e. Screen, identify, and assign qualified IMA Soldiers to documented IMA positions. Although HRC is not responsible for recruitment of IMA agencies, the teams will support this effort by pooling potential candidates and providing to IMA agencies. Teams will also support the recruitment efforts of the Army Reserve Career Group team. It is noted the HRC IRR/IMA Teams are, in fact, exclusively responsible for the recruitment of HRC IMA authorizations working to assure all HRC slots are filled with screened and qualified Soldiers.

f. Coordinate the assignment and reassignment of IMA Soldiers with supported agencies to meet current and projected IMA personnel requirements. Provide monthly IMA Readiness Report to only the UICs requested from the individual agency – not the entire report, and maintain the proper format of the spreadsheet when forwarding to the agency.

g. Coordinate the publication of Active Duty for Operational Support (ADOSAC/RC), and Professional Military Education (PME) orders.

h. A quick reference to the IRR/IMA Teams may be found within the IMA Program Overview website - at the bottom of the home page.

#### **5. Soldier Responsibilities**

a. Coordinate with IMA Coordinator to schedule training AT & IDT periods and duty for points. Establish a training schedule and plan in conjunction with agency supervisor to meet mission requirements.

b. Perform a minimum of 12 days AT each FY with an emphasis on assisting the organization in meeting annual mission requirements and balancing duty dates to achieve and

maintain a good retirement year. Contingent on funding, 48 4-hour periods of IDT are authorized each fiscal year for IMA Soldiers.

(1) Only a total of 48 four-hour periods of IDT are authorized each FY, regardless. If a Soldier transfers from one component of the Select Reserve (SELRES) to another within the same FY,

(2) IMA Soldiers who transfer from TPU to IMA are authorized to perform two periods of annual training (12 days) in the TPU and also in the IMA during the same FY.

c. Maintain current PHA, HIV, APFT/ACFT and height/weight standards.

d. Maintain required security clearance and/or other mandatory qualifications required by the position/MOS/branch.

e. Adhere to responsibilities as outlined in AR 140-145, Chapter 1-4;

(1) Coordinate directly with their IMA Agency POC to arrange and schedule AT and IDTs.

(2) Maintain eligibility to train by coordinating with HRC career manager and proponent agency to ensure that required height and weight, Army physical fitness test (APFT), medical, security clearance, and all other assignment prerequisites and qualifications are met.

(3) Develop and maintain proficiency in their assigned duties and responsibilities.

(4) Participate in all required military PDE and training required to remain tactically and technically proficient as a USAR Soldier.

(5) Comply with Family care plans in accordance with AR 600–20.

(6) Comply with policies and programs directed by their assigned CDR regarding the APFT in accordance with AR 350–1.

f. Obtain a common access identification card (CAC) by reporting to a RAPIDS site location. To find the nearest RAPIDS location, go to [www.dmdc.osd.mil/rsj](http://www.dmdc.osd.mil/rsj). Find out what supporting documentation is needed and if an appointment is required, call ahead to the location.

g. Soldiers will complete the Primary Civilian Occupation (PCO) information before orders can be released using the current orders publishing system, AORS. Soldiers can complete the PCO by going to [www.hrc.army.mil](http://www.hrc.army.mil), scroll down the page and select self-service. Login with CAC or EAMS login information and click the blue hyperlink on the left-hand side labeled "Civilian Employment (CEI). The rest is self-guided/explanatory.

h. Soldiers must remain in the position for at least one year before a request for reassignment, outside the agency, may be initiated, per AR 140-145.

i. Upon receipt of the assignment order, the Soldier is required to in-process to the gaining unit and the Reserve Pay system for pay purposes. Forms required to in-process are located within the IMA Program Overview website menu in the link entitled, "[In-processing procedures](#)"



[for IMA Soldiers](#)". Failure to do so will disrupt Soldier benefits and they will not be paid for AT/IDT.

j. Update contact information: address, home and civilian e-mail by logging on [www.hrc.army.mil](http://www.hrc.army.mil), scroll down the page and select self-service. Login with CAC or EAMS login information and from the home page go to "my records portal".

## **CHAPTER 2 - Assignment to the IMA Program**

### **1. Selection Process and Requesting an Assignment Order**

a. IMA Soldiers are authorized 12 days of AT (per DoDI 1235.11) and may be allowed 48 4-hour periods of IDT for pay in a fiscal year (subject to available funding). Reserve Soldiers assigned ONLY to IMA positions in support of the Selective Service System (SSS) are authorized up to 29 days of AT and 48 4-hour periods of IDT for pay, based on the current MOA for each fiscal year. Each year, the MOA is reviewed/signed. Without a current SSS MOA, no performance of duty is authorized the assigned Soldiers and no AT orders are to be published. Consult any issue with the IMA Program Manager. Refer to [AR 136-156](#) for general officer management. GO's may be authorized up to 29 days AT and up to 41 days ADT. Only if they are assigned to a dual-hat slot may GO's be authorized up to 48 four-hour periods of paid IDT.

b. Vacant IMA positions are listed within the Vacancy Search Tool Site. The link may be found within the IMA Program Overview website and the Human Resources Command (HRC) website, <https://www.hrcapps.army.mil/portal/> - follow the web prompts in the following sequence:

(1) Log in using a CAC or AKO username/password

(2) Click on "Tools"

(3) Select "Position Map (Vacancy Search)"

(4) Note: The IMA Vacancy Search Tool site accurately reflects all IMA authorizations that are vacant. Should the IMA Agency POC state the slot is filled then contact the appropriate IRR/IMA Career Management Team and coordination will be made to the agency to resolve. Double slotting of IMA positions is authorized, but the final decision may be based on funding constraints.

c. The following documents are routinely required for assignment consideration and are to be submitted to the IMA agency coordinator. The Soldier may submit them direct to the agency's point of contact. Soldier may obtain the IMA Agency POC list by requesting from their IRR/IMA Career Management Team. The teams are listed on the IMA Program Overview website at the bottom of the home page:

<https://www.hrc.army.mil/content/IMA%20Program%20Overview>

(1) Provide last three evaluations.

(2) Provide a military biograph or a record brief.

(3) Other documents that may be submitted are a civilian resume (if civilian experience is directly related to position). Each IMA Agency may request additional documents.

d. Reassignment between a Soldier's current organization and another unit (TPU, IRR, IMA) may be accomplished with the agreement of both the gaining and losing commanders. Both the gaining and losing commanders will affix appropriate signatures on the Soldier's Request for Reserve Component Assignment or Attachment (DA Form 4651). The losing unit will forward the form to the appropriate HRC IRR/IMA Team who will screen the request and publish the assignment order. An example of a DA Form 4651 assignment is within the IMA Program Overview website in the menu link entitled "IMA Forms"; <https://www.hrc.army.mil/content/IMA%20Forms>

e. Screening requirements to be assigned to an IMA position are prescribed by AR 140-145, Chapter 3-1. The basic requirements are as follows:

(1) Must not be under suspension of favorable personnel actions.

(2) Must have, or be able to obtain, the necessary security clearance required by the position/MOS/branch.

(3) Must not be subject to screening from the Ready Reserves as a key Federal or non-Federal employee under the provision of AR 135-133.

(4) Soldiers considered for assignment must not be within one year of their mandatory removal date (MRD) or expiration of term of service (ETS).

(5) Have a current PHA, if not the Soldier is required to obtain one within 90 days of assignment. Assignment may be made with the order stating one is due within 90 days.

(6) Meet height and weight standards as specified in AR 600-9.

(7) Must not be within one year of their mandatory removal date or expiration of term of service.

(8) Officers and enlisted Soldiers can only be placed in authorized positions that are of equal or one higher grade than the candidate's current rank. Requirements for JAG, chaplain and AMEDD positions have differing position requirements. Review assignment criteria for this special population per AR 140-10.

f. IRR to IMA transfer: The Army Reserve Career Group (ARCG) has a mission to support IRR to IMA transfers. ARCG is responsible to publish IRR to IMA assignment orders. HRC ARCG Team may be contacted at: (502) 626-1488. ARCD Team email: [usarmy.knox.hrc.mbx.arcd-lno-team@mail.mil](mailto:usarmy.knox.hrc.mbx.arcd-lno-team@mail.mil)

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

h. TPU to IMA Transfer: The Soldier will forward the signed DA 4651-R (with the new IMA Agency signature and the Soldiers) to their TPU Unit Administrator (UA). The UA will forward

the DA 4651-R thru the appropriate channels to their RSC G1. If the RSC G1 concurs, they are to forward the form to the appropriate HRC Team for publication of the order. HRC is responsible for the publication of IMA assignment orders (never the RSC).

i. National Guard and Regular Army to IMA: As of this writing, current systems do not support the regulatory requirement to transfer direct from the NG/AC to the IMA authorization. However, once accessed into the IRR the IMA assignment order will be retroactive dated, if that is the intent of the assignment, so the Soldier will not incur a break in service. Coordination of this effort is needed to assure the order is properly backdated.

## **2. Recruitment Responsibility and Support**

a. IMA authorizations are fully funded and are expected to be filled with screened and qualified Soldiers. IMA slots that remain vacant beyond two years duration will be identified for elimination from that agencies MOBTDA. HQDA G3/7, Force Structure Office will then allocate and distribute available IMA authorizations, as necessary, to best support the Army's highest priority proponent agencies based on their respective missions.

b. Agencies have a responsibility to implement an effective recruitment plan. The Army Reserve Career Group (ARCG) supports this mission. To contact the local ARCG counselors to the IMA Agency, email the HRC, ARCG Team and ask for a battalion map of POCs; [usarmy.knox.hrc.mbx.arcd-lno-team@mail.mil](mailto:usarmy.knox.hrc.mbx.arcd-lno-team@mail.mil)

## **3. Regulatory Expectations for Assigned Personnel**

a. Once a Soldier has received an assignment order within the Army IMA program, there are expectations for Annual Training (AT) and Inactive Duty for Training (IDT). These expectations are covered in [AR 140-145](#), Chapter 4, Training. Mandatory training includes completing 12 days of AT each fiscal year. Inactive Duty for Training (IDT) may be performed up to 48 four-hour periods (or 24 eight hour days) each fiscal year, if funding remains available. **Funding is available for Soldiers who require professional military education for promotion only. No other funds are available to support the IMA agency or Soldier (no ASI, SQI, additional training required for the slot, as Soldiers are to be fully qualified for the slot before assignment).**

b. Personal readiness requirements are outlined in AR 140-145, Chapter 1-4 and include such items as medical and dental readiness, security clearances, Army Physical Fitness Test (APFT) which has become the Army Combat Fitness Test (ACFT), appropriate professional military education and mandatory AT.

## **4. Release or Transfer**

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

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

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

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

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

(5) At the request of the Soldier subject to the 1-year assignment policy.

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

(7) Promotion to a grade above that authorized for the IMA position, subject to the 1 year rules in AR 140-145, Chapter 3.

(8) A MOBTD change which deletes an IMA requirement to which a Soldier is currently assigned.

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

(10) Failure to achieve requisite PME.

## **5. IMA Soldiers Undergoing Disability Evaluation**

a. Refer to AR 635-40, Disability Evaluation for Retention, Retirement or Separation. Pertinent extract from the regulation follow:

\*\*\*4-8. Status of Soldiers undergoing disability evaluation. From the time a Soldier receives a P3/P4 profile referring them to a MEB until the time the DES process is completed (including a decision on any appeal) or the Soldier is returned to duty, the Soldier-

a. Will remain available for the DES process to complete any required actions. Leave, while permissible, is generally discouraged in the MEB phase with the exception of emergency situations. Commanders may grant leave as long as the leave or other required absence is communicated immediately to the assigned PEBLO and does not prevent timely completion of DES appointments. Commanders should encourage Soldiers to use accrued leave after the IPEB adjudication when the Soldier is not requesting a FPEB.

\*\*\*b. Is ineligible for assignment instructions or orders with the exception of orders for assignment to the Warrior Transition Unit or Community Care Unit. If the Soldier has already received assignment orders prior to initiation of the DES process, the process must be completed and a final decision rendered before the Soldier proceeds on assignment.

## **CHAPTER 3 – Performing Training, Tours, Mobilization and Pay Procedures**

### **1. Overview**

- a. IMA Soldiers are mandatorily required to perform AT each FY.
- b. Failure to fulfill the minimum mandatory training obligations for the program, that is, 12 days of AT each FY for two consecutive years with their assigned proponent agency may result in a involuntarily removal from the IMA Program.

## 2. Annual Training Overview

a. IMA authorizations are funded for 12 days annual training. Typically, the IMA Agency Coordinator is to submit a request for AT to arrive to the appropriate HRC Career Management Team as far out as 90 days but never less than 35 days prior to report date. Those agencies who receive the AT orders from the Special Management Division (SMD) require added forms. Coordinate direct with SMD on their AT forms requirements. Medical or Dental Soldiers who require credentialing are to submit AT request a minimum of 120 days prior to AT start date. **Submit the date of AT to the HS Branch team box so credentialing may start: [usarmy.knox.hrc.mbx.rpmd-hsd-career-mgt-br@mail.mil](mailto:usarmy.knox.hrc.mbx.rpmd-hsd-career-mgt-br@mail.mil). HS Branch team phone: 502 613-6525.**

b. Refer to the IMA Program Overview website within the menu link “IMA Forms” to obtain the DA FM 2446, Request for Order (for annual training) or contact one of the IRR/IMA Teams. The Selective Service System (SSS) AT requirements are outlined later in this chapter.

c. If the Soldier is to perform adjoining periods of IDT with periods of AT, the IDT duty is only authorized to be performed at the end of AT. The dates of any adjoining IDT period must be annotated on the DA Form 2446 which is to be placed on the AT order. This will allow Soldiers to travel to HOR the day after the last IDT. Travel is not authorized on the same day of IDT, travel is authorized the day after only. No break in IDT will be authorized.

d. AT is to be performed at one site only. Should the mission require the Soldier to report to additional sites, the agency will pay for the temporary duty travel (TDY) and allowances.

e. Soldiers performing AT are expected to stay in government lodging unless it is not available. Rental car is available during AT, if authorized by the command. For IDT, the vast majority of IMA agencies are NOT supported for Lodging In kind and only base pay is authorized, thus, the Soldier will incur the cost of lodging/meals/transportation to and from work. It is requested the IMA Agency support the Soldier during IDT with the coordination of billets on the installation.

f. AT is planned by fiscal year, but is credited within the individual Soldier’s Anniversary Year Ending (AYE) date. (See of [AR 140-185](#) regarding establishment of the anniversary year.) To have a good year toward retirement, Soldiers must have a minimum of 50 points during their personal AYE. 15 points are automatically given for membership, one point is awarded for each day on active duty and one point is awarded for each four hour period of paid IDT. To the extent possible, Soldiers and agencies should try to ensure that duty facilitates good retirement years. **The IMA Readiness Report identifies each assigned Soldiers AYE.**

g. Guidance for fragmented AT is covered in Chapter 4 of AR 140-145. No more than two increments of approved fragmented AT per FY, five days each. However, IMA funds will pay for the first period of AT only and the 2d period of AT is fully funded by the agency the Soldier is assigned as only base pay will be funded by IMA. The agency must submit a DD Form 1610 or produce DTS to cover the cost of the second travel. No AT order will be published without it.

(1) Refer to Chapter 2 of the JTR that identifies travel and transportation allowances.

(2) AR 140-145 authorizes split AT with the second AT's travel and transportation at the expense of the requesting agency mainly as a mechanism to discourage split ATs. It is extremely difficult for DFAS to break out travel and transportation cost on separate orders; therefore, HRC requires that pay and allowances are on the HRC order and travel and transportation are paid by the agency.

(3) Refer to: <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

h. Select Service System (SSS) Soldiers are allowed to perform up to three increments of fragmented AT per FY for a total of 13 days. They only perform 36 hours of IDT, with 12 IDT periods for points only. No DD FM 1610 or DTS is required for SSS Soldiers.

i. All Soldiers reporting for AT are required to meet height/weight standards. Army Physical Fitness Test / Army Combat Fitness Test (APFT/ACFT) may be administered in an AT or IDT status or attachment for points only, but only with Commanders approval during IDT. **IMA Agencies are required to make the administrative updates within Digital Training Management System (DTMS) that requires a common access card (CAC). Updates of the scores are essential to assure the IMA Soldier remain eligible for promotion consideration and to attend military professional education. IMA Soldiers are assigned and thus, should be within the agency's ability to update. Coordinate any issues within the DTMS website: <https://atn.army.mil>. Phone, commercial: 913- 684-2700, Toll Free: 877-241-0347, DSN: 552-2700. If unable to update, coordinate with the IRR/IMA Team.**

j. An IMA Soldier will maintain a current annual PHA and dental assessment. Medical and dental readiness is necessary for a Soldier to be placed on AT orders. A PHA is overdue at 12 months and one day. If the PHA is past due, the agency is required to provide a date for the Soldier to complete their PHA during the AT time frame. The AT order is to have the entry, "PHA required during active duty".

k. Individual Lodging Pilot Program (ILPP) is in effect, at this time. IMA Agency Coordinators and/or HRC Career Managers are to review the official ILPP site and determine if the annual training order reporting site is part of the ILPP. Refer to: [www.defensetravel.dod.mil/site/lodging.cfm](http://www.defensetravel.dod.mil/site/lodging.cfm). More information is within the "Quick Links and Resources" which will provide the Official List of Pilot Sites. Soldiers will be required to lodge at the selected sites. Strict adherence of this requirement is needed to assure proper pay when submitting the travel voucher.

### **3. Individual Duty for Training (IDT) Overview**

a. Inactive Duty for Training is divided into two categories: Soldiers will receive pay and retirement points or retirement points only. If funding allows, Soldiers may perform up to 48, four-hour periods IDTs for pay in any fiscal year per AR 140-145. If the Soldier performed IDT in a TPU then assigned to IMA later in the FY, they can only do a total of 48 four-hour periods in the same FY. SSS assigned Soldiers are limited to the IDT based on the current Memorandum of Agreement. As of this writing, they are allowed 48 four hour periods. All IDT periods must be coordinated between the Soldier and his/her assigned agency. When coordinated with and supported by the IMA agency, a Soldier may perform IDTs at the end of their AT. The agency is to maintain a training schedule for the AT and the IDT time frames. Should the Soldier have an

accident en-route to IDT, only the training schedule will be used to identify their duty day and allow a line of duty to be approved.

b. Periods of IDT are normally performed at the duty location of the IMA agency; however, IDT periods may be performed at other military installations (local to Soldier) when coordinated between the proponent agency, the Soldier, and the military installation and also at HOR if authorized by the assigned IMA agency. It is imperative, the Soldier obtain an attachment order prior to performing IDT with another agency. A DA Form 4651 is required for an attachment order, submit the form to the Soldier's IRR/IMA Team who will publish the attachment order. No points/pay will be awarded unless there is an attachment order. If the Soldier transfers to another IMA Agency, a new attachment order is required (even if it is to the same unit).

#### **4. Tour and Mobilization Overview**

a. As members of the Selected Reserve, IMA Soldiers may be involuntarily ordered to active duty (AD) in time of war or national emergency when declared by Congress or by the President under 10 USC 12301(a) or 12302. Additionally, IMA Soldiers may also be involuntarily ordered to active duty prior to full mobilization (M-DAY), under 10 USC 12304, PRC authority. References and specifics on the mobilization of IMA Soldiers may be found within:

(1) Army Mobilization and Deployment Reference (AMDR). The lead on this reference is HQDA G-1 DMPM-MM with assist from G-3/5/7-DAMO-ODO.

(2) Army Regulation 500-5, Army Mobilization

(3) DA Pam 500-5-1, Individual Augmentation Management

(4) Refer to AR 140-145, Chapter 5 for mobilization procedures and voluntary active duty tours.

b. Additionally, refer to the IMA Program Overview website, select the menu link entitled, "Coordinator Resources" and review the "Tour Information for IMA". It will provide a guide on the various "Reserve Component Duty for Operational Support", the process to publish a UCMJ order while on active duty, and other general guidance/POCs for the various tours.

c. As members of the Selected Reserve, IMA Soldiers may volunteer to serve on periods of temporary active duty during peacetime, and/or during times of crisis to support any outstanding personnel requirements that may arise as a result of a developing military operation. While IMA Soldiers may volunteer to perform such tours of active duty these tours will not be approved without the express written consent of the Soldier's proponent agency/commander.

#### **5. Training Expectations**

a. Training expectations during IDTs are focused on the Soldier performing duties directly related to their IMA position. The Soldier and the supervisor must agree on when, where, and how the IDTs are to be performed and their desired outcome. To support this effort, a "IMA Training Schedule – Plan" form is available within the IMA Program Overview website in the menu link, "IMA Forms"; <https://www.hrc.army.mil/content/IMA%20Forms>.

b. IMA Soldiers may conduct an APFT/ACFT in an AT or IDT status with the commander's approval or if attached for points only to the organization the APFT/ACFT was performed.

## **6. Pay Procedures**

a. The processes for payment for IMA Inactive Duty for Training (IDT), Annual Training (AT), and payment for travel is provided within the IMA Program Overview website menu link entitled, "Annual Training and Pay Procedures";

<https://www.hrc.army.mil/content/Annual%20Training%20and%20Pay%20Procedures>. Refer to the first link to review an information paper for all pay procedures.

b. For specific inquiries for pay questions or issues, the agency coordinator or representative from the agency is to submit a pay inquiry form, USAR Form 27- R (located on the website). The Soldier is not authorized to submit these forms. Forward the form to the Reserve Pay Team at [usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil](mailto:usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil). The IMA agency coordinator may call commercial: 502 613-4405, DSN 312-983-4405, FAX 502 613-4571 for any pay inquiries.

## **7. Inactive Duty for Training (IDT) for Pay and Points Only**

a. All periods of IDT will be annotated on DA Form 1380, Record of Individual Performance of Reserve Duty Training. The DA Form 1380 is used to submit for pay or for retirement points. Complete the DA Form 1380 according to the examples shown within the IMA Program Overview website link entitled, "IMA Forms"; <https://www.hrc.army.mil/content/IMA%20Forms>.

b. Follow the guidelines of the examples to avoid complications while processing for pay or points.

# **CHAPTER 4 – Soldier Administrative Maintenance**

## **1. Overview**

a. IMA Coordinators, in conjunction with the appropriate IRR/IMA Team are responsible to assure the personnel data of their assigned IMA Soldier is maintained and updated. Current systems require the IMA Coordinator to furnish required documentation to HRC for updating onto TAPDBR and Soldier Management System (SMS) and Reserve Data Maintenance System (RDMS). This requirement may change when the Integrated Personnel and Pay System – Army (IPPS-A) systems are fully on board.

b. Agencies will assure the newly assigned Soldier submits the required forms to in-process for pay and maintain on file the DD 93, SGLV, and family care plan, etc. In-processing documents are located within the IMA Program Overview website in the menu link entitled, "In-Processing Procedures for IMA Soldiers"; <https://www.hrc.army.mil/content/In-Processing%20Procedures%20for%20IMA%20Soldiers> pay documents are to be forwarded to Reserve Pay Team. Specific guidance is within the website sited.

c. An effective tool to manage the assigned IMA Soldiers is the "IMA Readiness Report", which is available, upon request, from the appropriate IRR/IMA Teams. The IMA Readiness Report shows the personnel deficiencies of the Soldier that need to be resolved, based on the



data within TABDBR. The header column within the report defines the way in which to resolve the deficiencies. The IMA Report is updated each month and should be routinely requested. Failure to assure the Soldier remains qualified for the position they are assigned subjects the Soldier to involuntary transfer to the IRR. Guidance for removal is further defined in AR 140-145, Chapter 3-1.

## 2. Automated Orders Resource System (AORS)

a. AORS is the system (as of this publication) that is used by IRR/IMA Teams to publish all orders for the IMA Soldier (assignment, realignment, transfer, annual training). The IMA Agency Coordinator may use AORS as “read only” and to print IMA orders.

b. Refer to the IMA Program Overview website menu link entitled, “AORS Information” on how to gain AORS access. Contact the IRR/IMA Teams to obtain the “AORS Print Script” that will print orders.

## 3. Medical and Dental Readiness

a. Drilling IMA Soldiers require a current Periodic Health Assessment (PHA) every 12 months. At 12 months and 1 day the PHA is past due. Soldiers performing the annual PHA are entitled to receive IDT pay. **However, if the agency is able to obtain a PHA appointment during the Soldier’s annual training, that date will be published on the AT order and the Soldier may perform AT. Failure to accomplish a PHA will result in no further AT authorized.** According to AR 140-145, no more than two paid IDT periods for physical health assessments are authorized annually. IMA Soldiers who have not had a PHA within the previous 12 months of their AT request will not be authorized annual training until a PHA is completed or an appointment is obtained during the Soldiers scheduled annual training. The process to obtain a PHA may be found within the IMA Program Overview website menu link entitled, “[Soldier Q&A](#)”.

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

c. Dental readiness is tracked along with medical readiness. Dental screening is included in the two days of IDT’s that can be used for PHA. Specifics on obtaining a dental screening may be found within the IMA Program Overview website menu link entitled, “[Soldier Q&A](#)”.

d. **Any questions regarding PHA, dental, hearing may be provided by the appropriate IRR/IMA Team or the HRC Surgeons Office, Email: [usarmy.knox.hrc.mbx.sg@mail.mil](mailto:usarmy.knox.hrc.mbx.sg@mail.mil). Phone: (800) 433-0521, Commercial: (502) 613-9030, DSN: 983-9030.**

## 4. Security Clearances - **HRC is the sole POC for Clearance Requirements**

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

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

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

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

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

1. SECRET clearances are valid for 10 years from the date of completion of the investigation, not from the date the clearance was granted. TOP SECRET and TS-SCI clearances have been extended from 5 years to 6 years, per memo from Deputy Chief of Staff, G2, dated 2 Feb 2017, Subject: Army Implementation of the Extension of Periodic Reinvestigation Timelines. Contact the HRC Security Office for updates.

2. If the Soldier has a two-year break in service, a new request will be submitted to update the clearance.

f. SECRET clearances are valid for 10 years from the date of completion of the investigation, not from the date the clearance was granted. TOP SECRET and TS-SCI clearances have been extended from 5 years to 6 years, per memo from Deputy Chief of Staff, G2, dated 2 Feb 2017, Subject: Army Implementation of the Extension of Periodic Reinvestigation Timelines. Contact the HRC Security Officer for updates. If the Soldier has a two-year break in service, a new request will be submitted to update the clearance.

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

h. After the IMA Soldier coordinates with HRC Security, HRC will forward a request to the Personnel Security Investigations Portal (PSIP) Center of Excellence (PSI-CoE) verifying the security clearance requirement for the Soldier. The Soldier will receive an e-mail with instructions to begin working on the questionnaire which will start the five (5) calendar day window to complete their forms. The Center of Excellence (PSI-CoE) will terminate the investigation request packet if the Soldier does not complete the process within the five day window. The Soldier will be working directly with the PSIP Center until they have completed the submission process.

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

j. Security Clearance Reciprocity/Conversion Process: HRC Security Office will perform reciprocity/conversion requests for those Soldiers that have a security clearance eligibility granted by their civilian agency (Employer). It is the IMA Soldier's responsibility to contact the HRC Security Office to make this request. Examples of civilian agencies; Department of Homeland Security (DHS), Federal Bureau of Investigation (FBI) etc. Please be cognizant of the fact, the Personnel Security Clearance Reciprocity and Conversation process can take up to 6-8 months to complete by the Department of Defense Consolidated Adjudication Facility (DOD CAF). If a Soldier possesses a revoked/denied security clearance eligibility and has already been boarded by the Personnel Suitability Administrative Board (PSAB) and/or waived their right, the agency is to submit a DA FM 4651 to transfer the Soldier to the IRR or be subject to an involuntary transfer of the Soldier to the IRR by HRC.

## 5. Army Physical Fitness Test/Army Combat Fitness Test and Medical Profile

a. IMA Soldiers are required to perform an annual APFT/ACFT and maintain appropriate height/weight (HT/WT)

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

c. Soldiers injured while in the line of duty (LOD) may need a LOD investigation. Guidance is provided within the IMA Program Overview website in the "IMA Program Policies Information and Guides" menu link:

<https://www.hrc.army.mil/content/IMA%20Program%20Policies%20Information%20and%20Guides> For additional questions on a LOD, contact the HRC Surgeons Office.

## 6. Evaluations

a. This portion of the handbook highlights the topic of evaluations; Soldiers and raters should refer to AR 623-3, [Evaluation Reporting System and DA Pam 623-3](#), on the submission of evaluations. Performance evaluations are required for all IMA Soldiers, typically at the anniversary date of IMA assignment.

b. Evaluations for IMA Soldiers are handled similar to all other reserve Soldiers. A rating chain, determined by the agency, is held accountable for submitting an evaluation no more than 90 days after the anniversary date of day the Soldier was assigned to the IMA position. Evaluations will include both AT and IDT periods during a specific rating period. However, IMAs who are required to perform AT in an "in lieu of" status requiring a different rating chain may be given separate evaluations for their AT and IDT performance.

c. For questions on the completion of evaluations coordinate with The Adjutant General Directorate (TAGD) website:

<https://www.hrc.army.mil/TAGD/Evaluation%20Systems%20Homepage>

## 7. Promotions

a. Enlisted IMA Soldiers are to refer to [AR 600-8-19](#), Chapter 6, which defines the policy and procedures for promotion.

(1) Position vacancies are not required for IMA promotions through SSG. IMA Coordinators/Soldiers are to contact the HRC, Enlisted IRR/IMA Team to obtain the promotion worksheet to determine their eligibility for promotion.

(2) For personnel that are E-4 thru E-5 the promotion to the next grade is automatic as long as long as the Soldier meets all promotion eligibility requirements, i.e. Time in Grade, Time in Service and Professional Military Education, per guidelines within AR 600-8-19, Chapter 6.

(3) For personnel that are E-6 thru E-8, they go before the IMA promotion board that is held once a year.

(4) Announcements regarding the convening of the promotion board and the documents required for packet consideration will be emailed to the Soldier.

(5) For further inquiries, please contact either the SGM IMA/IRR Team or Enlisted IMA/IRR Team. To contact the HRC POCs refer to the [IMA Program Overview website](#) and there is a quick reference guide to the teams at the bottom of the home page.

b. Officer IMA Soldiers are to refer to AR 600-8-29, Officer Promotions.

(1) Officers within the IMA program may compete in their boards annually. Coordinate with the respective officer IRR/IMA team. Announcements concerning when boards will take place are posted on the HRC website at:

<https://www.hrc.army.mil/content/Promotions,%20Evaluations,%20and%20Awards>

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

## 8. ETS/MSO

For extensions or reenlistments, please refer to regulatory guidance USAR Reenlistment Program, [AR 140-111](#), Chapter 2, which defines the basic eligibility for reenlistment. Coordinate this screening criteria with the IMA Agency Coordinator and the Soldier's HRC Career Management Team; Email: [usarmy.knox.hrc.mbx.rpmd-emd-irr-ima-branch@mail.mil](mailto:usarmy.knox.hrc.mbx.rpmd-emd-irr-ima-branch@mail.mil) Phone: (502) 613-5566. Once all screening criteria is met then contact the IRR/IMA Reenlistment Team at 502-613-5928 or by email at [usarmy.knox.hrc.mbx.epmd-irr-retention@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-irr-retention@mail.mil)

## 9. Retirement

a. All Reserve component Soldiers who complete the required years of service to become eligible for retired pay at age 60 will receive a 20-year letter as their written notification of that

eligibility. The 20-year letter is the official notice that 20 years of creditable service has been reached by an individual in the Army Reserve, and declares the qualification of the Soldier for retirement benefits at age 60. The Soldier should receive the 20-year letter notification during the year following the qualifying retirement year. Normally, the letter is issued 90-120 days after the retirement year ending date.

b. For an IMA Soldier to transfer to the Retired Reserve, coordinate the action with the appropriate IRR/IMA team.

c. Recognition of retiring IMA Soldiers is warranted. The “retirement recognition packet” consists of a retirement certificate, a presidential certificate of appreciation, a spouse recognition certificate, and a 3.5 cotton outdoor flag, among other items. Coordinate with the appropriate team; refer to the entry “[Honoring and Recognizing the IMA Soldier upon their Retirement](#)”.

d. Retired pay applications should be submitted 9 months but not less than 90 days prior to 60th date of birth or earlier due to the NDAA 2008, Reduced Retirement Age. This will ensure all documents are received and processed correctly to Defense Finance and Accounting Service (DFAS) Cleveland.

e. To review the Reserve Retirement Application procedures and other pertinent information, refer to [www.hrc.army.mil](http://www.hrc.army.mil); The Adjutant General Directorate (TAGD) retirement information. This site also provides the nearest Retirement Services Officer (RSO) who may provide assistance in reviewing the Survivor Benefit Plan (SRP). IMA Soldiers may attend RSO on their own time as no funds are available.

## **10. Military Clothing**

a. The enlisted IMA Soldier are currently required to be on annual training to receive a uniform issue from the Military Clothing Sales Store (MCSS). Commissioned and warrant officers may be authorized monetary clothing allowance.

b. Review the Clothing Issue Guidance for IMA/IRR Soldiers located within the IMA Program Overview website, menu selection of “[IMA Program Policies and Guides](#)” and/or contact HRC POC, Ms. Toni Driggers, [toni.y.driggers.civ@mail.mil](mailto:toni.y.driggers.civ@mail.mil).

## **11. Professional Military Education**

a. The IMA Program provides funding for professional military development (only). All assigned Soldiers should be fully qualified for their assignment as no other funds are available for any ASI/SQI or language requirement to the slot they are assigned.

b. IMA Soldiers may request professional military education by contacting their appropriate IRR/IMA team direct.

## **12. Family Care Plan/Changes in Dependency**

- a. Single parents, dual military couples with dependents, and members with civilian spouses who have unique family situations as determined by the Agency must complete a Family Care Plan. If there is a change in dependency, personal, or family circumstances, the Soldier must notify the IMA Agency/Unit within 90 days to determine if a Family Care Plan is necessary.
- b. Family Care Plans must be completed in accordance with Army Regulation, Army Command Policy, [AR 600-20](#). There is additional information within [the IMA Program Overview website](#), in the menu link, "IMA Program Policies, Information and Guides".

## **13. Casualty Reporting**

The unit of assignment is to prepare and forward a Serious Incident Report (SIR) and any documentation (SGLV 8286, DD FM 93) through their S-1 chain of command to HRC Casualty Support POC; Chief of Casualty Support, Kenneth L. Quire, [kenneth.l.quire.civ@mail.mil](mailto:kenneth.l.quire.civ@mail.mil)

## **14. Failure to Meet Readiness Requirements**

a. Failure to fulfill the minimum mandatory requirements prescribed in AR 140-145, Chapter 3-1, will result in involuntary removal from the IMA Program. No signed DA FM 4651 is required. HRC IRR/IMA Teams are to inform the IMA agency and the Soldier of the transfer action and explain within the Soldier Management System (SMS) Soldier transaction history.

(1) Army Regulation (AR) 140-10, Assignments, Attachments, Details, and Transfers, states the CG HRC, may assign, attach, detail or transfer Soldiers under HRC jurisdiction.

(2) IMA Soldiers fall within the command channels of HRC as well as their proponent agencies to which assigned (AR 140-1, Mission Organization, and Training).

(3) IMAs are also within the administrative jurisdiction of the CG HRC (AR 140-10). Based upon these provisions, the CG HRC may involuntarily transfer IMA Soldiers to the IRR. Conclusion:

(4) The CG HRC, may transfer IMA Soldiers to the IRR who fail to meet minimal readiness requirements to remain in the IMA Program.