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Operations

**MANAGEMENT OF AETC
AIR RESERVE COMPONENTS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-3, *Air Reserve Component Forces*. It establishes Air Education and Training Command (AETC) procedures regarding management of AETC Air Reserve Component (ARC) programs. It applies to all command and staff agencies, training wings, and subordinate organizations responsible for Reservists. This publication applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. It provides procedures and guidance for command personnel involved in required training and support of Reserve members participating in various Reserve programs, excluding Reservists in student status attending formalized training. This instruction reflects the Department of Defense (DoD) Total Force Policy and complies with Title 10, United States Code. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. References, acronyms, and terms used in this instruction are listed in **Attachment 1**.

SUMMARY OF REVISIONS

This revision deletes chapter 5, the Air Reserve Component Advisory Board (ARCAB); deletes the statement "AETC IG will include the individual mobilization augmentee (IMA) program during normal inspections of AETC activities;" deletes use of the war time job description; sets a limit on additional duties assigned to the base IMA administrator (BIMAA); adds unit commander, commander support staff (CSS), military personnel flight (MPF) and local base medical responsibilities to IMAs assigned/attached to their organizations; prescribes AETC Form 5, **IMA In-Processing/Annual Tour Checklist**, and AETC Form 11, **IMA Training Calendar**; and changes unit training managers/monitors to unit Reserve coordinators (URCs).

1. AETC Reserve Procedures, Management and Programs Total Force Policy. Both active and Reserve components are an integral part of AETC. An effective Reserve program for AETC can be built only on a common realization of the vital role trained Reserve forces play in the implementation of AETC war and mobilization plans.

2. Application of AETC Procedure. Within AETC, the total force policy applies to all aspects of planning, programming, manning, equipping, training, and employing the Reserve force as well as the active military, and Department of the Air Force civilian force. The total force policy (and the accompanying responsibilities placed on the Reserve forces in time of emergency) emphasizes the importance of having Ready Reserve forces prepared to assume assigned missions. HQ AETC with the assistance of Reserve forces representatives ensures the proper composition of the total AETC force, structure, and programs are reviewed as part of the AETC biennial planning, programming, and budgeting cycle, and as part of AETC's review process for manpower requirements.

3. AETC Reserve Training Responsibilities. AETC operates a command-wide Reserve program. Management personnel provide line supervision and control of Reserve training (for example, AETC functional managers provide staff support. Base individual mobilization augmentee administrator [BIMAA], and Air Reserve management officer [ARMO] provide local management support at wing level, while unit Reserve coordinators [URC] manage the program at unit level.). AETC directs assigned and attached IMAs to take the initiative in training, and support under the leadership of their active duty supervisors.

3.1. Wing, group, and squadron commanders are responsible for the training, operational readiness, and support of their assigned/attached Reservists. Commanders may delegate direct management, control, and supervision of Reserve training to active duty supervisors. When IMAs are assigned or attached to a major command (MAJCOM) or numbered Air Force (NAF) functional area, appoint a URC from that functional area.

3.2. IMAs perform duty and train with active duty organizations. Maintaining normal job proficiency and accomplishing the unit mission primarily accomplish IMA training. Additional activities, such as classroom instruction, correspondence courses, and/or formal Air Force courses are acceptable supplements to on-the-job training (OJT). IMAs generally adhere to the work/training schedule of the active unit, providing positive contributions to the active force, while training to maintain proficiency and readiness.

4. AETC Air Reserve Components (ARC). There are four major aspects of the AETC ARC program: Reserve units gained in wartime, IMAs, Category E Reinforcement Designees (RD), and ANG. Reservists in formal training who belong to other Air Force elements are not considered part of the AETC ARC program.

4.1. **The Individual Mobilization Augmentee (IMA) Program.** This program offers Ready Reserve personnel a chance to perform duty in active Air Force organizations, and is one of the major elements of the AETC Reserve program.

4.1.1. IMA authorizations are established in accordance with AFI 38-204, *Programming USAF Manpower*. IMA authorizations are individual military Air Force Reserve assets functioning as a total force multiplier to augment the Air Force in war, contingency operations, and in peacetime to meet national defense, strategic national interest, and domestic objectives. IMA positions are in a wide variety of career specialties and grades.

4.1.2. AETC IMA positions support command mission/wartime objectives. Augmentation may occur under Presidential Reserve Call-Up (PRC), partial, or full/total mobilization authority depending upon the operational need for trained and qualified personnel to fill contingency/wartime commitments. Additional peacetime augmentation is available through volunteerism (military personnel appropriation [MPA] days).

4.1.3. Centrally managed IMAs, chaplain, judge advocate, and medical IMAs are assigned to Headquarters Air Reserve Personnel Center (HQ ARPC). Intelligence IMAs are assigned to HQ USAF/XOI-RE and attached to AETC to perform training/duty.

4.2. **Category E (Nonpay) Reservist.** This program is available to ANG and Air Force Reserve line officers, and enlisted members who are unable to obtain a selected Reserve position. Category E Reservists are assigned to HQ ARPC, Ready Reinforcement Personnel Section (RRPS), and attached to an active ANG or AFRC unit for training. Category E Reservists must earn 35 points per year in addition to the 15 points for membership (for example, inactive duty training [IDT], active training [AT], extension course institute [ECI], etc.); at least 16 points must be earned in nonpay, points-only status (IDT or AT). Members may perform additional duty for points only, and are authorized MPA days for points and pay.

5. HQ Air Reserve Personnel Center Responsibilities:

5.1. Provide centralized personnel management support for MAJCOM and separate operating agency (SOA) IMA programs.

5.2. Provide centralized personnel management and support for IMA single manager programs (chaplain, legal and medical in accordance with AFMD 51, *Air Reserve Personnel Center (ARPC)*, except for intelligence personnel, who are managed by HQ USAF/XOI-RE).

5.3. Additional responsibilities for HQ ARPC are outlined in AFI 36-2629, *Individual Mobilization Augmentee Management*.

6. The Air Force Reserve Command (AFRC) Mobilization Assistant (MA) to the AETC Commander and Air National Guard (ANG) Assistant to the AETC Commander. These are the senior AFRC and ANG assistants assigned to the AETC Commander. In addition to duties specifically assigned to them by the AETC Commander, they will:

6.1. Oversee management of their respective AETC ARC programs.

6.2. Review and direct plans, policies, and procedures relating to the mission, operation, and personnel manning of the AETC ARC programs. Direct changes where appropriate.

7. ANG Advisor to the Commander (HQ AETC/CG). Serves as the principal advisor to the AETC Commander, staff directors, and subordinate commanders on all matters regarding the ANG. Interprets ANG procedure, and provides guidance to the command. Assists in developing and implementing ANG policies, plans, and programs, and maintains direct contact with the Air Staff, MAJCOMs, separate operating agencies (SOA), and various agencies associated with ANG activities both within the federal and state governments, and the civilian sector.

8. AFRC Advisor to the Commander and IMA Program Manager (HQ AETC/CCR). Serves as the principal advisor to the AETC Commander, staff directors, and subordinate commanders on all matters regarding the United States Air Force Reserve (USAFR). The Reserve advisor interprets Reserve procedure, and provides guidance to the command, assists in developing and implementing USAFR policies, plans, and programs, manages mobilization planning, advises on Reserve manpower requirements to meet the command's wartime mission, and maintains direct contact with the Air Staff, MAJCOMs, SOAs, and various agencies associated with Reserve activities within both the federal government, and the civilian

sector. The AETC IMA program manager oversees the command IMA program to provide trained war-time resources, and assists in the management of senior officer MAs.

8.1. Program Development. HQ AETC/CCR provides specific program guidance for the training of IMAs, develops long-range training objectives, and formulates policy for manning, training management procedures, and IMA personnel utilization. Develops procedures for submitting and consolidating training requirements in financial plans and budget estimates, and ensures that the various functional training programs are balanced to include professional military education (PME), and AF required special training.

8.1.1. War Mobilization Planning. Under the overall guidance of HQ AETC/DOX, and HQ AETC/CCR develops and maintains the Reserve personnel portion of the AETC War and Mobilization Plan (HQ AETC WMP-1).

8.1.2. Manpower Planning. Working with the wings, HQ AETC/DOX, and AETC functional staffs, HQ AETC/CCR assists in the validation of AETC IMA requirements. This includes both a review of current positions for revalidation, or deletion of authorizations no longer required, along with initial validation of new requirements for Reserve manpower.

8.1.3. Recruiting. HQ AETC/CCR establishes procedures for use by staff elements in recruiting, screening, and processing applicants to fill Reserve authorizations. Oversees actions to match available IMA talents with the needs of the active force. Assists AFRC recruiting to fill vacant IMA positions within AETC.

8.2. Management and Administration. HQ AETC/CCR is responsible for the day-to-day management of the AETC Reserve program.

8.2.1. Monitors Reserve personnel actions, and maintains current reports of Reservists authorized and assigned to IMA positions. Obtains support from manpower and personnel computer data files to match manpower authorizations with personnel assignments by position number.

8.2.2. Processes and reviews applications for IMA assignments in accordance with AFI 36-2115, *Assignments Within Reserve Components*. Ensures civil service employees are not assigned to an IMA position within his or her own organization in accordance with AFI 36-2115, Table 1.1, rule 21.

8.2.3. Forwards appropriate guidance to military personnel flights (MPF), ARMOs, BIMAAAs, and URCs.

8.2.4. Coordinates with HQ ARPC, BIMAA, ARMO, and URCs to assign individuals to valid AETC IMA positions, or reassign IMAs to inactive status at the request of unit commanders.

8.2.5. Programs, allocates, manages and approves training quotas for validated requirements of selected applicants for PME courses, school tours, seminars, workshops, and conferences.

8.2.6. Programs, approves, monitors, and reports the use of military personnel appropriation (MPA) and Reserve personnel appropriation (RPA) funds. Programs, processes, allocates, and accounts for all special and school tours of active duty for training according to AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, and AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Management and Accounting System*.

8.2.7. Selects IMAs for the Outstanding Officer and Airman Individual Mobilization Augmentee of the Year Awards in accordance with AFI 36-2808, *Outstanding Officer and Enlisted Individual*

Mobilization Augmentee of the Year Awards. Acts as the command action agency for commanders who nominate IMA officers and airmen for this award.

8.2.8. Assists in resolving Reserve support difficulties.

8.2.9. Monitors and evaluates the effectiveness of Reserve training and education programs through BIMAA staff assistance visits.

9. AETC HQ Functional Staff Responsibilities:

9.1. Designates in writing, a focal point within their agency to monitor and coordinate IMA matters.

9.2. Determines technical and professional AETC-unique training needs based on mission function where IMAs are authorized.

9.3. Annually projects all Reserve requirements to include RPA, MPA and school quotas for the fiscal year

10. AETC Wing Commanders Responsibilities:

10.1. Responsible for overall guidance for the technical, professional, and OJT of members of the Ready Reserve. Under the guidelines of this instruction, the wing commander will establish a program for the management of assigned and/or attached Reserve forces.

10.2. Appoint in writing an ARMO. The primary ARMO will be a company grade active duty officer, senior noncommissioned officer (SNCO), or civilian grade equivalent, preferably in the wing plans and programs division. An alternate will also be appointed, preferably from the mission support squadron. The ARMO is responsible for the wing Reserve program. (**NOTE:** Subordinate units will appoint an active duty officer, noncommissioned officer [NCO], or civilian as the URC.)

11. Air Reserve Management Officer (ARMO) Responsibilities:

11.1. Works in conjunction with the BIMAA to ensure the Reserve program is maintained at the highest level of readiness.

11.2. Acts as wing office of primary responsibility (OPR) to evaluate, and ensure the effective use of the Reserve resource to support the command mission. Monitors the management of all Reservists assigned and attached.

11.3. Assists in the validation of wing IMA manpower requirements.

11.4. Informs wing and subordinate commanders of actions taken to improve the wing-level Reserve program as well as discrepancies or needed improvement. Also, in coordination with functional managers, notifies HQ AETC DOX and HQ AETC/CCR of discrepancies related to planning, command and control, mobilization, adequacy of IMA authorizations, and readiness in general.

11.5. Educates active force on ARC contribution to the total force.

11.6. Acts as liaison and point of assistance for IMAs.

11.7. Develops wing mobilization directives in support of AFI 38-204, *Programming USAF Manpower*, AFI 10-402, *Mobilization Planning*, and AETC WMP.

11.8. Develops contingency policies and procedures for recall of IMAs. Conducts recall test/exercises a minimum of once a year (this ensures contact information is current [address and phone numbers]).

11.9. Conducts URC quarterly training sessions if BIMAA is not available to disseminate IMA information, and discusses local and MAJCOM policies, and IMA issues.

12. Base Individual Mobilization Augmentee Administrator (BIMAA) Responsibilities:

12.1. In coordination with wing ARMO, educates active force personnel on the IMA program through media presentations, briefings, and staff assistance visits to ensure proper management and administration of the IMA program.

12.2. Provide support to the BIMAA Adopt-A-Base program. This includes quarterly visits to the adopt-a-base, and phone support at all other times. AF/REAMO, HQ AETC/CCR, or the adopted base may provide funding for quarterly visits.

12.3. Provide training to newly appointed ARMO and URCs on IMA program management.

12.4. Coordinate requests for training attachments with HQ AETC/CCR and base organizations.

12.5. Additional BIMAA requirements are defined in AFI 36-2629, *Individual Mobilization Augmentee Management*.

12.6. Limit additional duties to the extent that it does not interfere with the day-to-day operations of the IMA program. BIMAA should not be utilized in an alternate capacity.

13. Active Duty Military Personnel Flight (MPF). The MPF is responsible for supporting assigned and attached IMA personnel actions in accordance with the current MPF memorandum at <http://www.afpc.randolph.af.mil/mpf>.

14. Base Medical Facility Responsibilities:

14.1. Responsible for administering physical, dental examinations/assessments, and immunizations to IMAs using HQ ARPC/SG guidance.

14.2. Forwards appropriate medical documents to HQ ARPC/SG upon completion of physical, and dental exam/assessment.

15. Unit Commander Responsibilities:

15.1. Responsible for overall guidance for the technical, professional, and OJT of members of the Ready Reserve. Under the guidelines of this instruction, the unit commander will establish a program for the management of assigned and/or attached Reserve forces.

15.2. Appoints a URC in writing. The URC will be a company grade active duty officer, NCO, or civilian grade equivalent. The URC is responsible for the unit IMA Reserve program.

16. Commander's Support Staff (CSS) Responsibilities:

16.1. The CSS is responsible for unit assigned, and centrally managed IMAs in accordance with the current MPF memorandum.

16.2. The CSS will maintain a personal information folder (PIF) on IMAs attached or assigned, in accordance with AFI 33-322, *Records Management Program*, AFI 37-138, *Records Disposition—Procedures and Responsibilities*, AFMAN 37-123, *Management of Records*, and AFMAN 37-139, *Records Disposition Schedule*.

- 16.3. Processes decorations, disciplinary actions, and officer and enlisted evaluations.
- 16.4. Responsible for all commander programs for assigned and centrally managed IMAs such as:
 - 16.4.1. The weight management program.
 - 16.4.2. The fitness program.
 - 16.4.3. Family care.

17. Unit Reserve Coordinators (URC) Responsibilities:

- 17.1. Implement guidance received from HQ AETC/CCR, BIMAA, and ARMO, and is responsible for overall management of the IMA program at unit level.
- 17.2. Ensure active duty supervisors follow training guidance.
- 17.3. Monitor IMA supervisor training schedules.
- 17.4. Inspect unit IMA training program to ensure active duty training (annual tour [AT]), and inactive duty training (IDT) days provide meaningful training in the Air Force specialty code (AFSC).
- 17.5. Ensure supervisors of IMA establish and maintain a training folder, AF Form 623A, **On-the-Job Training Record-Continuation Sheet** (for E-6 and below).
- 17.6. Establish and maintain an IMA management folder for each IMA assigned or attached for training, in coordination with the IMA and IMA supervisor.
- 17.7. Ensure an annual self-inspection of IMA management folders (formerly known as the six-part folder) is conducted on assigned and attached IMAs.
- 17.8. Ensure AETC Form 5, **IMA In-Processing Annual Tour Checklist (Attachment 2)**, is initiated on the first day of training, file checklist in section 1 of management folder, and send a copy to CSS for filing in members PIF.
- 17.9. Ensure an IMA recall roster is established and updated at all times, and provide a copy to the BIMAA and ARMO when changes occur. URC is the primary individual responsible for the recall of IMAs at the unit level.
- 17.10. Test the pyramid notification system as needed. Recall phraseology will be in accordance with locally developed recall procedures.
- 17.11. Establish unit level sponsorship program for newly assigned IMAs.

18. Unit Active Duty Supervisor/Reporting Official Responsibilities:

- 18.1. Counsels and provides guidance to each Reserve member assigned and/or attached for training, to ensure required training is accomplished.
- 18.2. Counsels during IDT and AT to include a review of the functional activities since the member's last training period, and prepares a description of specific accomplishments expected during the period of training with specific OJT assignments.
- 18.3. Coordinates requirements for formal or proficiency training, and makes recommendations for upgrading.
- 18.4. Prepares requests for classification or training actions.

- 18.5. Communicates with the unit of attachment annually regarding training, participation, and war-time readiness of assigned IMAs, if applicable.
- 18.6. Ensures IMAs attached to another location for training hand-carry AF Form 623, **On-the-Job Training Record**, to unit of assignment while performing annual tour.
- 18.7. Works in conjunction with the URC to maintain an IMA management folder for each IMA assigned or attached for training.
- 18.8. Certifies performance of duties by filling in the certification sections of AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, or AF Form 40A, **Authorization for Individual Inactive Duty Training**. Supervisors will not permit members to enter a training period if they do not meet dress or appearance standards prescribed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, or the weight standards of AFI 40-502, *The Weight and Body Fat Management Program*. Supervisors will withhold credit for training when a Reserve member refuses to perform required duty, or does not satisfactorily participate.
- 18.9. Accomplishes performance feedback at required intervals, and prepares and submits timely officer evaluation reports (OER) and enlisted performance reports (EPR) on IMAs (E-5 and above only) in accordance with AFI 36-2406, *Officer and Enlisted Evaluation System*.
- 18.10. Notifies URC when an IMA's performance or potential for recall to extended active duty is considered inadequate. Provides documentation to reassign or remove the IMA from status when the commander approves such action. The BIMAA/ARMO forwards documentation to HQ AETC/CCR.
- 18.11. Ensures AETC Form 5 is completed prior to certifying orders or AF Form 40A, **Record of Individual Inactive Duty Training**.
- 18.12. Upon initial assignment of the IMA, provides familiarization with base facilities, unit mission, etc., and assists with any personal requirements (such as identification [ID] card, vehicle registration, etc.).
- 18.13. Coordinates with IMA to project IDT periods and AT each fiscal year (FY) (AETC Form 11, **IMA Training Calendar** [[Attachment 3](#)]).

19. Individual Mobilization Augmentee (IMA) Responsibilities:

- 19.1. Responsible for personal appearance, uniform, and military bearing, and projecting the image for the Air Force Reserve as an integral component of the total Air Force. Reports in the proper uniform of the day, at the reporting time required, and ready for duty.
- 19.2. Plans and manages his or her Reserve career in conjunction with the supervisor to meet program requirements per all applicable directives.
- 19.3. Coordinates with active duty supervisor to project IDT periods and AT for each FY (AETC Form 11). Works with active duty supervisor in preparing an annual training plan of action. Emphasis should be on both OJT tasks and formal training requirements.
- 19.4. Using the Web Orders Transaction System (WOTS) applies for AT, Reserve Personnel Appropriation (RPA) Tours, and school tours (as applicable) at least 45 days before tour start date. Coordinate all WOTS requests with the active duty supervisor.

19.5. Hand-carries training folder (AF Form 623A) to unit of assignment when performing AT. This is required only if unit of assignment and unit of attachment are different. Consults with UTM or HQ ARPC/DPAT on upgrade training requirements.

19.6. Effectively completes all training requirements and assignments. Assumes the initiative in completing administrative and personnel matters essential to Reserve career.

19.7. Familiarizes self on all HQ AFRC, HQ ARPC, and HQ AETC/CCR directives, guides, and policy letters web sites.

19.8. Submits AF Form 938 or AF Form 40A to RPO upon completion of duty for pay or point credit status according to AFMAN 36-8001. AF Form 40A authorizes the performance of IDT and is the IMA's authorization for military lodging and meals. Submit a DD Form 1164, **Service Order for Personal Property**, or a travel voucher (as appropriate) to the Dobbins Air Reserve Station (ARS) travel office, IMAT-OL, 1392 Second Street, Dobbins ARB GA 30069-4823, for billeting reimbursement. IMAs can fax their vouchers to DSN 497-0625 or commercial 478-327-0625. This is a fax server that allows the Dobbins travel office to have a record of their fax in the event inquiries must be researched. Also, IMAs can reach a Dobbins travel office customer service representative at 1-800-808-5942, DSN 625-5800, commercial 678-655-5800, or e-mail questions or concerns to <mailto:imatravel@dobbins.af.mil>.

19.9. Schedules and completes Reserve Component Periodic Health Assessment (PHA) and dental exam yearly, as prescribed by HQ ARPC/SG. Failure to complete this requirement within the allotted time will result in reassignment to nonactive Reserve status within ARPC.

19.10. Keeps current on the Air Force health programs, complying with AFI 40-502, to include immunization and annual cycle ergometry.

19.11. Assists supervisor and URC in maintaining the IMA management folder.

19.12. Obtains updated ID cards.

19.13. Responds promptly to all inquiries or requests, maintains copies of all pertinent documentation, for example, AF Form 40A, physical, etc.

19.14. Ensures Personal Data System reflects current information. Keeps HQ ARPC, CSS, and supervisor informed of any changes to the following:

19.14.1. Name.

19.14.2. Home address.

19.14.3. Home phone number (including area code).

19.14.4. Business phone (including area code or defense switching network [DSN] prefix).

19.14.5. Any status that could affect the individual in the possible event of mobilization.

19.15. Understands that mobilization to active duty at sometime during their career is possible, and maintains readiness in accordance with all Air Force directives to include the Individual Reserve Guide, Chapter 2, located on the ARPC web site at <http://arpc.afrc.af.mil>.

19.15.1. Establishes an individual family readiness contingency plan in the anticipation of recall or mobilization. The local Air Force family support center will assist the IMA and their family in developing a readiness plan.

20. Recording Training. The active duty supervisor records all training for assigned IMAs (AFMAN 36-8001).

21. IMA Management Folder. The unit of assignment and attachment will maintain the folder, designated as the IMA management folder, for all IMAs. In addition, the unit of attachment will maintain this folder when the IMA is assigned to a centrally managed program. Maintain the following written documentation in the IMA management folder, formerly known as the six-part folder:

21.1. **Section 1.** AETC Form 5 (**Attachment 2**).

21.2. **Section 2.** Assignment orders or AF Form 2096, **Classification/On-The-Job Training Action**.

21.3. **Section 3.** Training schedule. Supervisor and the member should accomplish the training schedule, AETC Form 11 (**Attachment 3**), immediately preceding the beginning of the member's FY. The supervisor and Reservist should agree to any changes to the training schedule, and should annotate the changes on the schedule.

21.4. **Section 4.** AF Forms 40A. Retain copy 2 of the AF Form 40A until the member has reconciled their AF Form 526. The supervisor should receive a copy of the AF Form 526 from the Reservist. Once the supervisor has a copy of the AF 526, he/she should remove the AF Form 40A, file the AF Form 526, and return the AF Form 40A to the member.

21.5. **Section 5.** AF Form 938. Retain a copy of all tour orders, with the end of tour report (on reverse) completed by the member, until the close out of the current evaluation period. This will assist in recording specific duties and tasks the Reservist has accomplished since the last evaluation.

21.6. **Section 6.** Program manager or unit unique requirements, such as records review rip or memorandum of appreciation.

22. AF Form 623A. The supervisor will maintain the AF Form 623A for IMAs in training (E-6 and below).

23. Requirements and Procedures. The increasing complexity of equipment and variations in Air Force Reserve programs creates a need for dynamic career motivation programs to encourage officers and enlisted personnel to actively participate and remain in the Ready Reserve. Commanders at all levels ensure the minimum requirements are met for IMA career development. The following items are considered basic ingredients:

23.1. **Orientation Briefing.** The active duty commander or designee briefs unit activities, mission, and how the IMAs fit into the unit organizational structure, during the first training period. Consult AFI 36-2103, *Individualized Newcomer Treatment and Orientation (INTRO) Program*, for other specific counseling suggestions for orientation sessions.

23.2. **Reenlistment Counseling.** Active duty commanders or designees should personally counsel all enlisted IMAs 13 months prior to their established separation date as specified in AFI 36-2606, *Reenlistment in the United States Air Force*. As prime motivation for reenlistment, stress the Air Force core values, and maintaining membership in the greatest, most respected Air Force in the world. Discuss career opportunities such as promotion, commissioning, education, and other current benefits, such as Reserve compensation, retirement, Service Member Group Life Insurance (SGLI), exchange and commissary privileges, etc.

23.3. Annual Active Duty Tour Counseling. On the first day of the annual active duty tour, the immediate supervisor should interview each AETC IMA. As a minimum the discussion should:

- 23.3.1. Determine the need for service schools or other special training.
- 23.3.2. Explain any policies and procedures peculiar to the assigned organization.
- 23.3.3. Review the work schedule for the entire period of active duty training.

24. Career Development Responsibilities. Responsibilities are shared at all organizational levels in the career development of IMAs.

24.1. **HQ AETC/CCR.** Formulates and circulates new procedures governing career motivation and guidance programs for AETC IMAs.

24.2. **Unit Reserve Coordinators (URC):**

- 24.2.1. Ensure local career information and development programs are well established and functioning.
- 24.2.2. Inspect training records for required documentation.
- 24.2.3. Work closely with the IMAs supervisor to implement career and reenlistment counseling, orientation sessions, and conduct the career retention program for Reserve enlisted personnel.

24.3. **Unit Training Manager (UTM) :**

- 24.3.1. Works closely with the IMA supervisor to counsel IMA on upgrade training requirements.
- 24.3.2. Assists in ordering appropriate correspondence courses, recommends enrollment into upgrade or advance training.

25. Forms Prescribed. AETC Form 5 and AETC Form 11.

26. Forms Adopted. DD Form 1164, AF Form 40A, AF Form 623A, AF Form 526, AF Form 623, AF Form 938, and AF Form 2096.

JOHN J. O'CONNOR II, Colonel, USAF
Reserve Advisor to the Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMD 51, *Air Reserve Personnel Center (ARPC)*

AFPD 10-3, *Air Reserve Component Forces*

AFI 10-402, *Mobilization Planning*

AFI 10-403, *Deployment Planning and Execution*

AFI 33-322, *Records Management Program*

AFI 36-2103, *Individualized Newcomer Treatment and Orientation (INTRO) Program*

AFI 36-2115, *Assignments Within the Reserve Components*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*

AFI 36-2629, *Individual Mobilization Augmentee Management*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-2808, *Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 37-138, *Records Disposition—Procedures and Responsibilities*

AFI 38-204, *Programming USAF Manpower*

AFI 40-502, *The Weight and Body Fat Management Program*

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*

AFMAN 37-123, *Management of Records*

AFMAN 37-139, *Records Disposition Schedule*

Individual Reserve Guide

Abbreviations and Acronyms

ADT—active duty for training

AETC—Air Education and Training Command

AFRC—Air Force Reserve Command

AFSC—Air Force specialty code

ANG—Air National Guard

ARMO—Air Reserve management officer

ARC—Air Reserve Components
ARCAB—Air Reserve Component Advisory Board
ARPC—Air Reserve Personnel Center
AT—annual training
BIMAA—base individual mobilization augmentee administrator
CDC—career development course
CSS—commander’s support staff
DoD—Department of Defense
EAD—extended active duty
ECI—Extension Course Institute
EPR—enlisted performance report
FTD—field training detachment
IDT—inactive duty training
IMA—individual mobilization augmentee
MA—mobilization assistant
MAJCOM—major command
MPA—military personnel appropriations
MPF—military personnel flight
NCO—noncommissioned officer
OER—officer evaluation report
OPR—office of primary responsibility
PME—professional military education
RD—reinforcement designees
RPA—Reserve personnel appropriation
RPO—Reserve pay office
SNCO—senior noncommissioned officer
SOA—separate operating agency
URC—unit Reserve coordinator
UTM—unit training manager

Terms

Active Duty Training/Active Duty for Training (ADT)—A tour of active duty for Reserve training under orders that provide for automatic reversion to nonactive duty status when the specified period of active duty is completed. It includes annual tour (AT), special tours of active duty for training and school

tour, and active duty support (ADS), which are funded from the RPA. Also included are temporary tours of active duty support of active force mission that are funded from the MPA. AT, ADT, ADS, and MPA always require published orders.

Air Reserve Management Officer (ARMO)—An active duty officer, senior NCO, or civilian equivalent appointed by commanders of wings having IMAs assigned or attached for training. As the OPR for Reserve management matters, the ARMO is highly involved in critical Reserve manning requirements and readiness issues; therefore, the appointed ARMO should be an individual assigned to the wing plans staff. The ARMO provides technical expertise to commanders, ensures effective use of IMAs, and provides liaison between Reserve and active force personnel. Additionally, the ARMO must establish a strong alliance with wing readiness, personnel readiness, military personnel agencies supporting IMAs, and especially with the BIMAA/Adopt-A-Base BIMAA.

Annual Tour (AT)—A required tour that a member must perform in each fiscal year as a part of his or her Reserve assignment. AT for IMAs is usually done in one tour of 12 or 14 consecutive days. However, split tours may be authorized under certain conditions. AT is normally performed with the unit of assignment.

Assignment/Unit of Assignment—The valid funded authorization within AETC to which an IMA is assigned.

Attachment/Unit of Attachment—An IMA assigned to a MAJCOM or SOA other than AETC, due to location of residence, is permitted to perform IDT by attachment to an AETC organization capable of providing the required training for the AFSC held. IMAs assigned within AETC may be attached to organizations outside AETC for AFSC proficiency training.

Air Reserve Components (ARC)—The ANG and USAFR form a significant part of the aerospace capability. Together they are called the ARC. Forces are drawn from the ARC when circumstances require the active force to rapidly expand. This directive establishes policy to fully integrate the ANG, USAFR, and active Air Force into a single, total force.

Base Individual Mobilization Augmentee Administrator (BIMAA)—USAFR member on a 4-year EAD tour, responsible for ensuring the highest level of readiness for the IMA program through education, public relations, and training. Serves as an extension of the MAJCOM program manager. AF/REAMO has oversight responsibilities.

Extended Active Duty (EAD)—An active duty status other than ADT a member of the USAFR or the ANG can be participating in. Personnel on EAD are normally assigned to an active duty unit, and accountability is against active force end strength when tours in a single status such as MPA man-days exceed 179 days in a fiscal year.

Gaining Major Command (MAJCOM)—The MAJCOM, SOA, or other organization to which a unit or individual of the Ready Reserve is programmed for assignment in the event of mobilization.

Inactive Duty Training (IDT)—There are five types of IDT for which eligible members may be paid: a training period (TP), a period of training, duty, or instruction that a member does as an individual; a unit training assembly (UTA) planned period of training duty, instruction, or test alert, done by a Category A unit; equivalent training (ET), a training period done in place of a regularly scheduled UTA, or TP missed due to a member's personal emergency; additional flying training periods (AFTP) may be authorized for members who must fly frequently; and readiness management period (RMP), may be used to satisfy a four hour requirement. RMP may be used to conduct unit administration, training preparation,

maintenance functions, or other support activities. RMPs are intended for the use of nontechnician Reservists where there is not adequate full time support available to perform ongoing day-to-day activities. Reservists are authorized award of IDT points for activities that prepare a Reservist for mobilization duties, or support an active Air Force mission. Reserve orders are not published for IDT.

Inactive Duty Training (IDT) Points—IDT points may be earned in a variety of activities, including training, education, mission support, and other specified authorized activities. Points for training may include: training periods, flight training, equivalent Reserve instruction, and instructor duty. Points for education may be earned through PME, and correspondence courses (ECI). Points earned by mission support include: special projects and training, liaison and counseling, public information activities, and administrative and management duties. Points may also be earned through community service programs, routine periodic medical examinations, and through the planning, training, advising, and consulting activities of an Explorer Post of the Boy Scouts of America, when sponsored by an Air Force Reserve unit. Points may also be earned through duties approved by the Selective Service System. Medical service officers of the SAFR, not on EAD, may earn IDT point credit while performing duties in the MSLO Program. Points may also be earned for other activities that are authorized in writing in advance by the commander, program manager, or the proper staff officer for MAJCOM-assigned IMAs. A combined total of no more than 60 IDT points will be credited for IDT, correspondence courses, and membership points for retirement purposes during the retention/retirement year. No more than one point may be awarded for each day a member takes part less than 8 hours. Some types of IDT, however, such as CSP, do not lend themselves to 4-hour blocks of participation, and may be accumulated (over 1 or more days) until the 4-hour standard for one point is reached. No more than two points may be awarded for taking part in 8 or more hours in 1 day. Training is usually (at least) 4 hours, but not less than 2 hours. All IDT is based on a 4-hour minimum for the award of one point. IDT points may not be credited for any day when IADT, AT, ADT, ADS, EAD, or TTAD points are earned.

Individual Mobilization Augmentee (IMA)—A trained individual member of the selected Reserve assigned to an active duty organization to support implementation of war and contingency plans, and to respond to other situations that the national defense strategy or national security objectives require.

Mobilization Assistant (MA)—Refers to a ready Reserve member who holds an authorized general officer position assigned to an active duty unit or MAJCOM.

Military Personnel Appropriation (MPA) Man-Days—MPA man-days are authorized to support short-term needs of the active force by providing members of the Air Force Reserve tours of active duty. MPA tours are limited to 139 days or less (including leave taken and travel). Tours amounting to 140 days or more, cumulative or consecutive, must have prior approval from HQ USAF/DPPP.

Military Service Obligation—The period required by law which a person must serve as a Regular or Reserve member of the Armed Services, currently 8 years total.

Ready Reserve—The Ready Reserve consists of unit members, individual mobilization augmentees, and pretrained individual members of the Individual Ready Reserve who would be immediately available for EAD in the event of mobilization.

Reservist—When used in this publication, this term applies only to a Reserve member not on EAD.

Reserve Personnel Appropriation (RPA)—For supporting Reserve requirements--unique schools and special tours.

Standby Reserve—Include those members who may be ordered to active duty only by Congress or when

otherwise authorized by law. Members of Nonaffiliated Reserve Section (NARS) and the Inactive Status List Reserve Section (ISLRS) are in this category.

Training Supervisor—The active duty officer, NCO, or civilian, who is the immediate supervisor of the individual Reservist. This first-level supervisor is critical to the success of the Reserve-training program and must take an active leadership role.

Unit Reserve Coordinator—An active duty officer, NCO, or civilian, officially designated by the unit commander, responsible to the unit commander for managing Reserve matters within the unit.

Unit Program—Consists of flying and nonflying units. Members train to serve as a unit in the event of mobilization.

Attachment 2

SAMPLE, AETC FORM 5, IMA IN-PROCESSING ANNUAL TOUR CHECKLIST

IMA IN-PROCESSING ANNUAL TOUR CHECKLIST		
NAME (Last, First, MI) Urban, Kyla J.	GRADE MSgt	
ACTION	POC	DATE/INITIALS
UPON HIRE		
SUPERVISOR/SPONSOR APPOINTED	URC	6/6/03/K.H.
WELCOME PACKAGE SENT	URC	6/6/03/K.H.
ESTABLISH IMA MANAGEMENT FOLDER (6 Part Folder)	URC	6/6/03/K.H.
FIRST TOUR OF DUTY/AS NEEDED THEREAFTER		
IN-PROCESS THE CSS; SCHEDULE APPOINTMENT WITH COMMANDER AND/OR FIRST SERGEANT	URC	10/20/03/K.H.
FAMILY CARE PLAN	CSS	10/20/03/S.P.
VERIFY SECURITY CLEARANCE/UPDATE AS NEEDED	CSS	10/20/03/S.P.
REGISTER VEHICLE	PASS AND ID	10/20/03/S.P.
BRIEF IMA ON LOCAL WORKING HOURS, UNIT-SPECIFIC INFORMATION	CSS/SUPERVISOR	10/20/03/S.P./S.H..
INTRODUCE IMA TO COWORKERS	SUPERVISOR	10/20/03/S.H.
BIMAA/ARMO INTRO APPT - PLEASE CALL FOR APPOINTMENT	URC	10/20/03/K.H.
DISCUSS FY AND R/R PARTICIPATION REQUIREMENTS (IDT, AT, MPA)	BIMAA/ARMO	10/21/03/J.M.
DISCUSS RECALL RESPONSIBILITIES IAW THE INDIVIDUAL GUIDE	BIMAA/ARMO	10/21/03/J.M.
DISCUSS WOTS ACCESS AND REQUESTING ORDERS, AT, AND RPA	BIMAA/ARMO	10/21/03/J.M.
DISCUSS SGLI COVERAGE DURING REASSIGNMENT	BIMAA/ARMO	10/21/03/J.M.
DISCUSS UNIFORM REQUEST, EPR/OPR, AND HQ ARPC's RESPONSIBILITIES	BIMAA/ARMO	10/21/03/J.M.
DISCUSS vMPF ACCESS, EMERGENCY LOCATOR CARD (DD 93), REVIEW RECORD REVIEW RIP/PERSONAL DATA	BIMAA/ARMO	10/21/03/J.M.
VERIFY DEERS, ISSUE ID CARD, UPDATE/ENROLL SERVICEMAN'S GROUP LIFE INSURANCE (SGLI), COMPLETE EMERGENCY LOCATOR CARD (DD FORM 93) ** FORWARD TO ARPC	MPF	10/21/03/R.S.
GOVERNMENT TRAVEL CARD APPLICATION/UPDATE (MANDATORY)	GTC MONITOR	10/21/03/J.H.
IN-PROCESS RPO - CALL FOR APPOINTMENT	RPO	10/21/03/D.H.
ANNUAL REQUIREMENTS		
SCHEDULE PHA/PHYSICAL AND DENTAL EXAM, FORWARD RESULTS TO ARPC/SG, ENSURE DOCUMENTATION HAS BEEN RECEIVED, AND MAINTAIN COPIES FOR PERSONAL FILE	SG/IMA	10/23/03/D.R./K.U.
IMMUNIZATION REQUIREMENT	SG	10/23/03/D.R.
VERIFY DATE OF LAST OPR/EPR	CSS	10/20/03/S.P.
VERIFY RECALL INFORMATION	CSS	10/20/03/S.P.
WEIGH-IN/ERGOMETRY	CSS	10/20/03/S.P.
VERIFY SYSTEM INFORMATION	CSS/MPF	10/20/03/S.P.
UNIT TRAINING MANAGER, IF IMA IS IN UPGRADE TRAINING	UTM	N/A
ORDER/EVALUATE/MONITOR CDC PROGRESS	UTM/SUPERVISOR	N/A
PROJECT COURSE REQUIREMENTS	UTM/SUPERVISOR	N/A
REVIEW TRAINING FOLDER	UTM/SUPERVISOR	N/A
COMPLETE IMA PARTICIPATION CALENDAR (AETC FORM 11)	IMA/SUPERVISOR	10/20/03/S.H.
IDENTIFY IMA TRAINING REQUIREMENTS (AETC FORM 11)	SUPERVISOR	10/20/03/S.H.
REVIEW IMA MANAGEMENT FOLDER	SUPERVISOR/IMA	10/20/03/S.H.
REQUEST E-MAIL ADDRESS	SUPERVISOR	10/20/03/S.H.
FEEDBACK SESSION - LET THE IMA KNOW WHAT IS EXPECTED	SUPERVISOR	10/20/03/S.H.
PROJECT ANNUAL TOUR IN WOTS PRIOR TO 31 December EACH YEAR	IMA	10/30/03/K.U.

NOTES: * INITIATE THE IN-PROCESSING ANNUAL TOUR CHECKLIST ON THE 1ST TRAINING DAY, EVERY FY.
 ** SUPERVISOR WILL ENSURE IN-PROCESSING ANNUAL TOUR CHECKLIST IS COMPLETE PRIOR TO CERTIFYING IMA'S ORDER OR AF FORM 40A.

Attachment 3

SAMPLE AETC FORM 11, IMA TRAINING CALENDAR

FY 2004 IMA TRAINING CALENDAR																															
NAME (Last, First, MI) URBAN, KYLAH J.													R/R DATE 10 JUNE				ANNUAL TOUR WINDOW 1 OCT TO 9 JUNE														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
OCT																					AT										
NOV																	ID	ID													
DEC																															
JAN																															
FEB			ID	ID																											
MAR								ID	ID													ID	ID								
APR																															
MAY					ID	ID																									
JUN	ID	ID																													
JUL																															
AUG																															
SEP																															

PLEASE USE THE FOLLOWING CODES WHEN COMPLETING THIS PROJECTED TRAINING CALENDAR:

- AT - ANNUAL TOUR - RESERVE PERSONNEL APPROPRIATION (RPA)
- ID - INACTIVE DUTY FOR TRAINING (IDT)
- MD - MILITARY PERSONNEL APPROPRIATION (MPA) MAN-DAY
- SC - SCHOOL TOUR - (RPA)
- ST - SPECIAL TOUR - (RPA)

NOTES:

- ALL REQUESTS FOR INACTIVE DUTY FOR TRAINING PARTICIPATION (AF FORM 40A) MUST BE AUTHORIZED PRIOR TO DATE TRAINING COMMENCES.
- ALL REQUESTS FOR RPA TOURS MUST BE SUBMITTED AT LEAST 45 DAYS IN ADVANCE.

IMA PARTICIPATION PLAN						
ANCILLARY TRAINING	PROJECTED	COMPLETED		OTHER	PROJECTED	COMPLETED
ANTITERRORISM	DURING AT			PERFORMANCE FEEDBACK	DURING AT	
ETHICS TRAINING	N/A			CYCLE ERGOMETRY	DURING AT	
INFORMATION SECURITY	DURING AT			WEIGH-IN	DURING AT	
LAW OF ARMED CONFLICT	DURING AT			PHA	DURING AT	
OPERATIONS SECURITY	N/A					
PROTECTION OF THE PRESIDENT	N/A					
SEXUAL HARASSMENT PREVENTION	DURING AT					
SAFETY BRIEFING	DURING AT					

PROFESSIONAL DEVELOPMENT EDUCATION AND TRAINING	IN-HOUSE	FORMAL	OTHER	PROJECTED	COMPLETED
SNCO ACADEMY			CD-ROM	FY04	
SNCO ACADEMY		In-resident		FY05	
<p>NOTES:</p> <p>ENSURE A COPY OF TRAINING CERTIFICATION IS MAINTAINED IN PART VI OF THE IMA TRAINING FOLDER.</p> <p>END-OF-TOUR REPORTS IN BULLET FORMAT IDENTIFYING ACTIVITIES AND/OR TRAINING ACCOMPLISHED SHOULD BE COMPLETED ON THE REVERSE OF ALL ORDERS (AF FORM 938) OR RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING (AF Form 40A).</p> <p>SUPERVISORS AND/OR TRAINERS OF ENLISTED IMA^s MSGT AND BELOW (MSGT - CMSGT IN RETRAINING STATUS) SHOULD REVIEW ENLISTED AF FORM 623 AND CAREER FIELD EDUCATION AND TRAINING PLAN. SEE AFI 36-2201. SUPERVISORS SHOULD ALSO MONITOR CAREER DEVELOPMENT COURSE (CDC) COMPLETION.</p>					
IMA SIGNATURE //SIGNED// KYLAH J. URBAN, MSG, USAFR	DATE 20030715	SUPERVISOR SIGNATURE //SIGNED// STACEY M. HACKATHORN, SMSgt, USAF	DATE 20030715		