

Army Regulation 140–145

Army Reserve

Individual Mobilization Augmentation (IMA) Program

Rapid Action Revision (RAR) Issue Date: 17 July 2012

Headquarters
Department of the Army
Washington, DC
22 March 2007

UNCLASSIFIED

SUMMARY of CHANGE

AR 140-145

Individual Mobilization Augmentation (IMA) Program

This rapid action revision, dated 17 July 2012--

- o Changes governing authority for annual training length per fiscal year, objectives, and assignments from DODD 1235.11 (canceled) to DODI 1235.11 (paras 1-6d, 1-6e, and 1-6h).
- o Changes governing authority for qualified Soldier assignment to individual mobilization augmentation positions from AR 140-158 (obsolete) to AR 614-200 (para 3-1a(1)).
- o Changes governing authority for selection, assignment, and utilization of individual mobilization augmentation command sergeants major from AR 135-205 to AR 614-200 (para 3-1e(4)).
- o Changes governing authority for height and weight and/or Army Physical Fitness Test standards from FM 21-20 (obsolete) to TC 3-22.20 (para 3-1f(3)).
- o Adds performing medical and dental appointments or an annual physical health assessment as payable duty (para 4-5b).
- o Allows individual mobilization augmentee Soldiers who satisfactorily perform an annual physical health assessment to be entitled to receive inactive duty training pay for one 4-hour period of time and one retirement point. No more than two IDT periods annually for medical or dental readiness appointments and/or physical health assessments are authorized under this paragraph (para 4-5e).
- o Revises the address for the Human Resources Command-St. Louis to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5001 and updates HRC-STL (AHRC-PLS-I) to HRC, Fort Knox (throughout).
- o Makes administrative changes (app A: deleted publications AR 135-205, AR 140-158, DODD 1235.11, and FM 21-20; added publications AR 614-200, DODI 1235.11, and TC 3-22.20; deleted referenced forms DA Forms 2A, 2B, and 2C; glossary: deleted unused acronyms and corrected abbreviations as prescribed by Army Records Management and Declassification Agency).

Effective 22 April 2007

Army Reserve

Individual Mobilization Augmentation (IMA) Program

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision (RAR). This RAR is effective 17 August 2012. The portions affected by this RAR are listed in the summary of change.

Summary. This regulation establishes policies and prescribes procedures for the employment, utilization, and management of the Individual Mobilization Augmentation Program. This regulation also contains specific procedures to be used to activate Individual Mobilization Augmentation Program Soldiers during various contingency operations including a Presidential reserve call-up, with or without a declaration of national emergency.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation contains internal control provisions and provides an Internal Control Evaluation for use in evaluating key

internal controls (see appendices B and C).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Chief of Staff, G–1 (DAPE–MPE–IP), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–1 (DAPE–MPE–IP), 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This publication is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army, levels D and E for the Army National Guard/Army National Guard of the United States, and A, B, C, D, and E for the U.S. Army Reserve.

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*This regulation supersedes AR 140–145, dated 23 November 1994. This edition publishes a rapid action revision of AR 140–145.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation prescribes policies and procedures governing the management and administration of the United States Army Reserve (USAR) Individual Mobilization Augmentation (IMA) Program. It provides general guidance, defines specific responsibilities, and outlines procedures to—

- a. Establish and document IMA requirements.
- b. Allocate and document IMA authorizations.
- c. Select, assign, and remove IMA Soldiers.
- d. Train IMA Soldiers.
- e. Order IMA Soldiers to active duty.
- f. Administer the IMA Program.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation and abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. *Deputy Chief of Staff, G–1.* The DCS, G–1 will—

(1) Develop and coordinate policies, plans, and procedures, in conjunction with the Office of the Chief, Army Reserve (OCAR), to support the statutory and Department of the Army (DA) directed goals and objectives to ensure the efficiency of the program.

(2) Serve as approval authority for all requests for exceptions to policy submitted under the provisions of this regulation, unless otherwise delegated to the Human Resources Command (HRC), Fort Knox.

(3) Develop and manage the Army IMA Program to support military operations within the priorities established by the DCS, G–3/5/7.

(4) Within the overall framework of the Army's Military Manpower Program, establish goals and objectives for the IMA Program and, together with the Chief, Army Reserve (CAR), establish appropriate policies and procedures for the effective management and administration of the program.

b. *Deputy Chief of Staff, G–3/5/7.* The DCS, G–3/5/7 will—

(1) Develop, publish, and maintain appropriate IMA call-up plans, policies, and procedures to support the Army's overall plans for various contingencies, crises, and mobilization.

(2) Allocate and distribute all available IMA authorizations, as necessary, to best support the Army's highest priority proponent agencies based on their respective missions. (Note: IMA allocation and distribution decisions will normally be reviewed and updated by DCS, G–3/5/7 (DAMO–ODM) annually.

(3) Receive, validate, and approve requests from proponent agencies, or coordinate with the Chief of Staff, Army (CSA), General Officer Management Office (GOMO) to receive, validate, and approve requests for IMA general officers, which require the activation of their assigned Soldiers to support their involvement in an authorized contingency operation. All such requests will be coordinated with the DCS, G–1 (DAPE–MPE–PRO) to ensure that they can be appropriately supported and funded.

c. *Chief, Army Reserve.* The CAR will—

(1) Serve as the appropriations director for the Army IMA Program.

(2) Advise the Army leadership on the Reserve-unique aspects of the IMA Program (DAAR–FD).

(3) Participate, in conjunction with Headquarters, Department of the Army (HQDA), in the development of appropriate plans, policies, and procedures to support the statutory and DOD directed goals, objectives, and operational efficiency of the IMA Program.

(4) Plan, program, and budget for sufficient IMA authorizations to support the documented IMA requirements of the DOD and/or other authorized departments and agencies of the U.S. Government.

(5) Provide DCS, G–1 and DCS, G–3/5/7 with information regarding the number of IMA authorizations available for distribution based on the annual end strength of the Selected Reserve as authorized by Congress and apportioned by the CAR.

(6) Through the OCAR (DAAR–RTD), in conjunction with HRC, Fort Knox, screen, identify, and assign qualified Soldiers to documented IMA positions.

d. *Commander, U.S. Army Force Management Support Agency.* The CDR, USAFMSA will—

(1) Maintain “The Army Authorization Documents System (TAADS)” through which IMA requirements are documented.

- (2) Prepare authorization documents for all IMA allocations on their mobilization augmentation table of distribution and allowances (MOBAUGTDA) documents in accordance with AR 71–32.
- (3) Ensure commands/agencies do not exceed allocations set forth by DCS, G–3/5/7.
 - e. Commander, U.S. Army Human Resources Command.* The CDR, HRC will—
 - (1) Develop and implement appropriate personnel management procedures to effectively administer the program on a day-to-day basis, as the functional manager for the Army’s IMA Program,
 - (2) Screen, identify, and assign qualified IMA Soldiers to documented IMA positions.
 - (3) Provide centralized personnel management and administrative support services for all Soldiers.
 - (4) Coordinate the assignment and reassignment of IMA Soldiers with supported proponent agencies to meet current and projected IMA personnel requirements.
 - (5) Manage funds budgeted by OCAR to achieve annual IMA end strength, training, and other program objectives as specified by the CAR.
 - (6) Provide for and issue annual training (AT), active duty for training (ADT), and reclassification orders, as required, to support the mandatory training and professional development education (PDE) requirements of IMA Soldiers to the extent that annual program operating funds permit.
 - (7) In coordination with HQDA, develop and maintain appropriate plans, policies, and procedures to support the rapid activation of IMA Soldiers.
 - (8) Maintain an up-to-date personnel and assignment IMA force database that accurately reflects personnel assignment data at the unit identification code; paragraph/line; grade, and area of concentration (AOC)/military occupational specialty (MOS) level of detail, based on approved authorization documents.
 - (9) Prepare and provide reports, as needed.
 - (10) Coordinate the reassignment of IMA Soldiers after 4 years of service with a proponent agency for appropriate career enhancement/professional development purposes should an equally qualified replacement become available.
 - (11) Approve/disapprove double slotting of IMA positions based on authorized overstrength.
 - f. The Commanding General, U.S. Army Recruiting Command* will plan for, develop, and implement such policies and procedures as may be necessary to support IMA recruiting efforts as directed by HQDA.
 - g. The Chief of Chaplains, The Judge Advocate General (TJAG), and The Surgeon General* will coordinate with the CDR, HRC, Fort Knox, or CSA, GOMO for grades O7 and above, to identify and establish special criteria for the selection and assignment of officers to documented chaplain, judge advocate and medical officer IMA positions.
 - h. Proponent agencies will—*
 - (1) Provide HRC, Fort Knox with special skill and qualification requirements to facilitate identification and assignment of qualified Soldiers.
 - (2) Plan and provide for training necessary to ensure their assigned Soldiers are able to perform their designated duties when ordered to active duty. In this regard, proponent agencies must develop appropriate individual training plans, ensure adequate supervision, render annual performance evaluations, and otherwise support the basic clothing, equipment, and local transportation needs in support of their assigned Soldiers.
 - (3) Coordinate, arrange, and schedule AT periods for their assigned Soldiers. Ensure Soldiers submit DA Form 1058–R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve) and DA Form 7349 (Initial Medical Review - Annual Medical Certificate) to his or her proponent agency when scheduling AT. Ensure all prerequisites and qualifications are met prior to transferring the request for orders to HRC, Fort Knox.
 - (4) Ensure tentative AT requirements are loaded into the automated orders and resource system (AORS) no later than 31 March of each fiscal year (FY).
 - (5) Initiate electronic request for orders in AORS or DA Form 1058–R to formally request AT for their assigned Soldiers no later than 30 days prior to the desired start date of such training.
 - (6) Plan for and develop appropriate contingency plans to facilitate the rapid order to active duty of their assigned Soldiers in the event of an emerging crisis, emergency, or mobilization.
 - (7) Coordinate with HRC, Fort Knox to appropriately realign/reassign their Soldiers based on documented changes to their mobilization table of distribution and allowances (MOBTDA)/MOBAUGTDA. Prior coordination of MOBTDA/MOBAUGTDA changes is encouraged to facilitate the timely completion of required personnel actions.
 - (8) Ensure that HRC, Fort Knox is provided with an IMA point of contact for their agency with email address and telephone number.
 - (9) Ensure an IMA Soldier does not exceed the authorized number of inactive duty training (IDT) periods for pay each FY.
 - (10) Ensure all Soldiers complete an annual Soldier readiness process during AT to validate that Servicemember’s deployability.
 - (11) Ensure that Soldiers comply with Family care plans in accordance with AR 600–20.
 - (12) Exercise Uniform Code of Military Justice (UCMJ) authority in accordance with AR 27–10.

(13) Submit a signed DA Form 1380 (Record of Individual Performance of Reserve Duty Training) to HRC, Fort Knox within 72 hours of completion of an IDT period.

(14) Proponent agencies that report directly to the Office of the Secretary of Defense (OSD) will submit their IMA requirements in accordance with procedures established by OSD.

i. Joint and/or unified CDRs will prepare joint tables of mobilization distribution (JTMD) in accordance with the policies and procedures established by the Office of the Joint Chiefs of Staff (OJCS). In this regard, JTMDs are prepared by unified commands and submitted to OJCS, J1, for appropriate review, consideration, and approval. OJCS-approved JTMD documents that require augmentation by Army IMA Soldiers will be forwarded to the DCS, G-1, who will staff the JTMD documents as follows:

- (1) HRC, Fort Knox will provide OCAR (DAAR-FD) with personnel supportability analysis reports, as required.
- (2) The DCS, G-3/5/7 will appropriately prioritize, resource, and allocate.

j. IMA Soldiers will—

- (1) Coordinate directly with their proponent agency to arrange and schedule AT and IDTs.
- (2) Submit DA Form 1058-R and DA Form 7349 to their proponent agency.
- (3) Maintain their eligibility to train by coordinating with their HRC, Fort Knox career manager and proponent agency to ensure that required height and weight, medical, security clearance, and all other assignment prerequisites and qualifications are met.

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

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

(6) Comply with Family care plans in accordance with AR 600-20.

(7) Comply with policies and programs directed by their assigned CDR regarding the Army physical fitness test (APFT) in accordance with AR 350-1.

k. Chief of Staff, Army, General Officer Management Office and Office of the Chief, Army Reserve, General Officer Management Office. The CSA, GOMO, in coordination with OCAR, GOMO will—

(1) Develop and implement appropriate personnel management procedures to effectively administer the program on a day-to-day basis, as the functional manager for the USAR general officer IMA Program.

(2) Serve as the approval authority for all requests for exceptions to policy for IMA general officers under that regulation, as the proponent of AR 135-156.

(3) Screen, identify, and assign qualified IMA general officers to documented IMA positions, as determined by the CSA.

(4) Provide centralized personnel management and administrative support services for all IMA general officers.

(5) Coordinate the assignment and reassignment of IMA general officers with supported proponent agencies to meet current and projected IMA personnel requirements, as directed by the CSA.

(6) Manage funds to achieve annual IMA training and other program objectives.

(7) Provide for and issue AT, ADT, and other orders, as required, to support the mandatory training and PDE requirements of IMA general officers to the extent the annual program operating funds permit.

(8) Develop and maintain appropriate plans, policies, and procedures to support the rapid activation of IMA general officers.

(9) Maintain an up-to-date IMA general officer personnel and assignment database which accurately reflects unit identification code, paragraph/line, grade, and AOC/MOS level of detail, based on approved authorization documents.

(10) Prepare and provide IMA general officer reports, as needed.

1-5. Objectives

The overall objective of the IMA Program is to facilitate the rapid expansion of the Active Army (AA) wartime structure of the Department of Defense (DOD) and/or other departments or agencies of the U.S. Government to meet military manpower requirements in the event of military contingency, premobilization, mobilization, sustainment, and/or demobilization operations.

1-6. Concept of operation

a. The projected military manpower requirements needed to respond to future contingency operations and/or actual mobilization far exceed the Army's normal peacetime staffing levels. Many of these military manpower requirements must be filled early on during the initial stages of an emerging crisis and well before a partial or full mobilization is declared. These requirements must be filled with qualified Soldiers who are able to report to and perform their assigned duties without delay, orientation, or postmobilization training. This objective is accomplished by preassigning qualified members of the Army's Selected Reserve to required mobilization positions that have been specifically designated and documented to augment AA units and/or other authorized agencies of the U.S. Government. For ease of reading and simplicity, AA units and/or other authorized agencies of the U.S. Government will hereafter be referred to in this regulation as "proponent agency" where appropriate. The Soldiers selected for assignment to these positions are known

as individual mobilization augmentees. These Soldiers are trained in peacetime so that they are able to perform their designated duties when ordered to active duty.

b. IMA Soldiers, as members of the Selected Reserve, are subject to immediate, involuntary order to active duty whenever a Presidential reserve call-up (PRC) is invoked under Title 10, United States Code, Section 12304 (10 USC 12304). These Soldiers are also subject to involuntary order to active duty in time of war or national emergency when declared by the President or Congress under the provisions of 10 USC 12301, 12302, or 12303.

c. IMA Soldiers must be assigned to an authorized military mobilization position that has been properly documented on an organization's MOBTTDA or an organization's MOBAUGTTDA per AR 71-32.

d. Under the provisions of Department of Defense Instruction (DODI) 1235.11, IMA Soldiers are required to perform a minimum of 12 days of AT per FY with, or as authorized by, the proponent agency to which they are assigned. While the scope and nature of an IMA Soldier's training is largely determined by his or her assigned proponent agency, all such training should be focused on those specific duties and responsibilities the Soldier will be expected to perform when ordered to active duty.

e. The OCAR will fund IMA training to the extent necessary to support the overall objectives of the IMA Program specified in DODI 1235.11. Proponent agencies will be appropriately advised of any budgetary constraints that may limit the execution of the IMA Program's goals and objectives.

f. Periods of IDT without pay, that is, for retirement points only, are authorized for IMA Soldiers under the provisions of AR 140-10 and AR 140-185. Periods of IDT for pay may also be authorized by the OCAR for IMA Soldiers within the constraints of its annual operating budget. IDT periods for pay will not exceed 48 periods per FY.

g. The augmentation of active component (AC) proponent agencies by IMA Soldiers to support mobilization and/or other military contingency operations is appropriate when—

(1) The organization being augmented is an AC organization and/or other authorized agency of the DOD or U.S. Government that has documented its mobilization manpower requirements under AR 71-32.

(2) The requirement is of such importance that periodic peacetime training is required to ensure that the Soldier is able to function effectively when ordered to active duty.

h. IMA Soldiers may be assigned to OSD, the Joint staff, and other DOD and non-DOD agencies under the policies and procedures established by DODI 1235.11.

1-7. Organization command and control

a. Command/communication channels for the management of IMA Soldiers will be established between the proponent agency to which the Soldier is assigned and HRC, Fort Knox, for grades O6 and below, or OCAR, GOMO for grades O7 and above, which will provide centralized personnel management and administrative support for the overall IMA Program. Direct communication and coordination between the proponent agency, HRC, Fort Knox, or OCAR, GOMO and the Soldier on all matters pertaining to personnel management, training, and utilization is authorized and encouraged.

b. The USAR Control Group (IMA) in accordance with AR 140-1, chapter 2, consists of those Ready Reserve nonunit Soldiers who have been assigned by HRC, Fort Knox to appropriately documented positions on the MOBTTDA or MOBAUGTTDA of an AA unit and/or other authorized agency of the U.S. Government.

c. IMA Soldiers may be formed administratively into IMA detachments for ease of management, training, and accountability. IMA detachments will have as an organizational mission the support of the proponent agency to which the Soldiers are assigned. Such detachments may be comprised of IMA and non-IMA Soldiers who volunteer to perform IDT periods in support of their proponent agency for retirement points only. Some organizational guidelines for IMA detachments include—

(1) The detachment training program must be approved by the proponent agency.

(2) The detachment must have at least five Army IMA Soldiers whose individual training interests support the mission of the proponent agency. There is no limit to the number of personnel from other U.S. Armed Forces who may be attached. Normally, only persons holding IMA assignments to the proponent agency will be attached for training. However, other qualified Soldiers may be attached when the CDR of the proponent agency, and HRC, Fort Knox specify.

(3) No specific organizational structure is prescribed for IMA detachments. However, command and control structures should be designed to facilitate the management and training of attached Soldiers to best support the proponent agency.

(4) All requests to establish an IMA detachment should be coordinated by the proponent agency with HRC, Fort Knox to ensure that appropriate personnel management and administrative procedures are established.

Chapter 2 Individual Mobilization Augmentation Requirements

2-1. Individual mobilization augmentation positions

The establishment of IMA positions should conform to the basic purpose of the IMA Program, which is to provide proponent agencies with the ability to quickly augment their agency with qualified members of the Army's Selected Reserve in the event of a crisis or emergency or mobilization. In this regard, an IMA position must—

- a. Require the assignment of a military member (AR 570-4).
- b. Be an authorized MOBTA or MOBAUGTDA position established under AR 71-32.
- c. Be in an AC or non-DOD proponent agency that is willing to assume responsibility for the peacetime training of an assigned IMA Soldier for the designated position.

2-2. Double slotting of individual mobilization augmentation positions

Double slotting is the assignment of a second Reservist to a funded IMA position to provide additional manpower resources upon mobilization for the purpose of sustaining the force. IMA agencies may double-slot up to 10 percent of their funded positions during peacetime and 50 percent during partial mobilization or higher. Combatant commands may double-slot up to 25 percent of their funded positions during peacetime and up to 100 percent during partial mobilization. Agencies with 10 or fewer positions are authorized to double-slot one position only. Double-slotted positions are authorized for grades O6 and below. Procedures in chapter 3 of this regulation apply to fill double-slotted positions.

2-3. Proponency for individual mobilization augmentation positions

- a. MOBTDAs and MOBAUGTDAs will be prepared by USAFMSA and forwarded to proponent agencies in accordance with FY command plan guidance. The proponent agencies will review their documents and make any changes. Upon receipt of MOBTA/MOBAUGTDA documents that are within the DCS, G-3/5/7-approved force structure levels, USAFMSA will extract positions that have been properly coded for fill by Soldiers and transmit this information to HRC, Fort Knox.
- b. Only IMA positions that have been appropriately documented and approved by the DCS, G-3/5/7 will be considered valid IMA requirements. Positions in the grade of O7 and higher also must be approved by the CSA.
- c. Proponent agencies should ensure they select and document the most appropriate personnel manpower positions necessary to support their mobilization manpower requirements.
- d. AR 71-32 provides additional guidance for the preparation and submission of MOBTDAs for non-DOD proponent agencies to include Federal Emergency Management Agency (FEMA) and Selective Service System (S3) that are satellited on HQDA for their authorization documents.

2-4. Individual mobilization augmentation position coding

- a. IMA positions are mobilization-required positions established and documented according to AR 71-32.
- b. Only military manpower requirements considered to be essential to support/augment a proponent agency during the earliest stages of a crisis or emergency and which require some degree of periodic training for a Soldier to become proficient in his or her assigned duties are considered to be appropriate for designation as IMA positions.
- c. The manpower requirements determination process is subject to the provisions of AR 570-4 including the classification guidance in AR 611-1 and DA Pamphlet (Pam) 611-21.
- d. The basic procedures for documenting IMA requirements are the same for both MOBTA and MOBAUGTDA units.
- e. The standard remarks code "MD" identifies all positions on MOBTA/MOBAUGTDA documents available for IMA assignment.
- f. The standard remarks code "ME" identifies IMA requirements which exceed a proponent agency's allocated number of IMA authorizations as provided by the DCS, G-3/5/7 (DAMO-ODM). These unfunded for training positions should be appropriately documented to facilitate future program planning, resourcing decisions, and mobilization. (HRC, Fort Knox will not load unfunded positions into the IMA position file.)
- g. Other standard personnel remarks codes found in AR 71-32, appendix B, are to be used, as necessary, to specify other requirements of the position.
- h. IMA personnel may also be assigned to MOBAUGTDA positions that are required upon mobilization but are not authorized for fill during peacetime in proponent agencies organized at less than authorized level of organization 1. The criteria for establishing IMA positions on a MOBTA also apply to MOBAUGTDA positions. However, HRC, Fort Knox will not automatically fill designated MOBAUGTDA requirements for IMA Soldiers. MOBAUGTDA designated IMA positions will be filled by HRC, Fort Knox only through a formal personnel requisition process initiated by the proponent agency. Personnel requisitions for the fill of designated IMA MOBAUGTDA positions may be submitted to HRC, Fort Knox in the format shown in figures 2-1 and 2-2.

2-5. Individual mobilization augmentation position revision

a. Proponents of TAADS-R documents may exercise their approval authority to document changes on their MOBTDA/MOBAUGTDA documents per AR 71-32 and/or other specific HQDA guidance.

b. MOBTDA/MOBAUGTDAs will be periodically reviewed, updated, and submitted to USAFMSA when specified by HQDA (DAMO-ODM).

c. Only those approved MOBTDA/MOBAUGTDA documents will be used by HRC, Fort Knox to fill documented IMA positions.

	DEPARTMENT OF THE ARMY ORGANIZATIONAL NAME/TITLE STANDARDIZED STREET ADDRESS CITY, STATE, AND ZIP+4 CODE
REPLY TO ATTENTION OF	
AFVF-C	
MEMORANDUM FOR COMMANDER, HUMAN RESOURCES COMMAND-FT. KNOX, AHRC-PLS-I, 1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 40122-5230	
SUBJECT: Request for Assignment of an Individual Mobilization Augmentee (IMA)	
1. Reference: MOBAUGTDA, WAY899MO, HHT, 3d ACR.	
2. Request appropriate action be taken to assign a qualified IMA Soldier to the following IMA position, which has been documented under the above reference:	
Para/Ln/Position	GR MOS ASL/LIC BR ID Rmks
105-01/Liaison Officer	03 12A AR 0 MD, DM
3. Point of contact is MAJ Starr, DSN 978-6002.	
FOR THE COMMANDER:	
JOHN DOE MAJ, AR Adjutant	

Figure 2-1. Sample format for an IMA requisition for assignment to a documented IMA AUGMOBTDA position.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

AFVF-C

MEMORANDUM FOR COMMANDER, HUMAN RESOURCES COMMAND-FT. KNOX,
AHRC-PLS-I, 1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 40122-5230

SUBJECT: By-Name Request for Assignment of an Individual Mobilization Augmentee (IMA)

1. Reference: MOBAUGTDA, WAY899MO, HHT, 3d ACR.
2. Request appropriate action be taken to assign CPT Johnny B. Good, SSN XXX-XX-XXXX, if otherwise qualified, to the following IMA position, which has been documented under the above reference:

Para/Ln/Position	GR	MOS	ASL/LIC	BR	ID	Rmks
105-01/Liaison Officer	03	12A		AR	0	MD, DM
3. Point of contact is MAJ Starr, DSN 978-6002.

FOR THE COMMANDER:

JOHN DOE
MAJ, AR
Adjutant

Figure 2-2. Sample format for a by-name request for assignment to a documented IMA AUGMOBTDA position.

Chapter 3 Personnel Management and Administration

3-1. Selection, assignment, and utilization

a. General.

(1) Qualified Soldiers may transfer from the AA, any category of the USAR, or the Army National Guard/Army National Guard of the United States for assignment to IMA positions under the provisions of AR 140-10 and AR 614-200. A Soldier may be selected for assignment to IMA positions provided the member is of the appropriate grade and possesses or can acquire the necessary skills and security clearance required by the position. Obligated and qualified Soldiers may be assigned to IMA positions without their consent whenever regulatory geographic limitations can be met.

(2) Soldiers who volunteer for IMA positions designated and approved as being nominative by the DCS, G-1 will submit an updated DA Form 4037 (Officer Record Brief) and/or a DA Form 2-1 (Personnel Qualification Record (PQR)) to their career management officer (CMO) or career management noncommissioned officer (CMNCO). Soldiers may request assignment consideration for all non-nominative IMA positions in writing or by simply calling their CMO or CMNCO.

(3) Soldiers who have been requested "by-name" for positions by proponent agencies will be given every consideration for such assignments provided they meet all of the other eligibility requirements specified in this regulation.

- (4) Potential candidates are required to—
- (a) Complete a DA Form 4651 (Request for a Reserve Component Assignment or Attachment).
 - (b) Have a current medical examination, to include an over 40 cardiovascular screen, if required, or complete a medical examination within 90 days of assignment.
 - (c) Meet the height and weight standards specified in AR 600–9.
 - (d) Not be under a suspension of favorable personnel actions.
 - (e) Have or be able to obtain the necessary security clearance required by the position.
 - (f) Not be subject to screening from the Ready Reserve as a key Federal or non-Federal employee under the provisions of AR 135–133.

(5) Soldiers considered for assignments must not be within 1 year of their mandatory removal date or expiration of term of service. Officers pending an extension of their mandatory removal date may be considered for a position only after their request for extension has been approved. Enlisted Soldiers with less than 1 year remaining on their enlistment contract must extend their contract or reenlist, as appropriate.

(6) Only Soldiers who meet all mobilization requirements may participate in the IMA Program. Civilian employees may be assigned to IMA positions within their same IMA proponent agency; however, they may not be assigned to an IMA position within the operational area to which they are assigned in a civilian capacity.

(7) Civilian employees designated as key essential employees (as defined by AR 135–133) are not eligible for the IMA Program.

(8) IMA Soldiers are not authorized travel expenses or a per diem while performing periods of IDT. Therefore, Soldiers interested in being considered for assignment to an IMA position must be willing to cover these costs at their own expense. Ideally, Soldiers being considered for assignment to a IMA position should reside within reasonable commuting distance of the designated duty location, that is, within 50 miles, in order to ensure their availability for training. However, this rule may be waived provided appropriate arrangements are made in advance between the Soldier and the proponent agency. All such agreements must be appropriately documented in writing and retained by the proponent agency. Soldiers must remain in position for at least 1 year before a request for reassignment, outside the agency, may be initiated.

b. Nominative assignments and special requirements.

(1) All IMA positions within the OSD, OJCS, Office of the Secretary of the Army, the Army Staff, FEMA, Inspector General, chaplains, U.S. Army Medical Command, and TJAG are nominative. In addition, colonel positions within all proponent agencies will also be considered nominative unless specifically waived by the proponent agency itself.

(2) Proponent agencies not specifically mentioned above, that believe some of their IMA positions should also be nominative, may request such special consideration as an exception to policy. All such requests must be fully justified and forwarded to the DCS, G–1 (DAPE–MPE–IP) for appropriate consideration and approval. Requests will be considered on a case-by-case basis.

(3) Requests for the fill of nominative positions, other than FEMA positions (see para (4), below, for FEMA), will be processed as follows:

(a) Proponent agencies will submit written requests for the fill of nominative positions to the CDR, HRC, Fort Knox, based on current and/or projected position vacancies. All requests should be accompanied by an appropriate job description that provides sufficient information for HRC personnel managers to identify and select potentially qualified candidates for consideration.

(b) Upon receipt of an appropriate written request, HRC, Fort Knox will prepare and provide a list of potential candidates to the proponent agency for review and consideration. Nomination packets will include a current (not more than 1 year old) officer record brief and/or biographical summary for officers, or a DA Form 2–1 (PQR) for enlisted Soldiers. In addition, for Army Medical Department nominations, HRC, Fort Knox will provide current registration, certification, and licensure information and/or any other information that may be required by the U.S. Army Medical Command, to establish a nominee’s professional qualifications and credentials.

(c) Proponent agencies will advise HRC, Fort Knox of a nominee’s acceptance or rejection, in writing, within 15 working days. Should the proponent agency fail to respond by the established suspense date, HRC, Fort Knox will assume concurrence and will finalize the assignment of the Soldier. In such cases, removal action will not be considered until after a Soldier has been assigned for 1 year, completed one period of AT, and has obtained a formal performance evaluation report.

(d) Should a proponent agency reject a list of nominees submitted by HRC, Fort Knox within the time frame specified in paragraph (c), above, HRC, Fort Knox will again attempt to provide the proponent agency with a second list of qualified candidates within 30 working days. Should a proponent agency reject a list of candidates, a letter of justification will be submitted to HRC, Fort Knox . If the second list is rejected, HRC, Fort Knox may fill the requirement without using the nominative process.

(4) FEMA IMA positions are as follows:

(a) Assignment to FEMA positions will be processed only after a request for fill has been received, by HRC, Fort Knox, from the FEMA region that specifically designates the duty location of the position to be filled. Since the FEMA

budget does not permit payment of travel and per diem, Soldiers nominated for FEMA positions must reside within reasonable commuting distance of the duty location, unless the FEMA regional headquarters waives this requirement.

(b) FEMA liaison officers are assigned to positions on Army commands, Army service support commands, or direct reporting unit MOBTDAs. They are not FEMA IMA Soldiers.

(c) Soldiers assigned to the individual ready reserve or IMA may be further attached on orders to FEMA offices and perform duty for retirement point credit only, without pay. These "Pay Category H" Soldiers are required to reside within a reasonable commuting distance of their duty location and may perform up to 48 IDT periods per FY. All IDT periods performed by "Pay Category H" Soldiers must be appropriately documented on DA Form 1380 and annual performance evaluations are required.

(d) Individual ready reserve "Pay Category H" Soldiers are not authorized to perform AT or ADT with FEMA, nor are they considered to be FEMA mobilization assets. Soldiers will not report to FEMA during a national emergency or disaster.

(e) All duty performed by FEMA IMA Soldiers, both "Category B" and "Category H" (attached Soldiers), must be appropriately documented on DA Form 1380, and an annual performance evaluation report (DA Form 67-9 (Officer Evaluation Report)/DA Form 2166-8 (NCO Evaluation Report) OER/NCOER) is required. Performance evaluations for FEMA Soldiers will be rendered annually based on the anniversary date of their attachment to FEMA and not the completion of their AT.

(5) Judge Advocate General's Corps (JAGC) positions are as follows:

(a) Assignment of personnel to JAGC IMA positions is the responsibility of TJAG (10 USC 806) (UCMJ, Article 6).

(b) Selection of JAGC officers for assignment and coordination of nominations and assignments with HRC, Fort Knox and HQDA agencies will be made through the Office of The Judge Advocate General (DAJA-PT), 2200 Army Pentagon, Washington, DC 20310-2200.

(c) Only qualified JAGC officers will be assigned to Judge Advocate positions (AOCs 27A and 27B).

(d) JAGC officers will not be assigned to non-JAGC positions without TJAG approval.

c. Outside continental United States individual mobilization augmentation assignments and reassignments.

(1) Normally, outside continental United States (OCONUS) IMA positions will be filled by qualified Soldiers residing "in country" or as close as geographically possible to the designated duty station. When qualified Soldiers cannot be located in the OCONUS geographical area, qualified Soldiers residing in the continental United States may be assigned to OCONUS positions by HRC, Fort Knox.

(2) To the maximum extent possible, the following criteria will be applied when OCONUS IMA positions are to be filled by Soldiers residing in continental United States:

(a) European positions should be filled by qualified Soldiers residing on or near the east coast of the United States.

(b) Pacific positions should be filled by qualified Soldiers residing on or near the west coast of the United States.

(c) U.S. Southern Command positions should be filled by qualified Soldiers residing in or near the southern or Gulf states.

d. Officers and warrant officers.

(1) The assignment, reassignment, promotion, and training of IMA general officers is managed by the CSA, GOMO.

(2) To be considered for IMA positions, officers and warrant officers must be qualified for appointment in the USAR under the provisions of AR 135-100 and meet the administrative eligibility criteria established in this regulation.

(3) Officers and warrant officers will hold the same grade, or be one grade lower than the authorized grade of the documented IMA position. Following promotion, over-graded officers may be temporarily retained in their position for up to 1 year. After 1 year, the Soldier must be reassigned or removed from the IMA Program unless an exception to policy is requested and granted by HRC, Fort Knox.

(4) Officers and warrant officers will possess the required MOS/AOC of the designated position. Substitutions must conform to the guidelines established in AR 140-10, AR 611-1, and DA Pam 611-21 and should be made only when an officer or warrant officer with the required MOS/AOC is not available.

(5) Once an IMA position is identified as a deleted position, officer and warrant officer incumbents may remain in a deleted position up to 1 year, if they do not qualify for reassignment to a valid position. After 1 year the Soldier must be reassigned or removed from the IMA Program unless an exception to policy is granted by HRC, Fort Knox.

e. Enlisted Soldiers.

(1) IMA requirements on TAADS-R documents will not be designated below the grade of sergeant/E-5 to ensure that Soldiers selected to fill positions have already demonstrated an appropriate level of technical, tactical, and leadership skills.

(2) Enlisted Soldiers will hold the same grade, or be one grade lower than the authorized grade of the documented IMA position. Following promotion, over-graded enlisted Soldiers may be temporarily retained in their position up to 1 year. After 1 year, the Soldier must be reassigned or removed from the IMA Program unless an exception to policy is granted by HRC, Fort Knox.

(3) Enlisted Soldiers must possess the MOS required by the IMA position to which they are assigned unless an exception to policy is approved by HRC, Fort Knox. Substitutions within a career management field will conform to the guidelines in AR 611-1 and DA Pam 611-21.

(4) AR 614-200 governs selection, assignment, and utilization of IMA command sergeants major.

(5) Once an IMA position is identified as deleted, enlisted incumbents may remain in a deleted position up to 1 year, if they do not qualify for reassignment to a valid position. After 1 year, the Soldier must be reassigned or removed from the IMA Program unless an exception to policy is granted by HRC, Fort Knox.

f. Removal. Soldiers may be removed from their positions for the following reasons:

(1) Failure to fulfill the minimum mandatory training obligation of the program, that is, 12 days of AT each FY for 2 consecutive years with their assigned proponent agency.

(2) Unsatisfactory or substandard duty performance. Unsatisfactory or substandard duty performance must be reflected on the Soldier's OER/NCOER (DA Form 67-9/DA Form 2166-8). Proponent agency heads should immediately notify HRC, Fort Knox of substandard duty performance. HRC, Fort Knox will then advise the proponent agency of the appropriate action required to either bar to reenlist (enlisted IMA Soldiers) or remove the Soldier from the program based on current regulations.

(3) Failure to maintain appropriate height and weight and/or APFT standards in accordance with AR 600-9, AR 350-1, and TC 3-22.20. In such cases, the proponent agency should immediately notify HRC, Fort Knox when an assigned Soldier fails to meet prescribed height and weight and/or APFT standards in accordance with the above referenced regulations. HRC, Fort Knox will then advise the proponent agency of the appropriate actions required to either bar or remove the Soldier from the IMA Program based on current regulations.

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

(5) At the request of the Soldier subject to the 1 year assignment policy (para *a*(8), above).

(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 paragraphs *d*(3) and *e*(2), above.

(8) A MOBTDA change which deletes an IMA requirement to which a Soldier is currently assigned. Proponent agencies must notify HRC, Fort Knox of any pending changes to their TAADS-R documents as soon as possible so that appropriate personnel reassignment or removal actions may be planned and coordinated in a timely manner.

(9) For reassignment and/or career enhancement/PDE purposes at the discretion of CDR, HRC, Fort Knox (para 1-4*e*(10)).

(10) Failure to achieve requisite PDE.

3-2. Promotion

a. AR 135-155 governs promotion of officers.

b. AR 135-156 governs promotions of general officers.

c. AR 600-8-19 governs promotion of enlisted Soldiers.

3-3. Finance and disbursing

a. Annual training pay, allowances, and travel. Handle these as follows:

(1) FEMA IMA Soldiers will be paid either by the Finance and Accounting Officer, Military District of Washington for National Headquarters Office IMA Soldiers; or HRC, Fort Knox; or the Defense Finance and Accounting Service, Indianapolis Center, IN (DFAS-IN), (FEMA civil preparedness support detachments IMA Soldiers only).

(2) DFAS-IN will pay all other IMA Soldiers.

b. Individual mobilization augmentation inactive duty training pay. Handle these as follows:

(1) *Pay procedures.* All IMA Soldiers, regardless of residence, will be processed into joint service software-reserve components (JSS-RC) by HRC, Fort Knox. Finance forms are to be returned to HRC, Fort Knox, Reserve Pay (AHRC-RMB-P) within 72 hours after completion of IDT periods for pay. Proponent agencies will determine training dates, prepare DA Form 1380, and certify satisfactory IDT performance. Certifying officers or their designated representatives must have a signature card, DD Form 577 (Appointment/Termination Record - Authorized Signature) on file with HRC, Fort Knox (AHRC-RB-P).

(2) *Servicemembers' Group Life Insurance.* An IMA Soldier, including non-DOD agency IMA Soldiers, are authorized Servicemembers' Group Life Insurance (SGLI) coverage if he or she is assigned to a unit or position in which he or she may be required to perform active duty or ADT. Each year will be scheduled to perform at least 12 periods of IDT that are creditable for retirement. Upon assignment to an IMA position, Soldiers will receive a packet of forms that must be completed for accession into JSS-RC. Reserve component (RC) Soldier's current SGLI coverage will be terminated to prevent duplicate billing by HRC, Fort Knox. DFAS-IN will automatically deduct the SGLI premium from the IMA Soldier's pay. (Additional SGLI information is available at: www.insurance.va.gov.)

(3) *Pay certification.* Handle pay certification as follows:

- (a) Proponent agency heads or their designated representatives will certify all IDT performance on DA Form 1380.
- (b) As IDT performance is certified, copies 1 and 2 of the DA Form 1380 will be forwarded to HRC, Fort Knox (AHRC-RB-P) within 72 hours of duty completion, and copy 3 will be given to the Soldier for his or her personal records. HRC, Fort Knox will verify the accuracy of all submissions as well as the validity of the certifying official before processing and forwarding data input to the DFAS-IN. Upon receipt of proper documentation from HRC, Fort Knox, DFAS-IN will forward pay by electronic fund transfer to the financial institution designated by the Soldier.
- (c) Travel expenses to and from the duty location as well as those incurred at IDT sites are not reimbursable. However, IMA Soldiers may be authorized to perform temporary duty once they have reported to their designated duty station so long as such funding is provided by their proponent agency using their own operation and maintenance Army funds.
- (4) *Pay administration.* Proponent agency heads are responsible for—
- (a) Ensuring IMA Soldiers are authorized to perform additional periods of IDT for pay. HRC, Fort Knox will issue a separate assignment order to confirm a Soldier's eligibility to participate in the IMA Program. IMA Soldiers will not be authorized to perform IDT for pay until they have received the appropriate authorization orders containing the statement "IMA-PAY CAT B" to include the specified number of authorized IDT periods for pay. Additionally, IMA Soldiers will not be authorized to perform IDT until they have completed and returned their pay packets to HRC, Fort Knox (AHRC-RB-P).

- (b) Ensuring accuracy of IDT attendance documentation.
- (c) Forwarding DA Forms 1380 within 72 hours following completion of the last IDT period performed to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5001.

Note. For FEMA civil preparedness support detachment IMAs, unit technicians will forward DA Form 1380 to HRC, Fort Knox for records update purposes and subsequent delivery to AHRC-RB-P for processing.)

- (d) Assisting their IMA Soldiers with pay inquiries, if necessary. In resolving pay issues, authorized proponent agency representatives are encouraged to coordinate directly with the HRC, Fort Knox, IMA Division (AHRC-RB-P), which has primary responsibility for all IMA pay issues. (Commercial 314-592-0482, Defense Switched Network (DSN) 892-0482, or toll free 1-800-318-5298 (ask for Reserve pay office if calling toll free)).

- (e) Informing IMA Soldiers of current policies and procedures that may affect their entitlements, frequency, or manner of payment.

- (5) *Pay inquiries.* Handle pay inquiries as follows:
- (a) IMA Soldiers may submit written pay inquiries to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY40122-5001, or they may call toll free 1-800-318-5298 (ask for Reserve pay office).
- (b) Pay inquiries submitted through proponent agencies should be forwarded to HRC, Fort Knox on a DA Form 200 (Transmittal Record) to the above address. The HRC, Fort Knox Reserve pay office will resolve pay problems as they occur. The JSS-RC system will generate IDT payments.
- (c) DFAS is responsible for IDT pay.
- (d) The HRC, Fort Knox Reserve pay office will resolve nonreceipt of IMA pay entitlement or incorrect checks.
- (e) Proponent agencies will discourage IMA Soldiers from sending personal checks either to their agencies or to HRC, Fort Knox to settle debts. Personal checks should only be sent to DFAS in response to an official collection letter. However, personal checks received by either the JSS-RC RCPSO or the proponent agency should be forwarded to Director, DFAS-IN, ATTN: Cashier Branch, P.O. Box 16028, Fort Benjamin Harrison, Indianapolis, IN 46216-0028. All such personal checks should be made payable to the "U.S. Treasury."

3-4. Performance evaluations

- a. Guidelines for preparing annual performance evaluation reports for IMA Soldiers are found in AR 623-3.
- b. Performance evaluations are required for all IMA Soldiers. Evaluation reports will be prepared and submitted on an annual basis no later than 90 days following the anniversary date of the Soldier's assignment to the IMA position. IMA performance evaluations will include both AT and IDT periods of duty. However, IMA Soldiers who are required to perform AT in an "in lieu of" status requiring a different rating chain may be given separate evaluations for their AT and IDT performance. Overall responsibility for the proper coordination and completion of annual performance evaluations per published regulatory guidance rests with the proponent agency.
- c. Annual evaluations are required for all FEMA and general officer IMA Soldiers and will include their AT and IDT (points only) periods. OERs (DA Form 67-9) are due no later than 90 days following the anniversary date of the officer's assignment. NCOERs (DA Form 2166-8) are due each November for Soldiers in the grade of sergeant/E-5; October for Soldiers in the grade of staff sergeant/E-6; September for Soldiers in the grade of sergeant first class/E-7; and August for Soldiers in the grade of master sergeant/E-8 and sergeant major/E-9.

3-5. Personnel records maintenance

- a.* HRC, Fort Knox will maintain the official military personnel files for all Soldiers (except general officers) per AR 600-8-104.
- b.* The OCAR, GOMO will maintain general officer records.
- c.* To the extent necessary and in the manner permitted by law, policy, and other regulations, proponent agencies may maintain convenience personnel files on their assigned IMA Soldiers for internal personnel management purposes.
- d.* The proponent agency will be responsible for the maintenance of practitioner credential files of assigned IMA Army Medical Department officers per AR 40-68.

3-6. Career management support

- a.* HRC, Fort Knox will provide centralized career management support for all Soldiers and assign a dedicated CMO and/or CMNCO to assist IMA Soldiers.
- b.* HRC, Fort Knox CMO/CMNCOs will guide and assist assigned IMA Soldiers with PDE, personnel administrative matters, developmental assignments, and retirement points accounting. CMO/CMNCOs will serve as the Soldier's primary point of contact with HRC, Fort Knox.
- c.* The OCAR, GOMO will provide career management support for all IMA general officers.

Chapter 4 Training

4-1. Purpose

- a.* The primary purpose of peacetime training is to prepare Soldiers to perform their designated mobilization duties immediately upon order to active duty. A secondary purpose of peacetime training is to maintain and/or enhance the Soldier's overall military proficiency through the achievement of mandated levels of professional development education and/or other specific job related training.
- b.* Soldiers should not be routinely used to meet a proponent agency's peacetime manpower shortages or to perform routine peacetime administrative and organizational missions.
- c.* Proponent agencies that may periodically require peacetime personnel augmentation and wish to use qualified members of the RCs for this purpose should seek such augmentation through the use of Active Duty for Operational Support (ADOS)-AC or RC. Specific policies and procedures governing the use of ADOS are found in AR 135-200 and AR 135-210.

4-2. Training objectives

- a.* The basic training objectives that serve as the primary focus for HRC, Fort Knox are to—
 - (1) Provide every Soldier with one 12-day AT period per FY with the proponent agency to which they are assigned.
 - (2) Provide each Soldier with an opportunity to perform any mandatory PDE training that may be required for promotion consideration purposes.
 - (3) Provide additional job related skill training as may be requested, required, and affordable within annual program funding limitations.
- b.* All training objectives are to be pursued and accomplished through close and continuous communication and coordination between the Soldier and his or her proponent agency.

4-3. Annual training

- a.* Annual training for IMA Soldiers is normally limited to 12 days per FY plus allowable travel time. AT periods will normally begin on Monday of the first week and end on Friday of the second week. For fiscal accountability, all IMA AT must terminate no later than 1 week prior to the end of the FY. Only one 12-day AT period is authorized per FY unless specific exceptions are granted as outlined below:
 - (1) Subject to the availability of funds, Soldiers may be allowed to perform up to 29 days of AT, excluding travel time, when a particularly valuable training opportunity presents itself such as a scheduled command or mobilization exercise. Proponent agencies may request an exception to policy to allow their assigned Soldiers to participate in such exercises in order to maximize training benefit. In addition, proponent agencies may request an exception to policy for an additional AT. Total IMA AT cannot exceed 29 days. Exception to policy requests for additional or extended periods of AT must be fully justified, in writing, and submitted through appropriate proponent agency command channels to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5001 at least 30 days prior to the requested start date. All requests will be considered and approved on a case-by-case basis predicated on the perceived benefit of such training and the availability of funds.
 - (2) If a proponent agency needs a Soldier for more than 29 days, the agency should request the Soldier be ordered to an ADOS (RC or AC funded) status or an ADT status for the time period beyond the 29-day limit. (See AR 135-210.)

However, IMA Soldiers must at least have their IMA AT scheduled prior to performing ADOS and/or ADT (for other than PDE).

b. All AT periods are to be scheduled by the proponent agency in direct coordination with the Soldier. Every Soldier should be informed of his or her scheduled AT period at least 30 days prior to the start of such training.

c. All requests for individual orders for normal AT training periods should be electronically loaded into AORS, or proponent agencies not having access to AORS will send a completed DA Form 2446 (Request for Orders), prescribed by AR 600–8–105, by mail to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5001 or by email to MO–IMA@hrcstl.army.mil at least 30 days in advance of the desired start date and no later than 31 March of each year in accordance with AR 135–200.

d. Soldiers must meet the height and weight and APFT standards and requirements of AR 600–9 and TC 3–22.20 when reporting for AT. The proponent agency will immediately advise and coordinate with the CDR, HRC, Fort Knox, the Soldiers who fail to meet the standards. Based on the circumstances, HRC, Fort Knox will appropriately advise the organization of assignment of the required actions which will need to be taken.

4–4. Fragmented annual training

a. Fragmented AT is authorized for IMA general officers, as well as Soldiers assigned to the S3 and FEMA, including Soldiers assigned to FEMA civil preparedness support detachment. These Soldiers are allowed to perform up to three increments of fragmented AT per FY. However, the total fragmented AT time, excluding travel time, may not exceed 15 days for general officers and FEMA IMA Soldiers and 13 days for S3.

b. Other Soldiers who wish to perform fragmented AT may submit a written request through their proponent agency chain of command to HRC, Fort Knox for appropriate consideration. All such requests must be fully justified and favorably endorsed by the first general officer in the Soldier’s proponent agency chain of command. All requests for fragmented AT will be considered on a case-by-case basis as an exception to policy. Soldiers are allowed to perform no more than two increments of approved fragmented AT per FY. The fragmented AT must be for a minimum of 5 days and may not exceed a total of 12 days, excluding travel per FY. Requesting proponent agencies will incur travel expenses associated with the second increment of fragmented AT.

4–5. Inactive duty training for pay

a. Soldiers assigned to IMA positions, except for S3 and FEMA civil preparedness support detachment positions, may perform up to 48 periods of IDT for pay each FY. The maximum number of IDTs may be reduced based on current FY budget constraints.

b. The scheduling and performance of all authorized IDT periods is to be coordinated directly between the Soldier and his or her proponent agency. IMA IDT schedules should appropriately consider the Soldier’s personal availability as well as the proponent agency’s overall mission requirements. Proponent agency heads are encouraged to schedule and distribute all authorized IDT periods throughout the FY in order to achieve desired training, continuity, and proficiency goals for their assigned IMA Soldiers. IDT periods are normally performed at the duty location; however, IDT periods may be performed at other military installations (local to Soldier) when coordinated between the proponent agency, Soldier, and military installation. Soldiers must perform the duties of their IMA position or perform a medical or dental readiness appointment or perform an annual physical health assessment.

c. The performance and duration of IDT periods performed by Soldiers for pay is governed by the rules outlined in AR 140–185, table 2–1, as well as the general provisions of AR 140–1, paragraphs 3–4*b*, 3–4*c*, and 3–4*d*. These regulations outline the specific requirements that must be met for pay.

d. Under these provisions, IMA Soldiers must perform satisfactorily a minimum of one 4–hour training assembly in order to receive credit for 1 day’s pay and one retirement point. However, retirement point credit may only be awarded to IMA Soldiers who satisfactorily perform authorized periods of duty of less than 4 hours under the rules outlined in AR 140–185, table 2–1.

e. IMA Soldiers who satisfactorily perform an annual physical health assessment are entitled to receive IDT pay for one 4–hour period of time and one retirement point. No more than two IDT periods annually for medical or dental readiness appointments and/or physical health assessments are authorized under this paragraph.

f. All IDT performance, for pay and/or retirement point credit, must be appropriately documented on DA Form 1380 per AR 140–185. Proponent agencies are required to prepare and submit DA Form 1380 to the CDR, HRC, Fort Knox (AHRC–RB–P) within 72 hours following the completion of such training in order to authorize payment and/or the award of retirement point credit, or both.

4–6. Training for retirement points only

a. Proponent agencies may assign additional projects to their Soldiers to complete, with their consent, “FOR RETIREMENT POINT CREDIT ONLY” per AR 140–1, paragraph 3–26 and AR 140–185, table 2–1. Such projects should be directly related to the mission, organization, function, and activities of the Soldier’s proponent agency and otherwise support the Soldier’s individual training and development plan.

b. Upon satisfactory completion of such projects, proponent agencies must complete and submit DA Form 1380 to

HRC, Fort Knox (AHRC-PAR) within 72 hours for appropriate retirement point credit. Such credit will be awarded per AR 140-185, table 2-1.

c. The assignment of classified projects is permissible but must be safeguarded under the provisions of AR 380-5.

d. Proponent agencies are encouraged to provide their Soldiers with every opportunity to perform additional training projects "FOR RETIREMENT POINT CREDIT ONLY" in order to help them maintain their proficiency and earn sufficient retirement points (50) to earn a qualifying retirement year.

4-7. Individual training

a. Individual training should be focused primarily on an IMA Soldier's specific mobilization duty assignment. However, individual training plans should also seek to maintain and enhance the Soldier's overall technical and tactical proficiency.

b. Working with their proponent agency and their HRC, Fort Knox career manager, IMA Soldiers are encouraged to take maximum advantage of all of the other training opportunities which are offered by the various organizations and activities listed below:

(1) IMA detachments.

(2) The Army school system.

(3) Attachment to a local RC unit for additional training and retirement point credit.

(4) Enrollment in Armed Forces extension courses.

(5) Participation in other special training projects.

c. IMA general officers will coordinate all training requirements through the OCAR, GOMO.

d. In addition to their normal AT, IMA Soldiers may also perform additional periods of ADT; however, Soldiers must, at the least, schedule their IMA AT prior to performing ADT. Soldiers must submit a DA Form 1058-R and a DA Form 7349 through his or her proponent agency to HRC, Fort Knox for approval. Proponent agencies will comment on the appropriateness of the training request, recommend approval or disapproval, and forward the request to CDR, HRC, Fort Knox. HRC, Fort Knox will consider each request on a case-by-case basis, based on justification and availability of funds.

e. IMA Soldiers may also apply for ADOS (AC or RC) tours as requirements may be announced; however, Soldiers must, at the least, schedule their IMA AT prior to performing active duty for special work (see AR 135-200). Proponent agencies should be aware once a Soldier has been approved for a contingency ADOS tour, a completion of such tour might take priority should it later become necessary to involuntarily order to AD Soldiers for an emerging crisis.

4-8. Professional development and education

a. Normally, all mandatory PDE training required by Soldiers to achieve promotion eligibility will be provided for and funded by HRC, Fort Knox, or by the OCAR, GOMO for IMA general officers. Every effort will be made to provide Soldiers with the opportunity to perform not only their required 12 days of AT with their proponent agency each FY, but also provide them with an opportunity to attend those PDE courses they specifically need in order to meet the mandatory education requirements for promotion.

b. Should program funding shortfalls prohibit the funding of both AT and mandatory PDE in the same FY, proponent agencies should allow their assigned Soldiers to complete PDE in lieu of their AT.

c. Direct coordination between the Soldier, the proponent agency, and HRC, Fort Knox, on all matters pertaining to mandatory training, PDE, and promotion eligibility requirements is authorized and encouraged.

Chapter 5 Mobilization

5-1. General

a. As members of the Selected Reserve, IMA Soldiers may be involuntarily ordered to active duty in time of war or national emergency when declared by Congress or by the President under 10 USC 12301(a) or 12302.

b. IMA Soldiers may also be involuntarily ordered to active duty prior to M-DAY, under 10 USC 12304, PRC authority.

c. In each instance, Soldiers are expected to report for duty as soon as possible, normally within 72 hours, when notified to do so by proper authority. However, proponent agencies may authorize delays in reporting for no more than 60 days for valid reasons. Proponent agencies may also revoke the mobilization order for valid reasons. Upon revocation of the order, proponent agencies will coordinate with HRC, Fort Knox to retain or remove the Soldier from the IMA position.

d. 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.

e. Upon mobilization and demobilization, IMA Soldiers must conduct personnel processing (in-, out-) in accordance with DA Pam 600-8-101 and HQDA personnel policy guidance. Upon authorization from the Assistant Secretary of the Army (Manpower and Reserve Affairs), IMA Soldiers may be mobilized outside their assigned position.

f. IMA Soldiers will in- and out-process at the same location as stated on the mobilization order.

5-2. Mobilization procedures— involuntary recall to active duty

a. *Presidential reserve call-up authority (S-DAY).*

(1) Under the provisions of 10 USC 12304, the President may involuntarily order up to 200,000 members of the Selected Reserve to active duty, other than during war or national emergency, for an initial period of up to 270 days.

(2) Under PRC, all IMA Soldiers, as members of the Selected Reserve, should be considered immediately available for mobilization by the organization to which they are assigned. However, DOD may limit the actual number of IMA Soldiers who can be activated under PRC and/or HQDA imposed strength ceilings. DOD and HQDA will announce appropriate PRC strength ceiling limitations.

(3) Subordinate organizations that need to activate their assigned IMA Soldiers prior to or during a PRC must request approval through their proponent agency. All requests must be approved, endorsed, and forwarded to the DCS, G-3/5/7 (DAMO-ODM), with information copies furnished to HQDA (DAPE-MP-PRO).

Note. Joint commands should request activation of their assigned IMA Soldiers through OJCS. OJCS-approved requests for the activation of Army IMA Soldiers should then be forwarded to DCS, G-3/5/7 (DAMO-ODM) for appropriate action.

(4) If DOD and HQDA have approved the inclusion of IMA Soldiers under PRC, proponent agencies will be notified as to how many of their Soldiers they may activate. Upon receipt of HQDA approval, proponent agencies will notify HRC, Fort Knox, as well as their IMA Soldiers, and order them to report for duty.

(5) Upon receipt of HQDA guidance, HRC, Fort Knox will issue appropriate orders and instructions for those specifically requested IMA Soldiers.

(6) If IMAs are not approved for inclusion during an initial PRC, proponent agency requests will be held in abeyance by HQDA pending future developments unless the request is sooner withdrawn by the proponent agency itself.

b. *Partial mobilization (T-DAY).*

(1) Under the provisions of 10 USC 12302, the President may involuntarily order up to one million reservists from all Services to active duty for a period of no more than 24 consecutive months.

(2) Under partial mobilization, proponent agencies will follow the same procedures outlined in paragraph a(3), above, to activate some or all of their assigned IMA Soldiers.

c. *Full mobilization (M-DAY).*

(1) Upon declaration of full mobilization, all IMA Soldiers will be ordered to active duty per their assignment orders.

(2) While the responsibility for personal notification during full mobilization will still remain with the Soldiers' proponent agency, individual notification efforts will also be augmented by HRC, Fort Knox and mass media announcements.

5-3. Voluntary active duty tours

a. As members of the Selected Reserve, IMA Soldiers may volunteer to serve on periods of temporary active duty during times of crisis to support any outstanding personnel requirements which 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 written consent of their IMA proponent. Under no circumstances will IMA Soldiers be permitted to perform any tour of active duty, with any organization other than their own, without the written consent of their IMA proponent.

b. IMA Soldiers interested in volunteering for ADOS-AC in support of authorized AA missions must apply through command channels in accordance with the procedures specified in AR 135-210, chapter 3.

c. IMA Soldiers interested in volunteering for ADOS-RC in support of authorized RC missions must apply through command channels in accordance with procedures specified in AR 135-200, chapter 6.

5-4. Mobilization of individual mobilization augmentation general officers

Mobilization of IMA general officers without regard for the level of mobilization authority, must be sent to the CSA, GOMO for approval.

Appendix A References

Section I Required Publications

AR 71–32

Force Development and Documentation -Consolidated Policies (Cited in paras 1–4*d*(2), 1–6*c*, 1–6*g*(1), 2–1*b*, 2–3*d*, 2–4*a*, 2–4*g*, and 2–5*a*.)

AR 135–100

Appointment of Commissioned and Warrant Officers of the Army (Cited in para 3–1*d*(2).)

AR 135–133

Ready Reserve Screening, Qualifications Records System and Change of Address Reports (Cited in paras 3–1*a*(4)(f), and 3–1*a*(7).)

AR 135–200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers (Cited in paras 4–1*c*, 4–3*c*, 4–7*e*, and 5–3*c*.)

AR 135–210

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization (Cited in paras 4–1*c*, 4–3*a*(2), and 5–3*b*.)

AR 140–1

U.S. Army Reserve Mission, Organization, and Training (Cited in paras 1–7*b*, 4–5*c*, and 4–6*a*.)

AR 140–10

Assignments, Attachments, Details, and Transfers (Cited in paras 1–6*f*, 3–1*a*(1), and 3–1*d*(4).)

AR 140–185

Training and Retirement Point Credits and Unit Level Strength Accounting Records (Cited in paras 1–6*f*, 4–5*c*, 4–5*d*, 4–5*f*, 4–6*a*, and 4–6*b*.)

AR 600–8–19

Enlisted Promotion and Reduction (Cited in para 3–2*c*.)

AR 600–8–104

Military Personnel Information Management/Records (Cited in para 3–5*a*.)

AR 600–8–105

Military Orders (Cited in para 4–3*c*.)

AR 611–1

Military Occupational Classification and Structure Development and Implementation (Cited in paras 2–4*c*, 3–1*d*(4), and 3–1*e*(3).)

AR 614–200

Enlisted Personnel Management System (Cited in paras 3–1*a*(1), and 3–1*e*(4).)

AR 623–3

Evaluation Reporting System (Cited in para 3–4*a*.)

DA Pam 611–21

Military Occupational Classification and Structure (Cited in paras 2–4*c*, 3–1*d*(4), and 3–1*e*(3).)

DODI 1235.11

Management of Individual Mobilization Augmentees (IMAs) (Cited in paras 1–6*d*, 1–6*e*, and 1–6*h*.)

UCMJ, Article 6

Judge Advocates and Legal Officers (Cited in para 3-1b(5)(a).)

10 USC 806

Judge advocates and legal officers (Cited in para 3-1b(5)(a).)

10 USC 12301

Reserve components generally (Cited in paras 5-1a, and 1-6b.)

10 USC 12302

Ready Reserve (Cited in paras 1-6b, 5-1a, and 5-2b(1).)

10 USC 12303

Ready Reserve: members not assigned to, or participating satisfactorily in, units (Cited in para 1-6b.)

10 USC 12304

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency (Cited in paras 1-6b, 5-1b, and 5-2a.)

Section II

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 27-10

Military Justice

AR 40-68

Clinical Quality Management

AR 40-501

Standards of Medical Fitness

AR 135-155

Promotion of Commissioned Officers and Warrant Officers other than General Officers

AR 135-156

Reserve Component General Officer Personnel Management

AR 135-200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

AR 350-1

Army Training and Leader Development

AR 380-5

Department of the Army Information Security Program

AR 570-4

Manpower Management

AR 600-8-101

Personnel Processing (In-, Out-, Solider Readiness, Mobilization, and Deployment Processing)

AR 600-9

The Army Weight Control Program

AR 600-20

Command Policy

DA PAM 600-41

Military Personnel Managers Mobilization Handbook

TC 3-22.20

Army Physical Readiness Training

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD web site (www.apd.army.mil); DD forms are available on the OSD Web site (www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm).

DA Form 2-1

Personnel Qualification Record

DA Form 67-9

Officer Evaluation Report

DA Form 200

Transmittal Record

DA Form 1058-R

Application for Active Duty For Training, Active Duty For Special Work, Temporary Tour of Active Duty, and Annual Training For Soldiers of the Army National Guard and U.S. Army Reserve

DA Form 1380

Record of Individual Performance of Reserve Duty Training

DA Form 2028

Recommended changes to Publication and Forms

DA Form 2166-8

NCO Evaluation Report

DA Form 2446

Request For Orders

DA Form 4037

Officer Record Brief (For availability contact your servicing component/career manager.)

DA Form 4651

Request for a Reserve Component Assignment or Attachment

DA Form 7349

Initial Medical Review-Annual Medical Certificate

DD Form 577

Appointment/Termination Record - Authorized Signature

Appendix B**Internal Control Evaluation Checklist****B-1. Function**

The function covered by this checklist is to maintain and report the IMA training and funds status.

B-2. Purpose

The purpose of this checklist is to assist intended users in evaluation of their key management. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on the actual testing of controls (for example, document analysis, direct observation, interviewing, sampling, and simulation). Answers indicating control problems must be explained (and corrective action indicated) in supporting documentation. These controls must be evaluated in accordance with the schedule in the management control plan.

B-4. Test questions

- a.* Has programmed FY end strength guidance been received?
- b.* Has FY allocation guidance been received?
- c.* Has FY annual funding program guidance been received?
- d.* Has the annual funding program been distributed based upon a monthly obligation plan?
- e.* Are AORS requests for orders being monitored for accurate cost factors and are corrections being made when discrepancies are found?
- f.* Is sampling being conducted, and are actual tour costs reasonably close to cost estimates?
- g.* Does the actual number of Soldiers trained compare favorably with estimates?

B-5. Supersession

No previous checklists exist for this program.

B-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to Deputy Chief of Staff, G-1 (DAPE-MPE), 300 Army Pentagon, Washington, DC 20310-0300.

Appendix C

Internal Control Evaluation Checklist

C-1. Function

The function covered by this checklist is IMA annual training.

C-2. Purpose

The purpose of this checklist is to assist intended users in evaluating their key management controls. It is not intended to cover all controls.

C-3. Instructions

Answers must be based on the actual testing of controls (for example, document analysis, direct observation, interviewing, sampling, and simulation). Answers which indicate control problems must be explained (and corrective action indicated) in supporting documentation. These controls must be evaluated in accordance with the schedule in the management control plan.

C-4. Test questions

- a.* Are all IMA Soldiers scheduled for AT no later than 31 March of each year?
- b.* Are agencies initiating all IMA AT requests for orders in AORS or other authorized method?
- c.* Do the Soldiers satisfy all IMA Program eligibility requirements for AT?
- d.* Have 100 percent of sampled transactions been precise participant location and identification-processed or are they awaiting processing?
- e.* Are all valid tour requests effectively processed into training orders?
- f.* Are IMA agencies initiating requests to remove IMA Soldiers who do not meet their mandatory training obligation?

C-5. Supersession

No previous checklists exist for this program.

C-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to Deputy Chief of Staff, G-1 (DAPE-MPE), 300 Army Pentagon, Washington, DC 20310-0300.

Glossary

Section I Abbreviations

AA

Active Army

AC

active component

ADOS

Active Duty for Operational Support

ADT

active duty for training

AOC

area of concentration

AORS

automated orders and resource system

APFT

Army physical fitness test

AT

annual training

CAR

Chief, Army Reserve

CDR

commander

CMNCO

career management noncommissioned officer

CMO

career management officer

CSA

Chief of Staff, Army

DOD

Department of Defense

DODI

Department of Defense instruction

DFAS

Defense Finance and Accounting Service – Indianapolis Center

DSN

Defense Switched Network

FEMA

Federal Emergency Management Agency

FY

fiscal year

GOMO

General Officer Management Office

HQDA

Headquarters, Department of the Army

HRC

Human Resources Command

IDT

inactive duty training

JAGC

Judge Advocate General Corps

JSS-RC

joint service software-reserve components

JTMD

joint tables of mobilization distribution

IMA

individual mobilization augmentation

MOBAUGTDA

mobilization augmentation table of distribution and allowances

MOBTDA

mobilization table of distribution and allowances

MOS

military occupational specialty

NCOER

noncommissioned officer evaluation report

OCAR

Office of the Chief, Army Reserve

OCONUS

outside continental United States

OER

officer evaluation report

OJCS

Office of the Joint Chiefs of Staff

OSD

Office of the Secretary of Defense

PAM

pamphlet

PDE

professional development education

PQR

personnel qualification roster

PRC

Presidential reserve call-up

RC

reserve component

SGLI

Servicemembers' Group Life Insurance

S3

Selective Service System

TAADS

The Army Authorization Documents System

TJAG

The Judge Advocate General

UCMJ

Uniform Code of Military Justice

USAFMSA

U.S. Army Force Management Support Agency

USAR

U.S. Army Reserve

USC

United States Code

Section II**Terms****Inactive duty training**

Training which is scheduled and performed by IMA Soldiers with their assigned proponent agency per AR 140-1. IDT may be performed for pay and/or for retirement point credit only. (See unit training assembly and multiple training assembly below for additional information.)

Individual mobilization augmentation detachment

An organization established by an area command at the request of IMA Soldiers who reside in a specific community to provide them with a means for performing IDT for retirement points.

Individual mobilization augmentee

An individual in the IMA Program who is assigned to an IMA position authorized on an AA or other agency MOBTDA or MOBAUGTDA.

Mandatory removal date

The date on which an officer must be removed from the Reserve active status list in accordance with AR 140-10.

Proponent agency

Active Army, DOD, or other Federal organization that is responsible for designating mobilization required positions suitable for fill by IMA Soldiers per AR 71-32.

Multiple unit training assembly

Two unit training assemblies conducted consecutively by IMA Soldiers for pay, or for retirement point credit, or both.

Unit training assembly

An authorized and scheduled training period of at least 4 hours for which an IMA Soldier may be authorized at least 1 day's pay, one retirement point, or both.

Section III
Special Abbreviations and Terms

M-DAY

Full mobilization

S-DAY

Presidential reserve call-up authority

T-DAY

Partial mobilization

UNCLASSIFIED

PIN 002173-000