

Army Regulation 140–145

Army Reserve

Individual Mobilization Augmentation Program

**Headquarters
Department of the Army
Washington, DC
21 March 2016**

UNCLASSIFIED

SUMMARY of CHANGE

AR 140-145

Individual Mobilization Augmentation Program

This administrative revision, dated 7 April 2016--

- Updates the supersession statement to include supersession of Army Directive 2015-28, dated 23 July 2015 (title page).

This major revision, dated 21 March 2016--

- Assigns responsibility to the Commander, U.S. Army Human Resources Command, to report individual mobilization augmentation position vacancies to Headquarters, Department of the Army, Deputy Chief of Staff, G-3/5/7 in the annual command plan guidance (para 1-4e(12)).
- Changes suspense date for agencies to submit annual training request (para 1-4h(4)).
- Clarifies guidance to submission timelines for U.S. Army Medical Department when submitting requests for orders to Human Resources Command (para 1-4h(5)).
- Establishes responsibility to proponent agencies when communicating a Soldier's security eligibility to Human Resources Command (para 1-4h(15)).
- Deletes figures 2-1 and 2-2 as a method to request an assignment of an individual mobilization augmentee by name (chap 2).
- Provides guidance when a proponent agency requests to double slot a position (para 2-2).
- Clarifies how Soldiers can acquire necessary skills to fill a position (para 3-1a(1)).
- Clarifies individual mobilization augmentation documents a Soldier needs to submit to a proponent agency prior to assignment decision (para 3-1a(2)).
- Incorporates Army Directive 2015-28(para 3-1b(1)).
- Provides guidance to a proponent agency on the substitution process (paras 3-1d(4) and 3-1e(3)).
- Changes endorsement requirement to request fragmented annual training (para 4-4b).
- Authorizes 12 additional training assemblies (para 4-5a).

Effective 21 April 2016

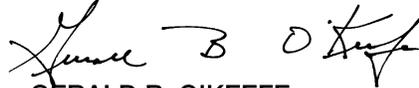
Army Reserve

Individual Mobilization Augmentation Program

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication is an administrative revision. The portions affected by this administrative revision 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 internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and

identifies key internal controls that must be evaluated (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 and Army Directive 2015–28, dated 23 July 2015.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation prescribes policies and procedures governing the management and administration of the U.S. 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

See appendix A.

1–3. Explanation and abbreviations and terms

See 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).

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

(4) 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, within the overall framework of the Army's Military Manpower 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 Deputy Chief of Staff, G–1 (DAPE–MPZ) 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–OPF).

(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 Department of Defense (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) Screen, identify, and assign qualified Soldiers to documented IMA positions, through the OCAR (DAAR–HR), in conjunction with HRC.

(7) Provide guidance to Army Reserve Career Division to assist in filling vacant IMA positions.

(8) Provide HRC with military occupational specialty (MOS), branch, and area of concentration (AOC) shortages by grade at the beginning of each fiscal year (FY).

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

(1) Maintain “The Army Authorization Documents System (TAADS)” through which IMA requirements are documented. Prepare authorization documents for all IMA allocations on their mobilization augmentation table of distribution and allowances (MOBAUGTDA) documents in accordance with AR 71–32.

(2) 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) Develop and maintain appropriate plans, policies, and procedures to support the rapid activation of IMA Soldiers, in coordination with HQDA.

(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 AOC, branch, and MOS level of detail, based on approved authorization documents.

(9) Prepare and provide reports, as needed.

(10) Coordinate the reassignment of IMA Soldiers after four 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.

(12) Review the vacancies and provide the information to DCS, G–3/5/7 to be included in the annual command plan guidance.

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, 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 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 2446 (Request for Orders) to their proponent agency when scheduling AT. Ensure all prerequisites and qualifications are met prior to submitting the request for orders (RFO) to HRC.

(4) Ensure tentative AT requirements are loaded into the automated orders and resource system (AORS) no later than 1 May of each FY.

(5) Initiate electronic RFO in AORS or DA Form 2446 to formally request AT for their assigned Soldiers as far as 90 days from report date and no later than 30 days prior to the desired start date of such training. U.S. Army Medical Department (AMEDD) Soldiers who require credentialing are to have their AT request submitted no later than 45 days prior to start date.

(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 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 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 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.

(15) Proponent agencies are responsible for the permanent certification and indoctrination of the sensitive compartmented information (SCI) upon receipt of the Soldier's assignment orders. HRC's Security Office, AHRC-EPO-A, is responsible for the submission and verification of the Soldier's security eligibility.

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 will provide OCAR (DAAR-HR and DAAR-OPF) 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. Submit DA Form 2446 or a 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) to their proponent agency.

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

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

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

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

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

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, branch, and 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 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 Regular Army (RA) units and/or other authorized agencies of the U.S. Government. For ease of reading and simplicity, RA 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 RA proponent agencies by IMA Soldiers to support mobilization and/or other military contingency operations is appropriate when—

(1) The organization being augmented is an AA 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, 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, 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, consists of those Ready Reserve non-unit Soldiers who have been assigned by HRC to appropriately documented positions on the MOBTTDA or MOBAUGTTDA of a RA 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 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 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 MOBTDA or MOBAUGTDA position established under AR 71-32.
- c.* Be in an active component (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

Funding constraints may limit the ability to assign a Soldier in a double slot position. If the agency determines there is a mission need to enhance their MOBTDA they are to initiate a change through their chain of command to update appropriate structure documents. When requesting a double slot as an exception to policy from HRC, the requesting agency must submit a memorandum of justification. This approval may be valid for up to 24 months. If applicable, agencies will submit documentation showing a submission has been made to change the MOBTDA to accommodate a permanent structure change.

2-3. Proponency for individual mobilization augmentation positions

a. MOBTDA and MOBAUGTDA 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 MOBTDA/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.

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. If the position is unable to be filled by a Soldier, consideration may be given to change the requirement from a funded position to a coded position to reflect an Army mission expansion position required to perform an increased workload beyond current authorizations and projected capabilities.

e. AR 71-32 provides additional guidance for the preparation and submission of MOBTDA for non-DOD proponent agencies to include Federal Emergency Management Agency (FEMA) and Selective Service System (SSS) 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 Department of the Army pamphlet (DA Pam) 611-21.

d. The basic procedures for documenting IMA requirements are the same for both MOBTDA and MOBAUGTDA units.

e. The standard remarks code "MD" and "DM" identifies a position on MOBTDA/MOBAUGTDA documents funded and available for IMA assignment.

f. The standard remarks code MQ identifies a mission expansion position required to perform an increased workload beyond current authorizations and capacity. Additionally, these requirements exceed a proponent agency's allocated number of funded IMA authorizations as provided by the DCS, G-3/5/7 (DAMO-FMP). These unfunded positions

must be appropriately documented to facilitate future program planning, resourcing decisions, and mobilization. HRC will not load unfunded positions into the IMA position file.

g. Other standard personnel remarks codes found in AR 71–32 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 MOBTDA also apply to MOBAUGTDA positions. HRC will not automatically fill designated MOBAUGTDA requirements for IMA Soldiers. MOBAUGTDA designated IMA positions will be filled by HRC 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.

2–5. Individual mobilization augmentation position revision

a. Proponents of The Army Authorization Document System–Redesign (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–FMP).

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

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. In order to acquire the necessary skills, a Soldier may attend reclassification training depending on available funding. 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 will submit their last three evaluation reports, military biography, and Officer or Enlisted Record Brief. Additionally, the Soldier may submit documentation deemed appropriate, to include a civilian resume, current DA Form 705 (Army Physical Fitness Test Scorecard), DA Form 5500 (Body Fat content worksheet (Male)) or DA Form 5501 (Body Fat content worksheet (Female)), and Department of the Army photo. Coordinate this requirement with the appropriate HRC Career Management Team and/or forward directly to the IMA Agency.

(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, and APFT standards.

(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 one 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 one 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 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 an 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 one year before a request for reassignment, outside the agency, may be initiated.

b. Nominative assignments and special requirements.

(1) Nominative IMA positions are colonels, chaplains, judge advocates, inspectors general, U.S. Army Medical Command, and the offices directly in support of the OJCS.

(2) Requests to fill IMA positions, other than FEMA and OTJAG positions are processed as follows:

(a) Proponent agencies may submit written requests to fill positions to the CDR, HRC, 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 will prepare and provide a list of potential candidates to the proponent agency for review and consideration.

(c) Proponent agencies will advise HRC of a nominee's acceptance by signing and submitting an approved DA Form 4651.

(d) HRC may fill the requirement without using the process in paragraph 3-1b(2).

(3) 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, 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 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.

(4) 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, Art. 6).

(b) Selection of JAGC officers for assignment and coordination of nominations and assignments with HRC 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 (OCONUS) individual mobilization augmentation assignments and reassignments.

(1) Normally, 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.

(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 are 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 one year. After one year, the Soldier must be reassigned or removed from the IMA Program unless an exception to policy is requested and granted by HRC.

(4) Officers and warrant officers will possess the required branch/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 branch/AOC is not available. If the unit determines a nonqualified candidate meets the mission requirements, the agency may submit a memorandum of justification requesting assignment that is limited to 24 months. An annual review of the assignment will be made, thereafter, to allow the Soldier to remain beyond 24 months. Officer and warrant officer incumbents may remain in a deleted position up to one year, if they do not qualify for reassignment to a valid position. After one year, the Soldier must be reassigned or removed from the IMA Program.

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 one year. After one year, the Soldier must be reassigned or removed from the IMA Program unless an exception to policy is granted by HRC.

(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. Substitutions within a career management field will conform to the guidelines in AR 611–1 and DA Pam 611–21. If the unit determines a non MOS candidate meets the mission requirements, the unit may submit a memorandum of justification requesting assignment that is limited to 24 months. An annual review of the assignment will be made, thereafter, to allow the Soldier to remain beyond 24 months.

(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 one year, if they do not qualify for reassignment to a valid position. After one year, the Soldier must be reassigned or removed from the IMA Program.

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 two 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. Proponent agency heads should immediately notify HRC of substandard duty performance. HRC may advise the CDR on options for continuation or removal from the IMA program.

(3) Failure to maintain appropriate height and weight and APFT standards in accordance with AR 600–9, AR 350–1, and FM 7–22. In such cases, the proponent agency should immediately notify HRC when an assigned Soldier fails to meet prescribed height and weight and APFT standards in accordance with the above referenced regulations. HRC may advise the commander on options for continuation or removal from the IMA program.

(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 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 (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; 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 the Defense Joint Military Service-Reserve Component Joint Service Software-reserve components (JSS–RC) by HRC. Finance forms are to be returned to HRC, Reserve Pay (AHRC–RMF–R) 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 on file with HRC (AHRC–RMF–R).

(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, the Soldier will be scheduled to perform at least 12 periods of AT that are creditable for retirement. Upon assignment, the assignment order details the Soldier actions regarding HRC Pay in-processing. RC Soldiers' 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 Soldiers' pay. (Additional SGLI information is available at: www.insurance.va.gov.)

(3) *Pay certification.* Handle pay certification as follows: Proponent agency heads or their designated representatives will certify all IDT performance on DA Form 1380.

(a) As IDT performance is certified, copies 1 and 2 of the DA Form 1380 will be forwarded to HRC Reserve Pay within 72 hours of duty completion, and copy 3 will be given to the Soldier for his or her personal records. HRC 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, DFAS–IN will forward pay by electronic fund transfer to the financial institution designated by the Soldier.

(b) 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 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 (AHRC–RMF–R).

(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 for records update purposes and subsequent delivery to AHRC–RMF–R 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, IMA Division (AHRC–RMF–R).

(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, KY 40122–5001, or they may call toll free 1–888 Army-HRC (1–888–276–9472) (ask for Reserve pay office).

(b) Pay inquiries submitted through proponent agencies should be forwarded to HRC on a DA Form 2142 (Pay Inquiry) to the above address. HRC Reserve pay office will resolve pay problems as they occur.

(c) HRC is responsible for IDT pay.

(d) The HRC Reserve pay office in conjunction with Defense Finance and Accounting Service (DFAS) 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 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 DJMS–RC RCPSO or the proponent agency should be forwarded to the appropriate address annotated on the Soldier’s debt statement. DFAS_IN/DEBT and Claims, P.O. Box 979045, St. Louis, MO 63197-9000. All such personal checks should be made payable to "U.S. Treasury."

3–4. Performance evaluations

a. Guidelines for preparing annual performance evaluation reports for IMA Soldiers are found in AR 623–3 and DA Pam 623–3.

b. Performance evaluations are required for all IMA Soldiers. Overall responsibility for the proper coordination and completion of annual performance evaluations per published regulatory guidance rests with the proponent agency.

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 will provide centralized career management support for all IMA Soldiers.

b. HRC will guide and assist assigned IMA Soldiers with PDE, personnel administrative matters, developmental assignments, and retirement points accounting. HRC Career Management Teams serve as the Soldier’s primary point of contact with HRC.

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-active component (ADOS–AC) or active duty for operational support-reserve component (ADOS–RC). Specific policies and procedures governing the use of active duty for operational support (ADOS) are found in AR 135–200 and other applicable policies.

4–2. Training objectives

a. The basic training objectives that serve as the primary focus for HRC are to—

(1) Provide every Soldier with one 12-day AT period per FY with the proponent agency to which they are assigned. If a particular valuable training, instruction, or mobilization exercise exists the Soldier may be able to perform up to 29 days of AT subject to the availability of funds. Agencies will submit an exception to policy to HRC for approval of additional AT beyond the 12-day period.

(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. AT 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 one week prior to the end of the FY. Only one 12-day AT period is authorized per FY, however if the unit is engaged in a particular valuable training, instruction, or mobilization exercise, 29 days AT may be allowed depending on funding. Specific exceptions are granted as outlined below:

(1) Subject to the availability of funds and mission requirements, 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 no more than 90 days but not less than 30 days from the start date. Total IMA AT cannot exceed 29 days. Exception to policy requests for additional or extended periods of AT must be 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 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. 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. AT submissions to HRC may be submitted 90 days prior to the report date but not less than 30 days and for AMEDD Soldiers who need credentialing not less than 45 days.

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, and email to the appropriate HRC team for publication of the order, at least 30 days in advance of the desired start date.

d. Soldiers must meet the height and weight and APFT standards and requirements of AR 600-9 and FM 7-22 when reporting for AT.

4-4. Fragmented annual training

a. Fragmented AT is authorized for IMA general officers, as well as Soldiers assigned to the SSS 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 SSS. SSS and FEMA are responsible for reimbursement of AT/IDT funds.

b. 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 five 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 and are to submit a DD Form 1610 (Request And Authorization For TDY Travel of DOD Personnel) or DTS to cover all travel expenses with the fragmented AT when requesting the publication of AT orders from HRC.

4-5. Inactive duty training for pay

a. Soldiers assigned to IMA positions, except for SSS 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. This does not include additional training assemblies according to DODI 1235.11 and DODI 1215.06 for pay each FY. The maximum number of additional training assemblies is 12, and 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. However, if the mission requires the Soldier may perform their entire IDT period in conjunction with AT. IDT will be performed after the AT and the AT orders should reflect the IDT dates. IDT periods are normally performed at the duty location; however, IDT periods may be performed at other military installations (local to the 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, as well as the general provisions of AR 140-1. 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 one 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 four hours under the rules outlined in AR 140–185.

e. IMA Soldiers who satisfactorily perform an annual physical health and dental assessment are entitled to receive IDT pay for one 4-hour period and one retirement point for each initial assessment. 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 (AHRC–RMF–R) within 72 hours following the completion of such training in order to authorize payment and/or the award of retirement point credit, or both. The HRC Reserve pay email address is usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil, team commercial phone is 502.613.4405, Defense Switched Network Defense Switched Network is 312–983–4405.

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 and AR 140–185. 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 the appropriate HRC personnel actions branch within 72 hours for the appropriate retirement point credit. Such credit will be awarded per AR 140–185. All submissions older than 30 days will require a commander memorandum explaining the late submission.

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 Soldiers’ 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 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 opportunities.

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 (Initial Medical Review – Annual Medical Certificate) through his or her proponent agency to HRC for approval. Proponent agencies will comment on the appropriateness of the training request, recommend approval or disapproval, and forward the request to CDR, HRC. HRC 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 tours as requirements may be announced; however, Soldiers must, at least, schedule their IMA AT prior to performing ADOS. 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, 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, 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 (AD) 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 full mobilization (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 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-MPZ). 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, as well as their IMA Soldiers, and order them to report for duty.

(5) Upon receipt of HQDA guidance, HRC 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 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 135-200.

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.

5-4. Mobilization of individual mobilization augmentation general officers

Mobilization of IMA general officers must be sent to the CSA, GOMO for approval.

Appendix A References

Section I Required Publications

AR 71–32

Force Development and Documentation (Cited in para 1–4*d*(1).)

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 para 3–1*a*(4)(f).)

AR 135–200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers (Cited in para 4–1*c*.)

AR 140–1

Mission, Organization, and Training (Cited in para 1–7*b*.)

AR 140–10

Assignments, Attachments, Details, and Transfers (Cited in para 1–6*f*.)

AR 140–185

Training and Retirement Point Credits and Unit Level Strength Accounting Records (Cited in para 1–6*f*.)

AR 600–8–19

Enlisted Promotions and Reductions (Cited in para 3–2*c*.)

AR 600–8–104

Army Military Human Resource Records Management (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 para 2–4*c*.)

AR 614–200

Enlisted Assignments and Utilization Management (Cited in para 3–1*a*(1).)

AR 623–3

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

DA Pam 611–21

Military Occupational Classification and Structure (Cited in para 2–4*c*.)

DA Pam 623–3

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

DODI 1235.11

Management of Individual Mobilization Augmentees (IMAs) (Cited in para 1–6*d*.)

UCMJ, Article 6

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

10 USC 806

Judge Advocates and legal officers (Cited in para 3–1*b*(5)(a).)

10 USC 12301

Reserve components generally (Cited in para 5–1a.)

10 USC 12302

Ready Reserve (Cited in para 1–6b.)

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 para 1–6b.)

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 25–30

Army Publishing Program

AR 27–10

Military Justice

AR 40–68

Clinical Quality Management

AR 135–155

Promotion of Commissioned Officers and Warrant Officers other than General Officers

AR 135–156

Reserve Component General Officer Personnel Management

AR 350–1

Army Training and Leader Development

AR 380–5

Department of the Army Information Security Program

AR 570–4

Manpower Management

AR 600–9

The Army Body Composition Program

AR 600–20

Army Command Policy

DA Pam 600–8–101

Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle Support)

DODI 1235.06

Uniform Reserve, Training, and Retirement Categories for the Reserve Components

FM 7–22

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 705

Army Physical Fitness Test Scorecard

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 2142

Pay Inquiry

DA Form 2446

Request for Orders

DA Form 4651

Request for a Reserve Component Assignment or Attachment

DA Form 5500

Body Fat Content Worksheet (Male)

DA Form 5501

Body Fat Content Worksheet (Female)

DA Form 7349

Initial Medical Review-Annual Medical Certificate

DD Form 1610

Request and Authorization for TDY Travel of DOD Personnel

Appendix B

Internal Control Evaluation

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 FY allocation guidance been received?
- b.* Has FY annual funding program guidance been received?
- c.* Has the annual funding program been distributed based upon a monthly obligation plan?

d. Are AORS requests for orders being monitored for accurate cost factors and are corrections being made when discrepancies are found?

e. Is sampling being conducted, and are actual tour costs reasonably close to cost estimates?

f. 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

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 internal 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 agencies initiating all IMA AT requests for orders in AORS or other authorized method?

b. Do the Soldiers satisfy all IMA Program eligibility requirements for AT?

c. Have 100 percent of sampled transactions been precise participant location and identification-processed or are they awaiting processing?

d. Are all valid tour requests effectively processed into training orders?

e. 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

AD

active duty

ADOS

active duty for operational support

ADOS-AC

active duty for operational support - active component

ADOS-RC

active duty for operational support - reserve component

ADT

active duty for training

AMEDD

U.S. Army Medical Department

AOC

area of concentration

AORS

automated orders and resource system

APFT

Army physical fitness test

AR

Army Regulation

AT

annual training

CAR

Chief, Army Reserve

CDR

commander

CSA

Chief of Staff, Army

DA

Department of the Army

DA Pam

Department of the Army pamphlet

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DD

Department of Defense

DFAS

Defense Finance and Accounting Service

DFAS-IN

Defense Finance and Accounting Service - Indianapolis Center

DOD

Department of Defense

DODI

Department of Defense instruction

FEMA

Federal Emergency Management Agency

FM

field manual

FY

fiscal year

GOMO

General Officer Management Office

HQDA

Headquarters, Department of the Army

HRC

Human Resources Command

IDT

inactive duty training

IMA

individual mobilization augmentation

JAGC

Judge Advocate General Corps

JSS-RC

joint service software-reserve components

JTMD

joint tables of mobilization distribution

MOBAUGTDA

mobilization augmentation table of distribution and allowances

MOBTDA

mobilization table of distribution and allowances

MOS

military occupational specialty

OCAR

Office of the Chief, Army Reserve

OCONUS

outside continental United States

OER/NCOER

officer evaluation report/noncommissioned officer evaluation report

OJCS

Office of the Joint Chiefs of Staff

OSD

Office of the Secretary of Defense

OTJAG

Office of the Judge Advocate General

Pam

pamphlet

PDE

professional development education

PRC

Presidential reserve call-up

RA

Regular Army

RC

reserve component

RFO

request for orders

SCI

sensitive compartmented information

SGLI

Servicemembers' Group Life Insurance

SSS

Selective Service System

TAADS

The Army Authorization Documents System

TAADS-R

The Army Authorization Documents System-Redesign

TDY

temporary duty

TJAG

The Judge Advocate General

UCMJ

Uniform Code of Military Justice

U.S.

United States

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.

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 RA or other agency MOBTDA or MOBAUGTDA. IMA positions are funded or unfunded.

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

Regular 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.

Battle 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

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