

HUMAN RESOURCES COMMAND (HRC)



INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) HANDBOOK

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INTRODUCTION

“The overall objective of the Individual Mobilization Augmentee (IMA) Program is to facilitate the rapid expansion of the active Army 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 per AR 500 – 5.” (AR 140-145).

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

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

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

IMA Program Overview website:

<https://www.hrc.army.mil/staff/ima%20program%20overview>

IMA Mobilization Asset Manager Team:

usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil

CHAPTER 1 – Responsibilities

1. IMA Program Manager Responsibilities

- a. Develop and implement policies and procedures to effectively manage the Individual Mobilization Augmentee (IMA) program on a day-to-day basis.
- b. Assist with program budget execution for Annual Training (AT) & Inactive Duty Training (IDT).
- c. Participate in IMA allocation process and regulatory changes.
- d. Manage the Automated Orders and Resource System (AORS) position file.
- e. Review realignment requests to include Table of Distribution and Allowances (TDA) changes.
- f. Monitor realignment/reassignment of mobilized Soldiers.
- g. Serve as liaison with the IMA agencies and IMA Teams for issues of concern. This includes providing support, training, and guidance to Office of the Judge Advocate General (OTJAG), Office of the Chief of Chaplains (OTCH), Senior Leader Development Office (SLDO), General Officer Management Office (GOMO), Human Recourse Command (HRC) Security Management Division, Reserve Personnel Manning Directorate (RPMD) - Health Services Division (HSD), Officer Special Mission Division (SMD), and any other organization that has IMA authorizations.
- h. In coordination with HQDA, develop and maintain appropriate plans, policies, and procedures to support the rapid activation of IMA Soldiers.
- i. Maintain IMA force database.
- j. Prepare monthly IMA Readiness Report and provide to all individual IMA agencies.

2. IMA Agency Coordinator Responsibilities

- a. Send a welcome packet to newly assigned Soldiers.
- b. Ensure the IMA Soldier in-processes for pay. Additionally, advise the newly assigned IMA Soldier to review the IMA Program Overview website to gain knowledge of the IMA processes and help govern their personal military career.
- c. Develop written individual training plans and training schedule for AT & IDTs for pay or points. These plans will be maintained at the agency.

d. Ensure responsible party or supervisor within the agency completes annual evaluations per AR 623-3, for all assigned IMA Soldiers.

e. Provide point of contact (POC) updates of the IMA Coordinator(s). Complete the IMA POC form found on the team's channel and HRC website to IMA Program Manager.

(1) UIC(s).

(2) Agency-Unit Name.

(3) Complete address.

(4) Identify if a MACOM or subordinate unit.

(5) Identify if primary or alternate POC.

(6) Agency coordinator POC full name, email address, commercial phone number, DSN number.

f. Submit requests for assignment/attachment/realignment/transfer/training orders to the appropriate IMA readiness team.

g. Agency Coordinator has 14 calendar days to respond to interview request from the field, the coordinator will be given 14 additional days after HRC has contacted them. In cases where there is no communication the Soldier will be vetted and assigned without the agency approval. It is the coordinators responsibility to maintain active communication on behalf of the agency.

h. The IMA Coordinator serves as the liaison for the Soldier and IMA Program Management Team in the assignment selection process and all pay items (submits all pay items on a USAR Form 26-R to the Pay Center for processing to usarmy.usarc.usarc-hq.mbx.rcpsotmknoxscan@army.mil).

i. The IMA Soldiers Readiness can be seen in Integrated Personnel and Pay System – Army (IPPS-A) under the Human Authorization Recourses Report. This report is visible with HR-PRO access and should be reviewed regularly.

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

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

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

m. iPERMS documents for the IMA Soldier, such as DA Form 1380 for IDT pay. To gain access to IPERMS refer to www.hrc.army.mil.

n. Coordinate the publication of Professional Military Education (PME) orders, and ATRRS course reservations via IPPS-A.

3. IMA Mobilization Asset Manager (MAM) Responsibilities

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

b. Publish assignment orders and specific training orders for IMA Soldiers via IPPS-A/AORS.

c. Endorse requests for approval or disapproval for exceptions to policy for adjudication by the IMA Program Manager.

d. Assist in managing Soldier records; processing personnel actions such as iPERMS, board files and support the publication of the ORB/ERB, etc.

e. Screen, identify, and assign qualified IMA Soldiers to documented IMA positions.

f. Coordinate the assignment and reassignment of IMA Soldiers with supported agencies to meet current and projected IMA personnel requirements.

g. A quick reference to the IMA MAM's may be found within the IMA Program Overview website.

4. Soldier Responsibilities

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

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

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

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

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

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

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

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

i. Upon receipt of the assignment order, the Soldier is required to in-process to the gaining unit and the Reserve Pay system for pay purposes. All forms required to in-process are provided by the IMA Coordinator and will be submitted to the coordinator for processing.

j. Update contact information: address to include emails and phone numbers by logging on <https://myippsa.army.mil>. From the navigator drop down select self-service, then personnel information. Login with CAC or EAMS login information.

CHAPTER 2 - Assignment to the IMA Program

1. Selection Process and Requesting an Assignment Order

a. Vacant IMA positions are currently submitted via an excel document and maintained at HRC. To request a copy, email the group box for your Mobilization Asset Manager (MAM) at usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil. Officers and enlisted Soldiers can only be placed in authorized positions that are of equal or one higher grade than the candidate's current rank.

b. The following documents are required for assignment consideration and are to be submitted to the IMA agency coordinator. The Soldier may submit them direct to the agency's point of contact. Soldiers may obtain the IMA agency POC list by requesting from their IMA MAM.

(1) Provide last three evaluations.

(2) Military Biography.

(3) Updated ARB.

(4) DA705.

(5) DA5500/5501.

c. Reassignment between a Soldier's current organization and another unit (TPU, IRR, IMA, RA) may be accomplished with the agreement of both the gaining and losing commanders. Both the gaining and losing commanders will affix appropriate signatures on the Soldier's Request for Reserve Component Assignment or Attachment (DA Form 4651) or Line of Accounting (LOA) if transferring from RA. The losing unit will forward the form in IPPS-A via a PAR through the appropriate routing chain.

d. A DA Form 4651-R is required for an attachment order, submit the form to the Soldier's IRR/IMA Team through IPPS-A who will publish the attachment order. If the Soldier transfers to another IMA Agency, a new attachment order is required (even if it is to the same unit).

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

f. Requirements for JAG, Chaplain and AMEDD positions have differing position requirements. Review assignment criteria for this special population per AR 140-10.

g. IRR to IMA transfer: The Army Reserve Career Group (ARCG) has a mission to support IRR to IMA transfers. All assignment orders are being published via IPPS-A by the ARCG LNO team.

h. IMA to IMA Transfer: The IMA Agency coordinator will forward the DA Form 4651-R to the appropriate UDL (Action workflow) through IPPS-A. The HRC Team will screen the Soldier to ensure they meet the qualifications of the position and then publish the assignment order.

i. TPU to IMA Transfer: The Soldier will forward the signed DA Form 4651-R (With the new IMA Agency signature and the Soldiers) to their TPU Army Reserve Administrator (ARA) or Reserve Personnel Action Center (RPAC). The unit will push the reassignment request through IPPS-A to the Readiness Division (RD)/Major Support Command (MSC), who then pushes action via email to the appropriate UDL. HRC is responsible for the publication of IMA assignment orders (never the RD).

j. NG to IMA: Officer currently cannot direct transfer from NG to IMA. The Soldier will be placed in the IRR to be transferred to the IMA program. This requires a DD Form 368 that is pushed through their TAG for release. They must interview and obtain a signed

DA Form 4651-R for completion of the packet. Local ARCG representative can assist in the process.

k. RA to IMA: SM will receive an LOA from the IMA Agency, the RCCC at the assigned transition point will submit the LOA to the IMA Program Manager for validation of vacancy and position data. Once returned the transition point will cut the orders to assign them to IMA with the units' information and (IMA) listed on the orders and DD214. This is needed to in-process and establish a pay account.

2. Recruitment Responsibility and Support

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

b. Agencies have a responsibility to implement an effective recruitment plan. ARCG, RCCC, and S1 net are all available resources for recruitment.

3. Release or Transfer

a. Soldiers may be involuntarily removed from their IMA positions for failure to meet specified readiness standards as outlined in AR 140-145, Chapter 3-1.

b. If a Soldier meets the requirements for removal outlined in AR 140-145, the coordinator must submit the request to the IMA MAM team via IPPS-A. The DA Form 4651-R, and a DA Form 4856 outlining the reason for the Soldier to be removed. If it is a voluntary request the Soldier does not need to be counseled. If it is an involuntary request to the IRR, the Soldier is given 30 days to find a new unit (TPU or IMA). If the Soldier fails to find a new unit (And/or initiate the transfer) within 30 days, is involuntarily transferred to the IRR.

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

1. Annual Training Overview

a. IMA Soldiers are required to perform AT each FY. Failure to fulfill the minimum mandatory training obligations for the program, that is, 12 days of AT each FY for two consecutive years with their assigned proponent agency will result in involuntarily removal from the IMA Program without an approved exception. IMA Soldiers who transfer from TPU to IMA are authorized to perform two periods of annual training in the TPU and in the IMA during the same FY based on availability of funding.

b. IMA program is funded for 12 days annual training. IMA Agency Coordinator is to submit a request for AT (DA Form 2446) to arrive to the appropriate MAM no less than 45 days prior to the requested order report date via IPPS-A. Those agencies who receive the AT orders for all outside specialty groups are to be coordinated with the appropriate group (SMD, HSD, GOMO, JAG, SLDO, and CH) and meet their specific requirement's (e.g., HSD 120 days out for credentialing, etc.).

c. Solders are to complete a DTS authorization after receipt of AT orders. The LOA is printed on the orders and the Soldier is NOT to adjust the preestablished routing. Soldiers cannot travel without both the AORS produced AT order and an approved DTS authorization. If a command adjusts the authorization and approves any expenses **the command is then responsible for funding that travel order.**

d. Refer to the IMA Program Overview website and IMA Coordinators Team Channel to obtain the DA Form 2446, Request for Order (for annual training) or contact one of the IMA MAM. The Selective Service System (SSS) AT requirements are outlined later in this chapter.

e. If the Soldier is to perform IDT in conjunction with their AT, the IDT duty is only authorized to be performed at the end of AT. The dates of any IDT period must be annotated on the DA Form 2446 which is to be placed on the AT order. This will allow Soldiers to travel to their HOR. All travel must be initiated on the last day of duty despite being on IDT or AT. No break in IDT will be authorized.

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

g. Soldiers performing AT are expected to stay in government lodging unless it is not available. Rental car is available during AT, if authorized by the command. For IDT Soldiers are NOT supported for Lodging In kind or IDT Travel, thus, the Soldier will incur the cost of lodging/meals/transportation to and from work.

h. Guidance for fragmented AT orders is covered in Chapter 4 of AR 140-145. No more than two increments of approved fragmented AT orders per FY, and no less than five days each. However, IMA funds will pay for the first period of AT only, the second period of AT will have base pay only funded by HRC. The agency must submit a DD Form 1610 or produce DTS to cover the cost of the second travel. No AT order (to include the first fragmented order) will be published without it.

i. Select Service System (SSS) Soldiers are allowed to perform up to three increments of fragmented AT orders per FY for a total of 13 days. They only perform 36 hours of IDT, with 12 IDT periods for points only. Duty is restricted prior to the 15th of October each year and may begin based on confirmation from the IMA Program Manager that authorization of funding has been received and approved through the HRC G8.

j. Individual Lodging Pilot Program (ILPP) is in effect. IMA Agency Coordinators and HRC MAM are to review the official ILPP site and determine if the annual training order reporting site is part of the ILPP. Refer to: www.defensetravel.dod.mil/site/lodging.cfm. Soldiers will be required to lodge at the selected sites. Strict adherence of this requirement is needed to assure proper pay when submitting the travel voucher.

2. Individual Duty for Training (IDT) for Pay or Points Only Overview

a. Training expectations during IDTs are focused on the Soldier performing duties directly related to their IMA position. The Soldier and the supervisor must agree on when, where, and how the IDTs are to be performed and their desired outcome.

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

c. Periods of IDT are normally performed at the duty location of the IMA agency; however, IDT periods may be performed at other military installations (local to Soldier) when coordinated between the proponent agency, the Soldier, and the military installation and at HOR if authorized by the assigned IMA agency. It is imperative, the Soldier obtain an attachment order prior to performing IDT with another agency. No points/pay will be awarded unless there is an attachment order.

d. All periods of IDT will be annotated on DA Form 1380, Record of Individual Performance of Reserve Duty Training. The DA Form 1380 is used to submit for pay or for retirement points. Complete the DA Form 1380 according to the examples shown within the IMA Program Overview website and IMA Coordinator Teams Channel.

3. Tour and Mobilization Overview

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

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

(2) Army Regulation 500-5, Army Mobilization.

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

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

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

c. Additional information can be found on the HRC website under "Coordinator Resources" and review the "Tour Information for IMA."

4. Pay Procedures

a. For payment for IMA Inactive Duty for Training (IDT), Annual Training (AT), and Active Duty for Training (ADT) orders will be submitted on a USAR Form 26R with the required documentation per USAR PAM 37-1 to the Pay team via IPPS-A to the correct UDL.

b. For specific inquiries for pay questions or issues, the agency coordinator or representative from the agency is to submit a pay inquiry form, USAR Form 27- R (located on the website/Teams Channel). The Soldier is not authorized to submit these forms.

CHAPTER 4 – Soldier Administrative Maintenance

1. Responsibilities

a. IMA Coordinators, in conjunction with the appropriate IMA MAM are responsible to ensure the personnel data of their assigned IMA Soldier is maintained and updated. Current systems require the IMA Coordinator to furnish required documentation to HRC for updating IPPS-A.

b. Agencies will assure newly assigned Soldiers submit required forms to in-process for pay and maintain on file the DD 93, SGLV, and family care plan, etc. In-processing documents are located within the IMA Program Overview website and the IMA Coordinators Team Channel. Pay documents are to be forwarded to USARC pay team after being placed on a USAR-Form 26R for tracking and processing.

c. An effective tool to manage the assigned IMA Soldiers is the Human Resource Auth Report located in IPPS-A.

d. IMA Agencies are required to make the administrative updates within Digital Training Management System (DTMS) that requires a common access card (CAC). Updates of the scores are essential to assure the IMA Soldier remain eligible for promotion consideration and to attend military professional education. IMA Soldiers are assigned and thus, should be within the agency's ability to update. Coordinate any issues within the DTMS website.

2. Orders Processing via Automated Orders Resource System (AORS)/Integrated Personnel and Pay System – Army (IPPS-A)

a. AORS is the system that is used by IMA MAM to publish all AT/ADT orders for the IMA Soldiers. This system will be used to produce orders for DTS authorizations to be created. The AORS orders are fed into IPPS-A and create a temp assignment for administrative management of the Soldier.

b. IPPS-A is the system for publication of all assignment, realignment, transfers. All requests for orders are to be submitted through IPPS-A via a PAR. Follow the IMA processing map found on the MS Teams channel for the routing directions.

3. Medical and Dental Readiness

a. IMA Soldiers require a current Periodic Health Assessment (PHA) every 12 months. At 12 months and 1 day the PHA is past due. Soldiers performing the annual PHA are entitled to receive no more than two paid IDT periods for physical health assessments are authorized annually (to include dental). However, if the agency can obtain a PHA appointment during the Soldier's annual training, that date will be published on the AT order and "PHA required during active duty" will be placed on the Soldier order. Failure to accomplish a PHA will result in no further AT authorized. IMA Soldiers who have not had a PHA within the previous 12 months of their AT request will not be authorized annual training until a PHA is completed or an appointment is obtained during the Soldiers scheduled annual training. The process to obtain a PHA may be found within the IMA Program Overview website menu link entitled, "Soldier Q&A".

b. Dental readiness is tracked along with medical readiness. Dental screening is included in the two days of IDT's that can be used for PHA. Specifics on obtaining a dental screening may be found within the IMA Program Overview website menu link entitled, "Soldier Q&A". Any questions regarding PHA, dental, hearing may be provided by the HRC Surgeons Office.

c. For IMA Soldiers undergoing a Disability Evaluation for Retention (DES), refer to AR 635-40, Disability Evaluation for Retention, Retirement or Separation. The HRC Surgeons Office will provide resources and support for issues pertaining to DES.

4. Army Combat Fitness Test (ACFT) and Medical Profile

a. IMA Soldiers are required to perform an annual ACFT and maintain appropriate height/weight (HT/WT). IMA Soldiers may conduct an ACFT in an AT or IDT status with the commander's approval or if attached for points only to the organization the APFT/ACFT was performed.

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

c. Soldiers injured while in the line of duty (LOD) may need a LOD investigation. Should the Soldier have an accident in-route to IDT, only the training schedule will be used to identify their duty day and allow a line of duty to be approved. Guidance is provided within the IMA Program Overview website in the "IMA Program Policies Information and Guides". For questions on a LOD, contact the HRC Surgeons Office.

5. Security Clearances - HRC is the sole POC for Clearance Requirements

a. IMA Soldiers must possess, or be able to obtain, as well as maintain the minimum-security clearance required for their AOC/MOS/position against which they are assigned. SECRET clearances are in tolerance for 5 years from the date of completion of the investigation, not from the date the clearance was granted. TOP SECRET and TS-SCI clearances are in tolerance for 5 years. If the Soldier has a two-year break in service, a new request will be submitted to update the clearance.

b. Soldiers in a position where a security clearance is not required, based on MOS and position, must have a minimum of a favorable NACLIC investigation.

c. The Soldier must have the current security clearance required for the position to complete their IDT's and Annual Training. If the Soldier's AT/duty assignment requires access to SCI, the indoctrination and/or permanent certification will be completed by the Soldier's assigned proponent agency upon the determination of need-to-know. Soldiers are required to contact their assigned IMA agency or the Security Management Office to process the required security clearance or minimum favorable NACLIC investigation.

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

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

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

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

6. Evaluations

a. Performance evaluations are required for all IMA Soldiers, typically at the anniversary date of IMA assignment. Soldiers and raters should refer to AR 623-3, Evaluation Reporting System and DA Pam 623-3, on the submission of evaluations.

b. Evaluations for IMA Soldiers are handled like all other reserve Soldiers. A rating chain, determined by the agency, is held accountable for submitting an evaluation no more than 90 days after the anniversary date of day the Soldier was assigned to the IMA position. Evaluations will include both AT and IDT periods during a specific rating period.

c. For questions on the completion of evaluations coordinate with The Adjutant General Directorate (TAGD) website:
<https://www.hrc.army.mil/TAGD/Evaluation%20Systems%20Homepage>

7. Promotions

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

(1) Position vacancies are required for IMA promotions through SSG. IMA Coordinators are to contact the HRC IMA MAM Team to obtain the promotion worksheet to determine their eligibility for promotion.

(2) For personnel that are E-4 thru E-5 the promotion to the next grade is determined by either date of assignment or date the Soldier meets all promotion eligibility requirements per guidelines within AR 600-8-19, Chapter 6, whichever is first. For example, if a Soldier transfer into a position and is fully eligible then the date of assignment is the effective date for promotion. If the Soldier completed the required PME then the date of graduation is the Soldiers effective date.

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

(4) Announcements regarding the convening of the promotion board and the documents required for packet consideration will be published on the HRC website by the promotion team.

(5) For further inquiries, please contact either the SLDO SGM IMA/IRR Team or the HRC IMA MAM Team at usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil.

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

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

(2) Once the officer board results are approved and released, IMA Soldiers occupying a position of the appropriate grade and Area of Concentration (AOC) for which they are qualified must complete a DA Form 7774 and submit through their IMA Proponent Agency to the promotions section of TAG-D via IPPS-A. IMA promotion orders will be emailed to the Soldier's Enterprise e-mail address.

8. ETS/MSO

For extensions or reenlistments, please refer to regulatory guidance USAR Reenlistment Program, AR 140-111, Chapter 2, which defines the basic eligibility for reenlistment. Contact the IMA Reenlistment Team by submitting a PAR via IPPS-A.

9. Retirement

a. All Reserve Component Soldiers who complete the required years of service to become eligible for retired pay at age 60 will receive a 20-year letter as their written notification of that eligibility. The 20-year letter is the official notice that 20 years of creditable service has been reached by an individual in the Army Reserve, and declares the qualification of the Soldier for retirement benefits at age 60. The Soldier should receive the 20-year letter notification during the year following the qualifying retirement year. Normally, the letter is issued 90-120 days after the retirement year ending date.

b. For an IMA Soldier to transfer to the Retired Reserve, coordinate the action with the appropriate Personnel Action Branch (PAB) via an IPPS-A par and the IMA processing MAP.

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

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

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

10. Military Clothing

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

b. Review the Clothing Issue Guidance for IMA/IRR Soldiers located within the IMA Coordinator Teams Channel and on the IMA Program Overview website, menu selection of “IMA Program Policies and Guides” and/or contact HRC POC, Mr. Tony R. Harris at tony.r.harris.civ@army.mil.

11. Professional Military Education

The IMA Program provides funding for professional military development (only). All assigned Soldiers should be fully qualified for their assignment. IMA Soldiers may

request PME by submitting a PAR via IPPS-A to the appropriate Schools section in RPMD.

12. Family Care Plan/Changes in Dependency

a. Single parents, dual military couples with dependents, and members with civilian spouses who have unique family situations as determined by the Agency must complete a Family Care Plan. If there is a change in dependency, personal, or family circumstances, the Soldier must notify the IMA Agency/Unit within 90 days to determine if a Family Care Plan is necessary.

b. Family Care Plans must be completed in accordance with Army Regulation, Army Command Policy, AR 600-20.

13. Casualty Reporting

a. If the IMA Soldier is in a duty status, the unit of assignment is to prepare and forward a Serious Incident Report (SIR) and any documentation through their S-1 chain of command to HRC Casualty Office. They can be contacted for details at 1-800-626-3317.

b. If the SM is in a non-duty status, the following documents needed for processing are submitted to USARC Casualty office @ anthony.c.baldwin3.civ@army.mil.

(1) Death Certificate.

(2) DD93 (if it's the Soldier that passed).

(3) SOES Cert showing they have SGLI.

(4) Police Report/Medical Examination Report (as applicable – if a final death certificate is not available).

(5) SGLV 8700 (if the death is of a spouse or child of the SM).

(6) SGLV 8283A (if the death is of spouse or child of SM).

Annex A

References

- a. AR 27-10, Military Justice.
- b. AR 140-10, Assignments, Attachments, details, and Transfers.
- c. AR 140-111, U.S. Army Reserve Reenlistment Program.
- d. AR 140-145, Individual Mobilization Augmentation Program.
- e. AR 500-5, Army Mobilization.
- f. AR 600-8-19, Enlisted Promotions and Demotions.
- g. AR 600-8-29, Officer Promotions.
- h. AR 600-9, The Army Body Composition Program.
- i. AR 600-20, Army Command Policy.
- j. AR 621-202, Army Educational Incentives and Entitlements.
- k. AR 623-3, Evaluation Reporting System.
- l. AR 635-40, Disability Evaluation for Retention, Retirement, or Separation.
- m. DA-PAM 500-5-1, Individual Augmentation Management.
- n. DA-PAM 623-3, Evaluation Reporting System.
- o. USAR PAM 37-1, Defense Joint Military Pay System – Reserve Component (DJMS-RC) Procedures Manual.

Annex B

IMA Processing Map

Appendix A - TPU – IMA

Appendix B - IRR – IMA

Appendix C - AD – IMA

Appendix D - IMA – IMA

Appendix E - IMA – IRR

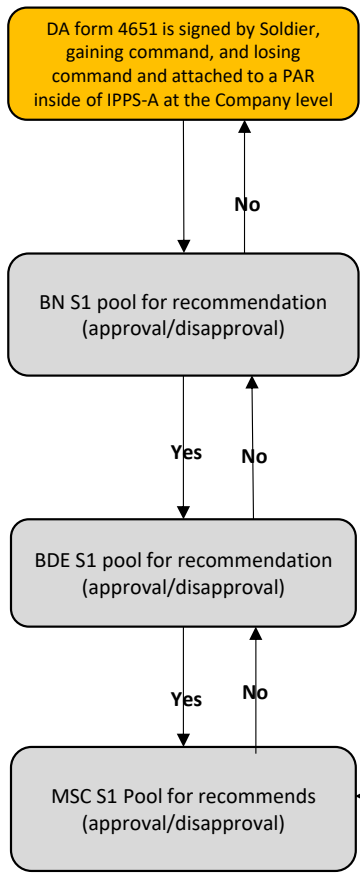
Appendix F - Enlisted/Officer PME

Appendix G - Reenlistment Request

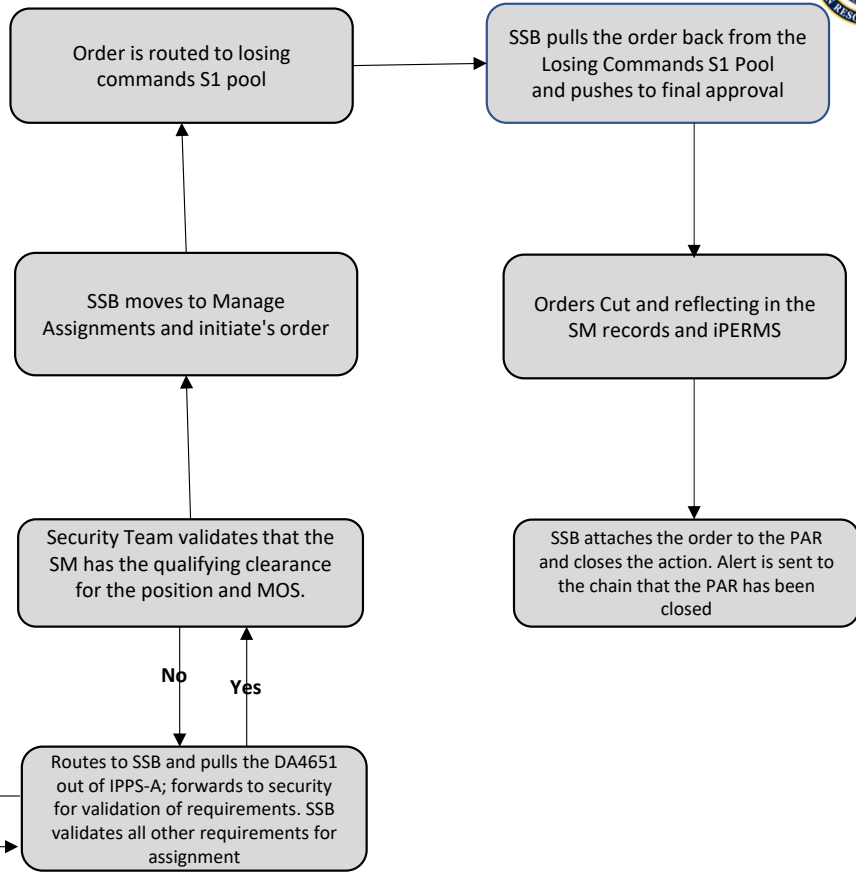
Appendix H - Personnel Action Request (PAR) Actions (AT-ADT orders/ARB updates/Other actions)

Appendix I - Senior Enlisted/Officer Promotions

Appendix J - EPS Actions



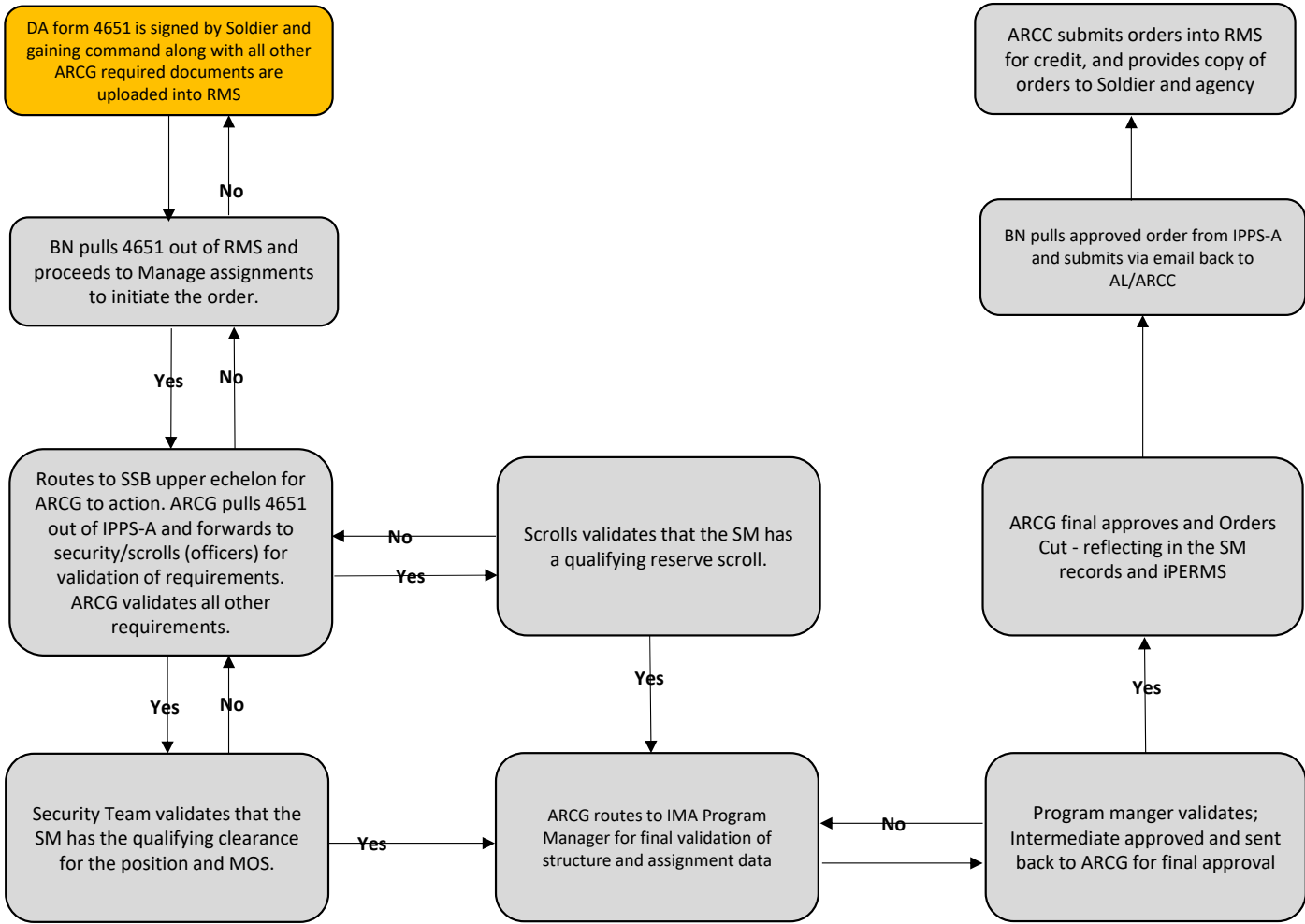
1. All specialty AOC/MOS will route to their HRC/HQDA POC pool vs IID.
2. Push back to draft can happen at any point during the process.
3. If an ETP is required the PAR will be routed to the IMA Program Manager or approved HRC/HQDA POC, via a PAR in IPPS-A.



Appendix B



IRR-IMA



1. All specialty AOC/MOS will route to their HRC/HQDA POC pool vs SSB.
2. Push back to draft can happen at any point during the process.
3. If an ETP is required the PAR will be routed to the IMA Program Manager or approved HRC/HQDA POC, via a PAR in IPPS-A.
4. All ARNG Soldier will have the TAG create a conditional release in IPPS-A when they approve the DD368. All documents then route through RMS to ARCG for parent linked assignment and validation for position.

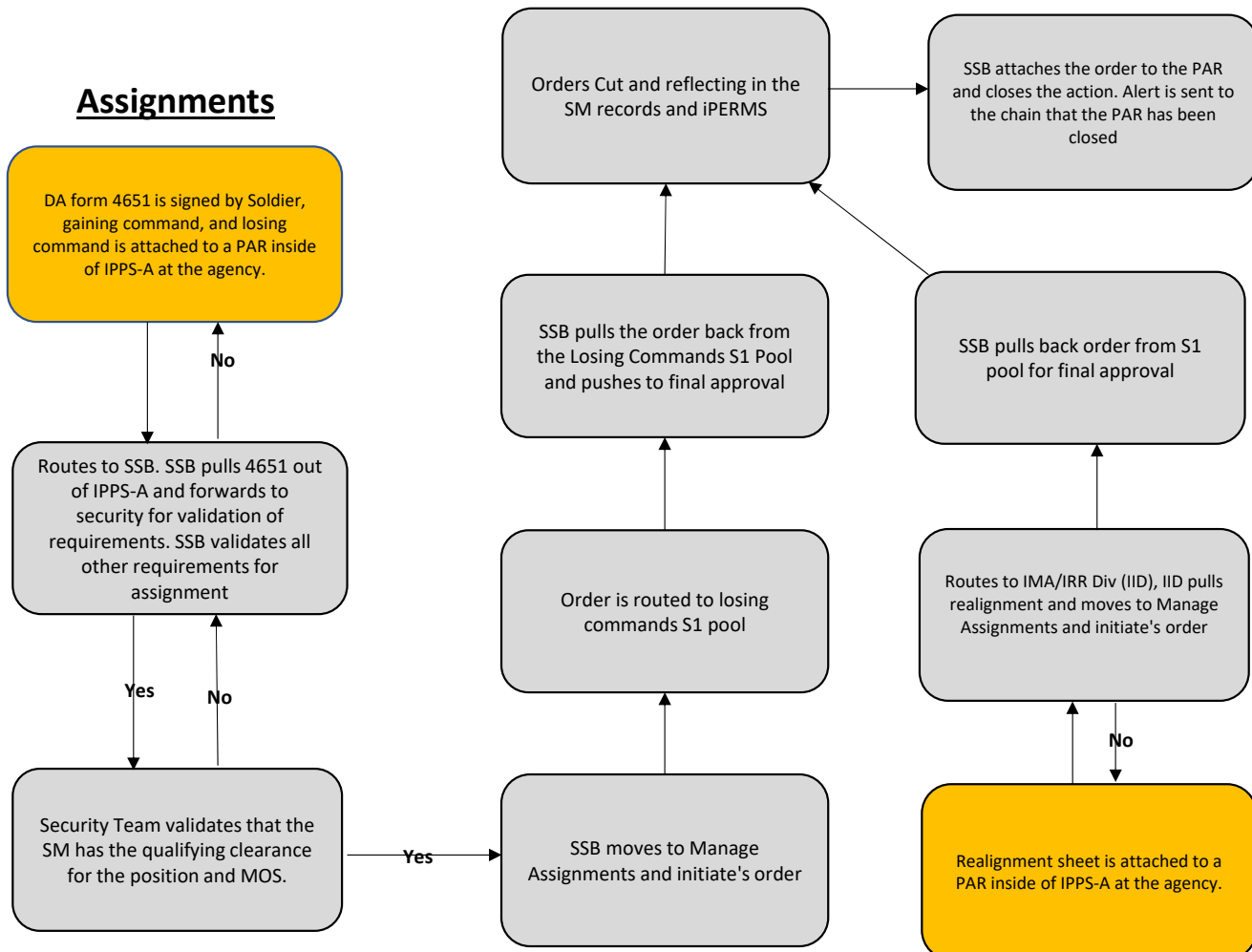


1. ROCC/CC reaches out to IMA POC, interview completed, SM accepted into IMA unit with LOA
2. Unit provides signed LOA, ROCC/CC sends LOA to HRC-RCT helpdesk
HRC-RCT provides ROCC with acknowledgement to proceed.
3. ROCC provides manual 5691 to installation Transition office. **Must have (IMA) next to unit on 5691. Transition office cuts separation order and DD214 with (IMA) unit of assignment
4. IPPS-A follow on assignment order is generated and approved to accompany IMA DA Form 5691 and separation documents.

Appendix D



IMA-IMA

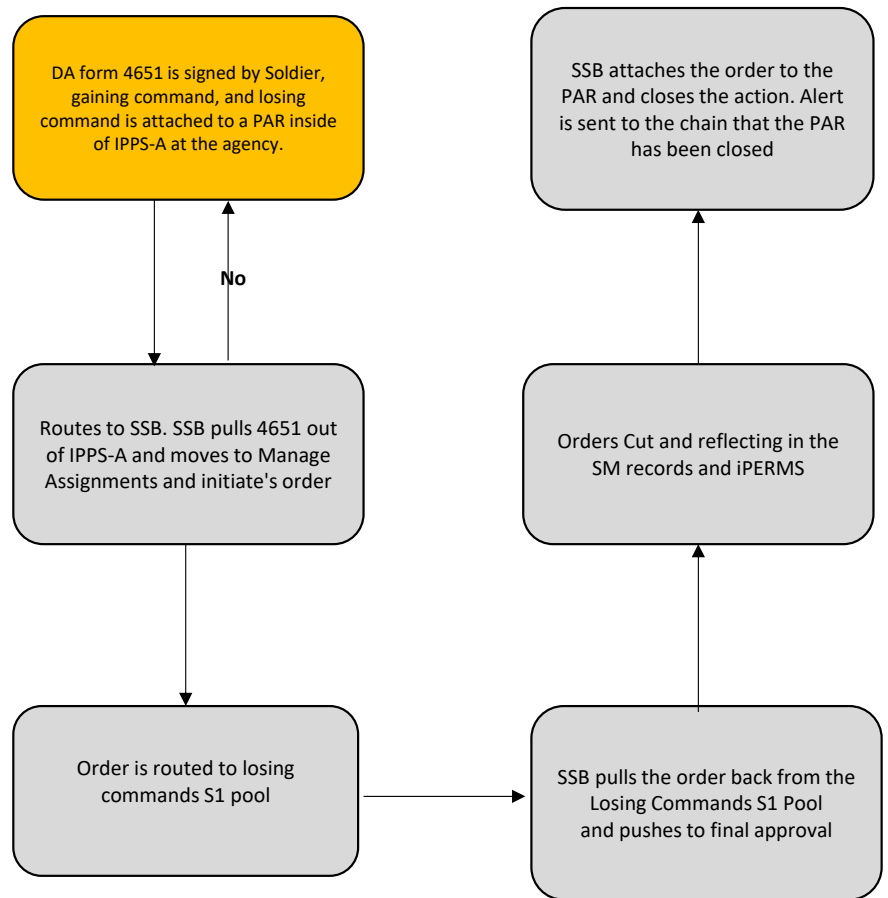


1. All specialty AOC/MOS will route to their HRC/HQDA POC pool vs SSB.

2. Push back to draft can happen at any point during the process.

3. If an ETP is required the PAR will be routed to the IMA Program Manager or approved HRC/HQDA POC, via a PAR in IPPS-A.

Realignment/Reassignment



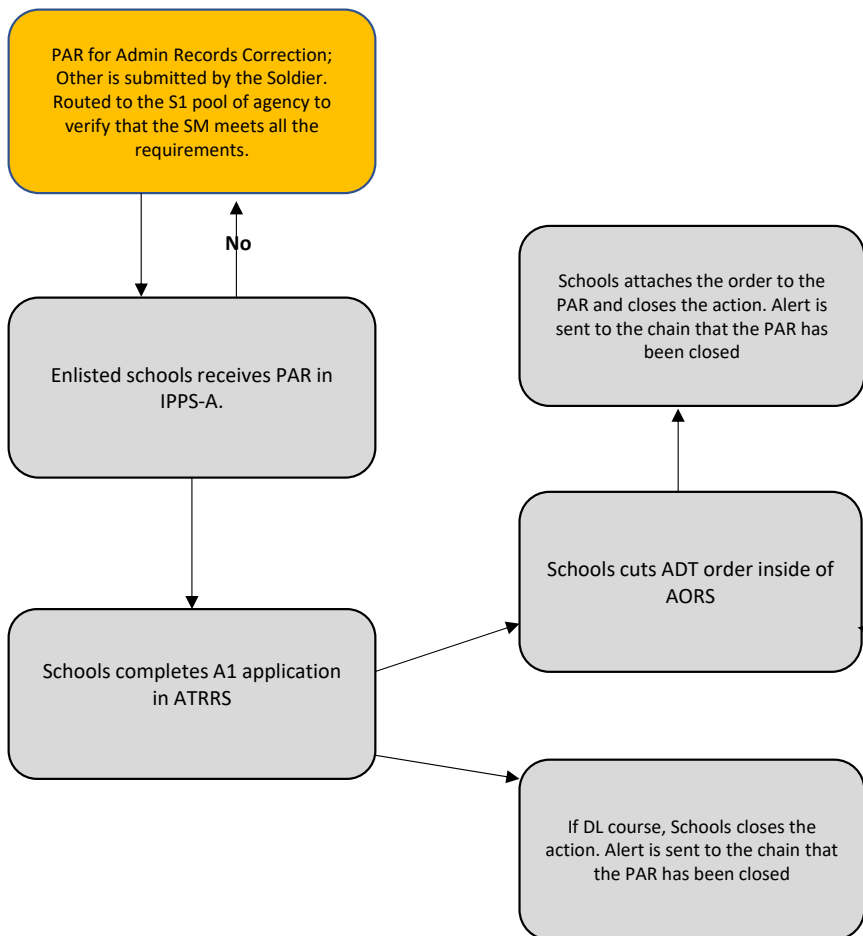
1. All specialty AOC/MOS will route to their HRC/HQDA/OCAR POC pool vs SSB.

2. Push back to draft can happen at any point during the process.

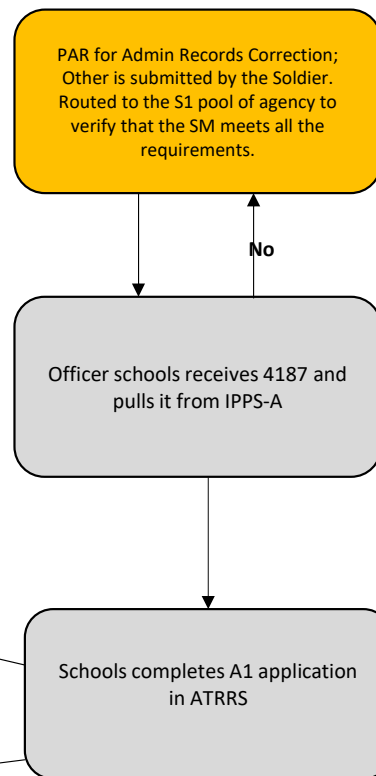
Enlisted/Officer PME



Enlisted



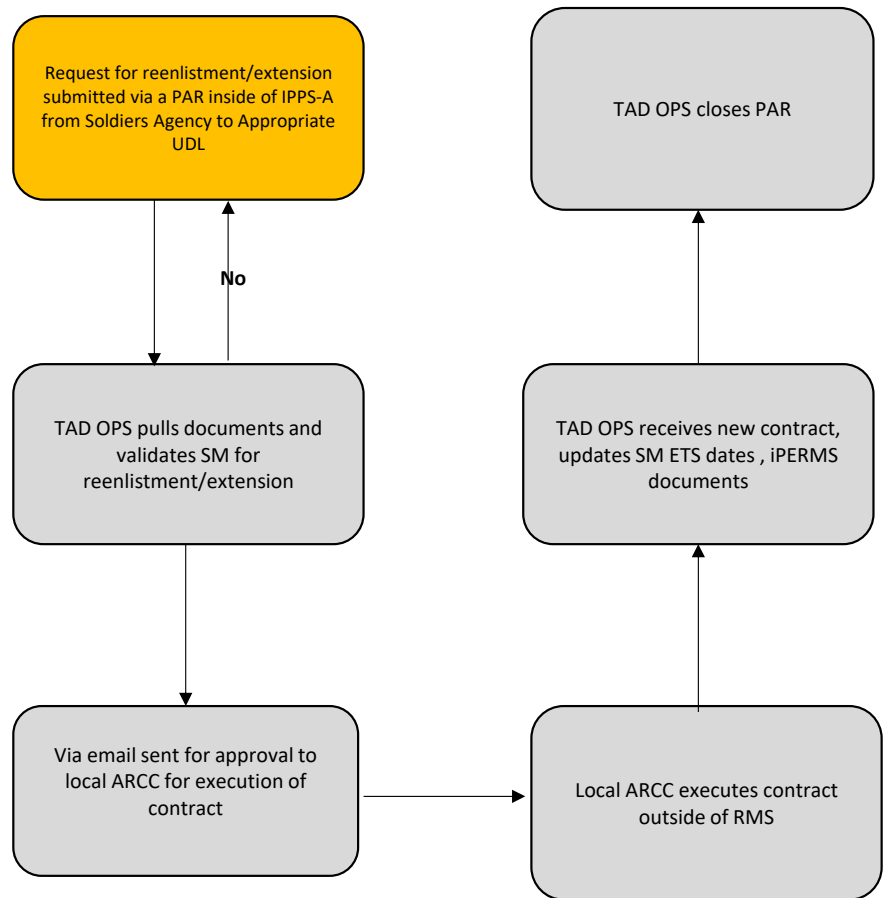
Officer



1. Push back to draft can happen at any point during the process.
2. Look up schools via [ATTRS \(army.mil\)](https://armymil.mil)
3. For enlisted search by MOS or "Master" for MLC
4. Officer Codes;

- ADVANCE JOINT PROFESSIONAL MILITARY EDUCATION SCHOOL CODE: **516**
- CAPTAIN CAREER COURSE/FINANCE - FT JACKSON SCHOOL CODE: **805A/805C**
- CAPTAIN CAREER COURSE ORDER/MI- FT HUACHUCA SCHOOL CODE: **301**
- CAPTAIN CAREER COURSE ORDER - FT LEE SCHOOL CODE: **907B**
- CAPTIAN CAREER COURSE/QM-FORT BRAGG, NC SCHOOL CODE: **701**
- CAPTAIN CAREER COURSE/MTSS -FORT LENORDWOOD SCHOOL CODE: **052**
- CAPTAIN CAREER COURSE/MTSS-FORT Gordon SCHOOL CODE: **113**
- AVCCC/WOAC/WOSSC /MTSS -FORT Rucker SCHOOL CODE: **020**
- INTERMEDIATE LEVEL EDUCATION/PH1 or 3- SCHOOL CODE: **R701**
- INTERMEDIATE LEVEL EDUCATION-Germany SCHOOL CODE: **3747**
- ARMY WAR COLLEGE -CARLISE BARRACKS SCHOOL CODE: **217**
- RESERVE COMPONENT NATIONAL SECURITY COURSE SCHOOL CODE: **700**
- CAPTAINS CAREER COURSE/EN-DEVILS LAKE, ND SCHOOL CODE: **052**
- FA51 INTERMED QUAL ON ACQUISITION LEADERSHIP, HUNTSVILLE, AL SCHOOL CODE: **701H**

Reenlistment Request



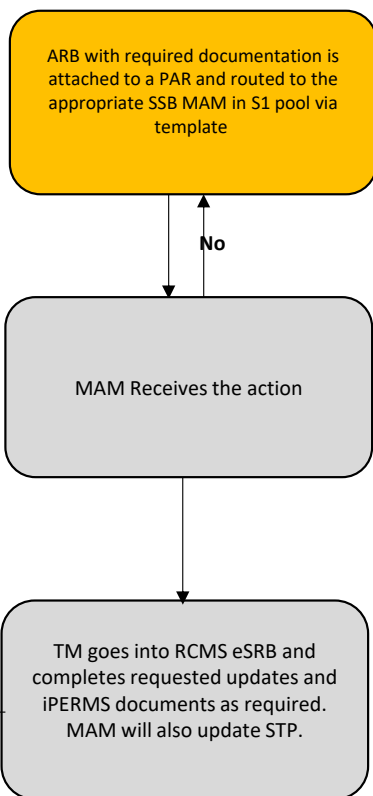
- 1. Push back to draft can happen at any point during the process.
- 2. Any DAG1 actions will be submitted from the HRC team to appropriate approval authority.

PAR Actions (AT-ADT orders/ARB- updates/Other)

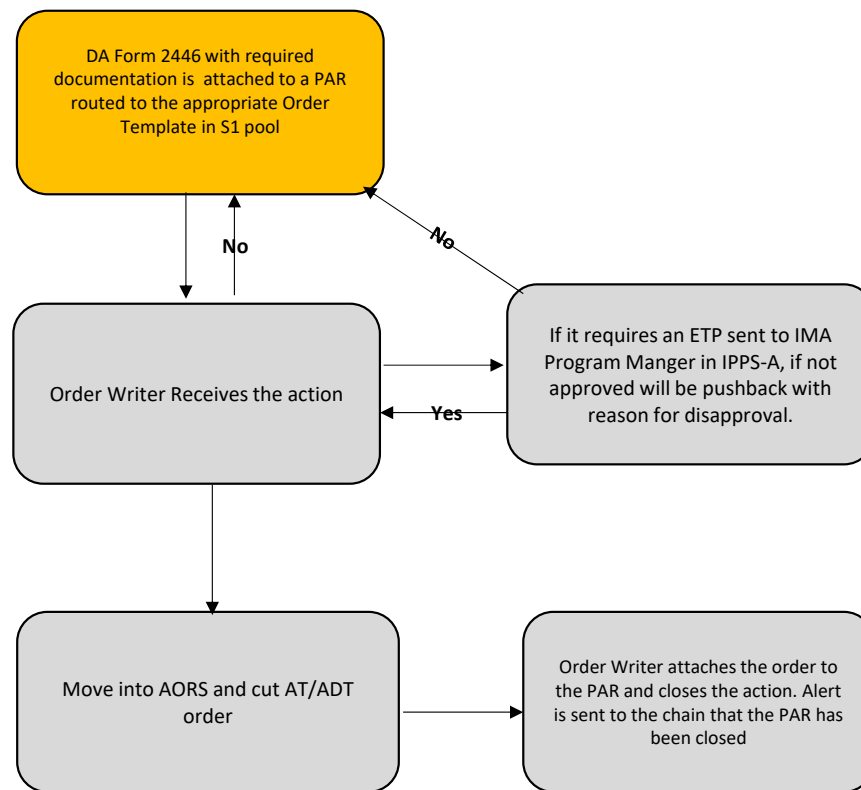


****All actions received by TM that are classified other (SQI, MOS Change, etc...) will be processed into the correct system and close out action via PAR. Submit all required supporting documentation in the PAR****

ARB/Other



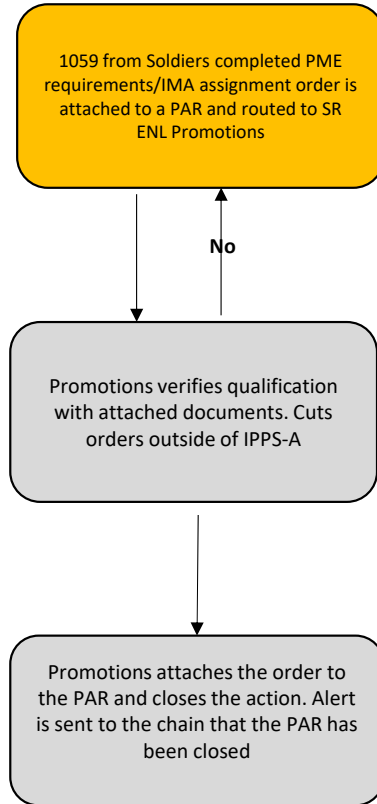
Orders



Senior Enlisted/Officer Promotions

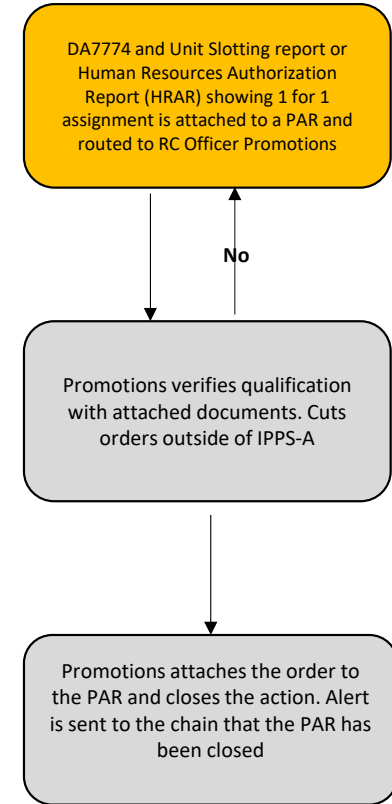


Enlisted



1. If anything additional is needed the promotions team will respond within the IPPS-A PAR, and push back to draft.
2. Check promotion list on <https://www.milsuite.mil/book/community/spaces/apf/s1net/promotionsenlisted/tpuprominfoandseniorboardresults>

Officer





All EPS actions, O and E will be routed from the agency to the EPS. Below are the actions that are completed via the EPS for processing to them.

- Involuntary Separations – If Soldier does not request discharge upon ETS, EPS will process discharge orders.
- Discharge or Removal from Active Status
 - Non-participant - 20 year – Non Par Letters are mailed to the Soldier.
 - Medically unfit
 - Maximum Age
- Transfers
 - Conditional release (Inter & Intra Transfer) – Analyst works with the Recruiters, DD Form 368
 - To Retired Reserve – Soldier needs to submit a PAR to the IMA Agency to EPS. Once received, EPS processes the Retirement orders and completes the Retirement Flag Kit
 - From Retired Reserve – EPS completes this action from start to finish. Currently the Soldier will be CURORG R and will submit an email to the PAB requesting transfer from the Retired Reserves. EPS will provide a checklist and a packet for Soldier to complete by gaining command.
- Other Actions
 - Retiring Soldier Commendation Program – Retirement Flag kit. EPS will process after completion of Retirement orders.
 - Statement of Service Memo (VA Home Loan/Military Buy Back) – Soldiers will submit a PAR requesting completion of the VA Home Loan. Soldiers will submit a PAR requesting Statement of Service for Military Buy Back.
 - Employment Verification/Record requests – Employment Verification usually comes from a third party through email to the EPS. Soldier will submit a PAR requesting Records requests.
 - iPERMS Upload – actions that get processed are automatically posted to iPERMS. Will need to check with iPERMS to verify if there is going to be another process for iPERMING documents. Currently, we will process as documents are submitted to the PAB.
 - Retirement points- via a PAR

****List is not complete and inclusive of all actions within the EPS. Please see HRC website for questions on EPS actions****