

18 June 2004

MEMORANDUM FOR AFOSI/IMAs

FROM: AFOSI/RE
1535 Command Drive, Ste B304
Andrews AFB, MD 20762

SUBJECT: I2MS Skills Registration

The AFOSI/CC requested all AFOSI reservist update the I2MS database system with their unique skills. So many of our IMAs have skill sets that the command in the past has not been able to capture. I2MS provides the capability to capture this data and will provide the ability for anyone in the command to query for an IMA with certain desired skills sets. If you have received this letter, your information is not in I2MS.

This task was started in December 2003 and to date has not been completed. I need your assistance. During your next training period whether for an IDT, annual tour, or MPA/RPA tour, please log on to I2MS and update your information. This task should be completed by December 2004. Instructions are provided in the attached three-page instruction guide.

To view more I2MS instructions, via OSI LAN access, visit:
<http://afosi-web.ogn.af.mil/i2ms/index.htm>.

If you have any technical questions regarding I2MS please call OSI Helpdesk at 240-857-0900 or for general information call OSI Reserve Affairs at 240-857-0866.

Your assistance in completing this task is appreciated.

[Signed]
CONSTANCE O. TAYLOR, COL, USAF
DIRECTOR, RESERVE AFFAIRS
AFOSI/RE