

## **SCHEDULING OF FY05 PARTICIPATION REQUIREMENTS**

**Jun 04**

A revision of AFMAN 36-8001, Reserve Personnel Participation and Training Procedures, established two new requirements for IMAs in FY04. The new requirement established a quarterly maximum for IDTs and requires IMAs to schedule their IDTs with their supervisor by 15 Aug of each year.

An IMA's yearly participation requirements include their annual tour (12 days) and their IDTs (24 points-12 days). The new IDT process established a quarterly maximum for IDTs. IMAs must accomplish their yearly participation over a period of three quarters within the FY. Supervisors may authorize a maximum of 8 IDTs per quarter. With justification, an IMA may request a waiver/exception to this policy which must be coordinated thru the Region to AFOSI/RE who will endorse and forward to ARPC/CC for final approval.

For FY05, IDTs must be scheduled by 15 Aug 2004 and all IDT periods must be approved by the supervisor prior to performance. We recognize this as merely a projection and when you project a schedule so far in advance, there will be changes. However, it does aid the supervisor in scheduling work and planning for vacancies in the unit.

1. Fill out and send ARPC Form 59 (IMA Participation Schedule Worksheet) to Supervisor for approval
2. Worksheet forwarded to Region/Directorates for coordination
3. Final copies sent to AFOSI/RE, CMSgt Al Tolbert and/or MSgt Alicia Jones, NLT 25 Aug 2004

Under no circumstances should an IMA send their schedule directly to AFOSI/RE. All schedules must be routed thru the Regions and Directorates.

If you have questions regarding this process, please contact our office at 240-857-0866, DSN 857-0866; fax DSN 857-9525.