

## ESTABLISHING YOUR PAY FILE

It is the IMAs responsibility to establish your pay file with your Reserve Pay Office (RPO). In your welcome package from ARPC, you were provided documents to start your pay file. And until completed, you will not receive pay or point credit for training.

## PHYSICAL FITNESS STANDARDS AND PHYSICAL HEALTH ASSESSMENT (PHA)

All IMAs are required to test as part of the AF New Physical Fitness Standards. You must workout on your own to maintain your fitness. IDT credit is not authorized for training to meet the fitness standards.

All IMAs are required to have a physical and dental (PHA) completed yearly. Failure to do so will result in termination of your pay until the PHA is completed.

## UNIFORMS/CLOTHING ALLOWANCE

You must acquire, wear (when appropriate), and maintain the proper uniform items according to AF standards. Your uniform must be ready for mobilization at all times.

## ASSIGNMENT POLICIES

Assignments for officers and enlisted are driven by promotions or promotion potential, with some exceptions.

## IMPORTANT WEB SITES

HQ AFOSI/Reserve Affairs Web Sites  
*Intranet:* <http://afosi-web.ogn.af.mil/re>

*Public:* <http://public.afosi.amc.af.mil/re>

### **Air Reserve Web Links**

- AF Portal ([www.my.af.mil](http://www.my.af.mil))
- AF Reserve Command ([www.afrc.af.mil](http://www.afrc.af.mil))
- Air Reserve Personnel Center (<http://arpc.afrc.af.mil>)
- My Pay ([www.dfas.mil/money/](http://www.dfas.mil/money/))

For additional information or more specific instructions please consult the IMA guide which can be downloaded from the ARPC website.

## AIR FORCE OFFICE OF SPECIAL INVESTIGATION

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*Eyes of the Eagle*

### **IMA QUICK REFERENCE GUIDE**

#### AFOSI/RE RESERVE AFFAIRS

1535 COMMAND DRIVE, STE B304  
ANDREWS AFB, MD 20762

COMM: 240-857-0866 DSN: 857-0866  
FAX: 240-857-9525 DSN: 857-9525

Email: [RE.office@ogn.af.mil](mailto:RE.office@ogn.af.mil)

#### OUR MISSION

**Insure readiness and mobilization of Individual Mobilization Augmentees (IMAs) through recruitment, organization, management tools, training, deployment, and mission/exercise support.**

# MANDATORY TRAINING REQUIREMENTS

Your required Annual Tour (AT), period of training, is 12-14 days annually. Schedule your AT at least 45 days early to assure timely processing. Annual tours can be split with AFOSI/RE approval. All tours must be submitted electronically using the Web Order Transaction System (WOTS) which is accessible by internet at <http://ARPC.AFRC.MIL/orders/wots.htm>

## INACTIVE DUTY TRAINING (IDT)

### Inactive Duty Training (IDT) Participation

An IDT is "one" 4-hour period, no more than 2 per day. IMAs are required to complete 24 IDTs annually. You are paid one day's pay for each IDT. Travel pay to or from an IDT location is not authorized. IDTs performed at other than the member's unit of assignment/ attachment, the commander directing the deviation will issue a local funded DD FM 1610 (Request and Authorization for TDY Travel). Exceed the limit and you receive "points" only credit. For Pay, submit the certified AF FM 40A (two signatures required, yours & the certifying official) to your Reserve Pay Office (RPO) within two days after completion of duty.

**Restricted IDT training parameters, by quarter, are as follows:** OSI members with a requirement to perform 24 IDTs per fiscal year may perform a MAX of 8 IDTs per quarter or have an approved waiver request.

**Important! By 15 August of each year, all IMAs are required to forecast, with their supervisor, their AT & IDT schedule for the next FY year**

## MILITARY PERSONNEL APPROPRIATION (MPA)

### Man-day Tours (MPA)

MPA Tours- AD tour authorized to support short-term needs of the active force. All MPA tours must be coordinated thru the Region/Directorate and approved by AFOSI/RE.

### Reserve Personnel Appropriation (RPA)

RPA Tours- AD tour authorized to support short-term needs of the reserves. Apply for RPA/MPA tours using AF FM 49, Application for MPA Man-day Tour. All tours require coordination with AD supervisor and approval by AFOSI/RE.

## RETIREMENT/RETENTION (R/R) YEAR PARTICIPATION

One year's credit for retirement = 35 earned + 15 member points. IMAs must earn 35 points thru any combination of IDT, any type of active duty tour (AT, RPA, or MPA), ECI courses, or in-residence school tours each R/R year. Your R/R year begins on one day of one year and ends on the preceding day of the next year, e.g. 1 July 2004 through 30 June 2005. It is your responsibility to track your R/R year because it affects your retirement. If you have a break in active Reserve status, only the R/R year date changes.

## FISCAL YEAR (FY) PARTICIPATION

The FY is the time-period in which you must meet the specific participation requirements for your category. The time-

period begins 1 Oct and ends 30 Sep of the following year. These requirements are mandatory and must be completed each FY to maintain your current position in the program.

**Maximum Points Creditable for Retirement.** All AD points are always creditable for retirement.

AF FM 526 (Point Credit Summary). This summary lists all of your participation points credited during your inactive and active duty training, special tours and MPA tours, ECI courses, and membership. You should receive this summary 90 days after the closeout of your R/R year. Review it for accuracy and if there are discrepancies, report errors to HQ ARPC/DPPRK. Be prepared to provide the appropriate source documents.

## PERFORMANCE REPORTS

Officers receive an OPR yearly, and Enlisted members receive an EPR biennially. To prepare your report, you should provide your reporting official with useful, informative, and accurate information about yourself in writing.

All Forms can be downloaded from <http://e-publishing.af.mil> or from the AFOSI/RE public or intranet web site. For instructions on how to complete the forms, please download the "IMA Guide" from <http://www.arpc.afrc.af.mil>.

Any Questions call RE  
at (240)-857-0866  
DSN 857-0866 EST