

DEAN'S POLICY AND OPERATING MEMORANDUM 03-23*

OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-5000

MADN-HR

23 May 2023

Memorandum No. 03-23

INDIVIDUAL MOBILIZATION AUGMENTATION PROGRAM

	Page
1. References	1
2. Purpose	2
3. Applicability	2
4. Background	2
5. Policy	3
6. Responsibilities	9
7. Expiration	14
8. Proponent	14
Annex A: Inactive Duty Training Opportunities	A-1
Annex B: Annual Training Preparation and Procedures	B-1
Annex C: Individual Training Plan (example)	C-1
Annex D: HRC IMA Pay Information Paper	D-1
Annex E: Awards for IMA Soldiers	E-1
Annex F: Sample Recruiting Announcement for IMAs	F-1
Annex G: Forms Electronic and Public Folders	G-1
Annex H: DA Form 1380	H-1
Annex I: DA Form 2446	I-1
Annex J: USMA In-processing Form	J-1
Annex K: Active Duty Operational Support	K-1

1. References.

- AR 71-32, Force Development and Documentation Consolidated Policies, 20 March 2019
- AR 135-180, Retirement for Non-Regular Service, 28 April 2015
- AR 135-210, Order to Active Duty as Individuals for Other than a Presidential Reserve Call-up, Partial or Full Mobilization, 17 September 2019
- AR 140-1, Army Reserve Mission, Organization, and Training, 20 January 2004
- AR 140-145, Individual Mobilization Augmentation Program, 21 March 2022
- AR 140-185, Training and Retirement Point Credits and Unit Level Strength

* This DPOM supersedes DPOM 03-23, 1 Feb 2017

Accounting Records, 3 August 2018
 AR 600-8-22, Military Awards, 5 March 2019
 DOD Instruction 1215.06, Uniform Reserve, Training, and Retirement
 Categories for the Reserve Components, 11 March 2014
 DOD Instruction 1215.07, Service Credit for Non-Regular Retirement,
 30 July 2019
 DOD Instruction 1235.11, Management of Individual Mobilization Augmentees
 (IMAs), 10 July 2015
 HRC Publication, IMA Verification Guide, January 2016
 HRC Publication, Individual Mobilization Augmentee (IMA) Handbook,
 March 2021
 USMA Regulation 10-1, Organization and Functions, 1 April 2018

2. Purpose. This DPOM provides guidance and defines specific responsibilities governing the management and administration of the United States Army Reserve (USAR) Individual Mobilization Augmentation (IMA) program within the Office of the Dean, United States Military Academy (USMA). USMA is an IMA Proponent Agency.

3. Applicability. This policy applies to all organizations and departments within the Office of the Dean.

4. Background.

a. The overall objective of the Army's IMA program is to facilitate the rapid expansion of the active Army wartime structure of the Department of Defense to meet military manpower requirements in the event of military contingency, pre-mobilization, mobilization, and sustainment. At West Point, this potential rapid expansion would be made possible by the pre-assignment and training of IMA Soldiers to fill authorized mobilization billets.

b. IMAs must be assigned to an authorized military billet, which has been properly documented on the USMA Table of Distribution and Allowances (TDA), per AR 71-32, Force Development and Documentation – Consolidated Policies.

c. Under Title 10, USC 270, and DoD Instruction 1235.11, IMA Soldiers are required to perform a minimum of 12 days of annual training (AT) per year with their assigned proponent agency.

d. Except for general officer positions, all IMA soldiers are authorized to perform up to 48 four-hour inactive duty training (IDT) periods (or 24 days) annually (see section 5.a.(2), "Inactive duty training") and are thus considered "drilling" soldiers and members of the Selected Reserves (SELRES). There is no longer a distinction between IMA positions and Drilling IMA (DIMA) positions. The term DIMA has been changed to IMA for all Soldiers assigned to the USAR Control Group (Individual Mobilization Augmentee).

5. Policy.

a. Training.

(1) Annual Training (AT).

(a) USAR Soldiers accumulate participation “points” throughout the year and must accumulate a minimum of 50 points per year for that year to be credited as a qualifying service year for retirement eligibility. A qualifying service year for retirement (50 participation points) is termed a “good year.” Every full day of annual training is equal to one point and every 4-hour IDT period is also equal to one point. The anniversary date for determining when a USAR Soldier’s retirement year begins, and ends is a Soldier’s retirement year end (RYE) date. Every USAR Soldier’s RYE date is different but generally a RYE year begins on the anniversary of the date a Soldier joined the USAR. A Soldier who transitions from the Active Army to the USAR will generally have his active duty ETS date as his RYE date. It is the responsibility of USAR Soldiers to know their RYE date, to track their participation throughout the year, and to work with their IMA agency to ensure they achieve a “good year.” It is the responsibility of each academic department at USMA to which IMA officers are assigned to provide meaningful training opportunities (AT and IDT periods) to enable each IMA officer to achieve a “good year.” In the absence of training opportunities that directly support the academic department to which the officer is assigned, academic departments should be supportive of IMA officer attempts to perform other meaningful training (see Section 5.a.(2) and Annex A).

(b) If USMA has an important need and the IMA Soldier agrees, USMA may request an exception to policy (ETP) for a period of AT longer than 12 days but not exceeding 29 days or may request a second period of AT for an IMA Soldier. Total IMA AT for a fiscal year may not exceed 29 days. HRC has historically denied requests for extended and multiple AT periods if an IMA Soldier has not completed 48 IDT periods for that fiscal year. Because of this, requests for AT exceeding 12 days or for a second AT period should only be submitted if the Soldier has completed or is scheduled to soon complete 48 IDT periods. Requests for exception to policy (ETP) should be prepared by the Academic Department to which the IMA officer is assigned, submitted to the Office of the Dean (O/Dean) Human Resources (HR) Branch for review and approval, and then submitted to USMA G1 for transmission to HRC. ETP requests for a second AT period must be signed by a general officer (e.g., the Dean). Approval of ETP requests will be subject to mission requirements, the benefit of the training, and the availability of funds from HRC.

(c) AT should be scheduled at a time that is mutually convenient for USMA and the Soldier. Soldiers should complete a DA Form 2446 Request for Orders (see template at Annex I) and submit it to their assigned Academic Department.

The Academic Department will forward the DA Form 2446 to HR Branch for review. HR Branch will sign and submit the DA Form 2446 to USMA G1 for processing with HRC. AT requests may be submitted to HRC not more than 45 days and not less than 30 days prior to the AT report date. USMA G1 will submit completed DA Form 2446s to HRC by electronically loading requests into the Automated Orders and Resource System (AORS).

(d) Army Regulation (AR) 140-145 authorizes IDT days to be performed in conjunction with AT, but only after the conclusion of AT and not immediately before the AT. The IDT dates must be annotated on the DA Form 2446 request for AT orders and the Soldier should ensure the AT orders properly reflect the IDT dates. This will allow Soldiers to travel home at the conclusion of IDT with the AT-authorized travel covering the return trip expense.

(e) AT is the highest priority type of training for an IMA Soldier. Other extended periods of training, such as Active Duty for Operational Support (ADOS), should not be requested until AT has been completed and generally should not interfere with or substitute for the completion of AT. Specific requirements and procedures associated with AT are described in Annex B, Annual Training Preparation and Procedures, and Annex D, HRC IMA Pay Information Paper.

(2) Inactive Duty Training (IDT).

(a) IDT consists of what many people consider the “standard” one weekend per month duty performed by Soldiers in a National Guard or USAR unit. These days are often referred to as “drill” days in National Guard and USAR units. While performing IDT, Soldiers receive “points” or credit for military retirement and may receive pay, depending on the duty. While performing IDT, Soldiers do not receive active-duty military benefits, such as access to a military hospital, but they may be covered for injuries, illness or disease incurred or aggravated in the line of duty (and documented as being in the line of duty). Soldiers performing IDT are subject to the UCMJ.

(b) IDT periods are generally accounted for in four-hour increments which may be referred to as IDT periods or as “drills.” Each four-hour IDT period is worth one participation point towards a “good year.” No more than two IDT periods may be performed in any calendar day. Some types of IDT may be accounted for in eight-hour increments (see table in Annex A).

(c) AR 140-145 and AR 140-1 authorize all IMA Soldiers (except general officers) to perform up to 48 four-hour IDT periods (or 24 8-hour days) for pay each fiscal year. Completing 48 IDT periods would earn a Soldier 48 participation points towards a “good year” and towards retirement credit. Soldiers transferring from a drilling USAR position to a USMA IMA position are limited to a total of 48 four-hour IDT periods per fiscal year, regardless of whether the previous drilling

position was with an IMA agency, a USAR Troop Program Unit (TPU) or both. This may reduce the number of IDT periods an IMA officer may perform in the first year assigned to USMA. The maximum number of IDTs may be reduced based on fiscal year budget constraints.

(d) Because IMA Soldiers are assigned to active Army units (e.g., USMA) and may reside in remote locations, monthly weekend drill days are generally not a practical means for IMA Soldiers to perform IDT. IMA Soldiers assigned to USMA may perform IDT at regularly scheduled intervals throughout the fiscal year or in clusters of time of any schedule agreed upon by the IMA Soldier and the academic department to which the Soldier is assigned.

(e) In accordance with AR 140-145, IDT should generally be related to the IMA Soldier's duty assignment or used to maintain or enhance the Soldier's overall technical and/or tactical proficiency. If the IMA Soldier has attachment orders with another active duty or USAR unit, the Soldier may also perform IDT duty related to the mission of that other unit. IMA Soldiers are encouraged to take advantage of other types of training opportunities offered by various public and private organizations and activities. Annex A, Inactive Duty Training Opportunities, includes a partial list of acceptable IDT duties as well as a table describing whether the training time is accounted for in four-hour or eight-hour increments.

(f) IDT periods may be performed at West Point, at other military installations local to the Soldier, or at other agreed upon remote locations. HRC recommends Soldiers obtain attachment orders to perform IDT with another agency to ensure the Soldier is covered "in the line of duty" should the Soldier become injured enroute to or from their scheduled IDT site. IMA Soldiers are responsible for obtaining orders attaching them to other agencies and should coordinate this directly with HRC; this is not a USMA responsibility.

(g) IMA Soldiers may log IDT in a pay status for time spent supporting USMA (in any agreed upon capacity), duty time while attached to another unit, and time spent performing appropriate training or activities. AR 140-1 (Chapter 3, Section II, Inactive Duty Training) and AR 140-185 (Table 2-3, Award of Inactive Duty Training Points) list and describe duties for which USAR Soldiers may receive training credit. These duties are summarized in Annex A. In accordance with AR 140-1, when time is spent performing IDT duty in an environment where a military leader is not present to verify the USAR Soldier's participation, "the Soldier may state his or her own attendance on the DA Form 1380" and then provide the 1380 to the appropriate signature authority for processing. Prior approval by the unit to which the Soldier is assigned is required in this situation.

(h) All IDT periods will be annotated on DA Form 1380 (Record of Individual Performance of Reserve Duty Training) and forwarded to the HR Branch for signature within 72 hours of the last IDT period each month or NLT

five working days before the end of the month the IDT is performed, whichever is earlier. Only one DA Form 1380 should be submitted per Soldier each month. The Soldier's rater, or a designated representative within the department to which the Soldier is assigned, must provide verification to the HR Branch that IDT periods annotated on the DA Form 1380 are correct. The authority signing the DA Form 1380 in HR Branch must have an AHRC Form 3, Appointment/Termination Record – Authorized Signature, on file with HRC Reserve Pay. DA Form 1380 will be completed in a manner matching the example provided in Annex H, using the most current fillable PDF version of the form available from HR Branch. HRC will not accept DA Form 1380s past the last day of the IMA's requested month of training. Therefore, to successfully get the DA Form 1380 processed on time for the end of the month, IMA's will need to send the DA Form 1380 NLT five working days before the end of the month. IMAs should fill in the DA Form 1380 with all days projected to complete their training for that month. The HR Branch will process the DA Form 1380 three days from the end of the month to ensure it reaches HRC before the last day of the month.

(3) Individual Training Plans (ITPs) are an essential component of the IMA program. ITPs should be prepared jointly by the IMA Soldier and the department of assignment and forwarded to the HR Branch for review. ITPs document projected AT and IDT periods based on USMA's needs and the IMA Soldier's input. ITPs are prepared using a fiscal year calendar and should include approximate dates for AT and an IDT schedule with up to 48 IDT periods (for pay). Additional IDT periods without pay (retirement points only) may also be scheduled. It is important for each Department to remain aware of the importance of IDT to the Soldier. Failure to schedule the full 48 periods of IDT will have a negative financial effect on the IMA Soldier in terms of lost pay, benefits, and retirement and may adversely affect promotion potential. The ITP (see example in Annex C) will, at a minimum, contain the following:

(a) The location and approximate/anticipated dates for AT, as well as a justification for any AT request exceeding the standard authorized 12 days.

(b) The projected number of IDT days per month, including professional development education, required administrative duties, any required training, and, as described in Section 5.a.(2) (Inactive Duty Training), and additional activities creditable for pay and/or retirement points as described in Section 5.a.(2) and Annex A.

(c) The duties to be accomplished during AT and IDT periods, if known.

(d) Any additional training that is required or will be performed by the IMA Soldier.

b. Travel.

(1) Travel for AT must be coordinated by the Soldier through an authorized military travel agent (CWT-SATO) after receiving AT orders.

(2) AT Travel vouchers shall be prepared on DD Form 1351-2 and submitted to DFAS-Indianapolis. The Defense Travel System (DTS) is now the primary system IMA's will use to get their AT travel pay closed out. IMA's will no longer submit a Smartvoucher when completing their annual training. All actions must be completed in DTS.

(3) Travel pay and per diem are not authorized for IMA Soldiers performing IDT and will not be paid by Army Human Resources Command (HRC) or the Office of the Chief of Army Reserve (OCAR). If a USMA academic department desires to have an IMA Soldier travel to a specific location for IDT it may reimburse the Soldier for expenses via invitational travel orders or some other authorized method of reimbursement. Reimbursement for travel and per diem is not required.

(4) Payment for lodging associated with IDT for Soldiers who do not reside near the location of their Army Reserve Troop Program Unit (TPU) is often referred to as Lodging in Kind (LIK) payment. This is an option for some TPUs but is not authorized for IMA soldiers.

c. Vacant TDA positions (IMA Soldier).

(1) Each academic department is responsible for identifying and recruiting qualified Soldiers to fill their TDA IMA billets. Departments should work with the Dean's HR Branch and with HRC, Officer Management Directorate (OMD), IMA and IRR Branch to identify qualified USAR Soldiers. OMD IMA and IRR Branch contact information may be found at:
<https://www.hrc.army.mil/content/OMD%20IMA%20and%20IRR%20Branch>.

(2) Departments can also recruit and fill their IMA authorizations by placing advertisements on the milSuite S1 Net; go to <http://www.milsuite.mil> and search for "S1." To advertise Colonel IMA opportunities, contact the Army Reserve-Senior Leader Development Office (AR-SLDO) and/or review their milSuite site at <https://www.milsuite.mil/book/groups/ar-slido>.

(3) Vacant TDA IMA Soldier positions should be filled as quickly as possible with the talent required for the position. If positions are vacant for two consecutive years or are habitually under-filled or under-utilized, HRC may eliminate the positions from the USMA TDA. Being 100% filled also strengthens USMA requests to increase the number of TDA IMA positions.

(4) The Dean's HR Branch can assist with recruiting to fill vacant IMA

Soldier positions. The HR Branch often gets leads from other sources on officers leaving active duty and looking for reserve duty.

(5) An example of a recruiting announcement for vacant IMA officer positions is included in Annex F. Once prepared, an announcement of this type should be sent to OMD IMA and IRR Branch for LTC positions and below. Contact the Officer IRR/IMA Management Team by calling (502) 613-6300, DSN 983-6300 or emailing at usarmy.knox.hrc.mbx.rpmd-omd-irr-ima-branch@army.mil. For COL and LTC (P) positions, contact the Senior Leadership Development Office (SLDO), by calling (502) 613-4695, DSN 983-4695 or email at usarmy.knox.ocar.mbx.sldo-ofcr@army.mil.

d. Evaluations.

(1) IMA Soldier evaluations are managed in the same manner as active-duty Soldier evaluations using the on-line Evaluation Entry System (EES) with the same timeline requirements.

(2) IMA Soldiers should receive an annual evaluation, or another suitable evaluation such as a change-of-rater, at least annually. The anniversary date for an annual evaluation for a newly assigned IMA Soldier is the effective date of the Soldier's orders assigning him/her to USMA or one year after his/her previous Officer Evaluation Report (OER).

(3) Evaluations should include all documented USAR activity during the rating period, including AT, IDT periods, and IDTs while attached to another unit, if that unit provides supporting documentation to the Soldier's rater.

(4) As with active-duty Soldiers, a rating chain should be published for each rated IMA Soldier at the beginning of the rating period.

(5) Raters and senior raters should be aware that IMA Soldier ratings are combined with active-duty Soldier ratings in the rater's and senior rater's profiles. Raters and senior raters do not have separate profiles for USAR and active-duty Soldiers.

e. Awards.

(1) IAW AR 600-8-2, Military Awards, IMA Soldiers are eligible to receive the same awards as active-duty Soldiers and USAR TPU Soldiers.

(2) As members of the Army Reserve, IMA Soldiers are eligible to receive longevity awards, including the Army Reserve Components Achievement Medal (ARCAM) and the Armed Forces Reserve Medal (AFRM).

(3) The ARCAM is awarded upon completion of three consecutive "good

years” of service while assigned to the Army Reserve. The ARCAM is requested by the Soldier’s unit commander (e.g., Department Head) and submitted through the Dean’s HR Branch to HRC for review and approval.

(4) The AFRM is awarded after the completion of ten “good years” within a period of twelve consecutive years. The AFRM is requested by the Soldier’s unit commander (e.g., Department Head) and submitted through the Dean’s HR Branch to HRC for review and approval.

(5) The AFRM with “M” device is awarded after a Soldier serves on mobilization for operations qualifying for the award.

(6) The Army Reserve Components Overseas Training Ribbon (ARCOTR) is awarded once a Soldier completes ten consecutive days of training in an active-duty status on foreign soil.

(7) Forms and a memo template for requesting the ARCAM, AFRM, AFRM with “M” device, and ARCOTR are included in Annex E, Awards for IMA Soldiers. Other awards, such as an AAM, ARCOM, MSM, or LOM are processed in the same way as active-duty Soldiers.

(8) IMA Soldiers are entitled to the same retirement awards as active-duty Soldiers including, but not limited to end of career achievement award, US Flag, retired Army pin, retirement letter from the Secretary of the Army, Presidential Certificate of Appreciation, and Certificate of Appreciation for spouse. Requests for retirement awards should be submitted at least three months prior to retirement.

6. Responsibilities.

a. USMA G1

(1) Manage USMA’s IMA program.

(2) Designate an IMA program manager to serve as the liaison between USMA and Army HRC.

(3) Process exception to policy requests for ATs of more than 12 days with HRC.

(4) Download an IMA TDA manning report monthly and provide a copy to USCC S1 and the Dean’s HR Branch.

(5) Process all requests for AT and adjustments to AT generally within 72 hours of receiving them. Requests and adjustments for AT should be prepared and submitted in AORS or with a DA Form 2446 submitted to HRC. AORS is the

preferred method for submitting requests for annual training.

(6) Process by-name requests (DA Form 2446) for personnel as well as requisitions for personnel with HRC.

(7) Review DD Form 93, Record of Emergency Data, with IMA Soldiers and assist Soldiers with making any necessary changes.

(8) Review SGLI Forms 8286, 8286S, and 8286A with IMA Soldiers and assist Soldiers with how to make changes using MilConnect, <https://milconnect.dmdc.osd.mil/milconnect/> .

b. US Army Garrison West Point, Military Personnel Division (MPD), Personnel Services Branch (PSB).

(1) Issue new Common Access Card (CAC) if necessary.

(2) POC at MPD-ID Card Help Desk (845) 938-2607.

c. Defense Military Pay Office (DMPO). IMA Soldier pay issues can be managed directly between the IMA Soldier and HRC Reserve Pay. The DMPO at West Point is not able to directly process USAR IMA Soldier finance actions but may assist USAR IMA Soldiers with some actions to include:

(1) State of legal residence.

(2) W4, tax withholding document.

(3) SGLI start/stop/change.

(4) Initiate pay and benefits for periods of AT.

d. Office of the Dean, Human Resources (HR) Branch.

(1) Designate a single IMA coordinator to represent the Directorate in interaction with G1 and other staff elements.

(2) Maintain a local personnel file for each IMA Soldier to include (at a minimum):

(a) Orders and amendments assigning Soldier to USMA.

(b) Officer Evaluation Reports (OER).

(c) APFT/ACFT results (with height/weight).

(d) Profiles.

(e) Awards received while assigned to USMA.

(f) Original copies of all DA 1380s.

(g) Signed AHRC 4055, DIMA Statement of Understanding.

(3) Destroy all documents in an IMA Soldier's local personnel file after the Soldier is no longer assigned to USMA, IAW standard operating procedures.

(4) Coordinate with Departments to schedule AT and IDT periods.

(5) Receive DA Form 1380s from academic departments (or IMA officers, when appropriate), sign as approving authority, provide a signed copy to the IMA Soldier, and forward to HRC for processing usarmy.usarc.usarc-hq.mbx.rcpsotmknoxscan@army.mil.

e. Academic Departments.

(1) Provide meaningful opportunities for 48 4-hour IDT periods each fiscal year or support IMA Soldier in his/her attempt to perform other authorized IDT periods.

(2) Provide justification to Dean's HR Branch for any exception to policy request for an AT longer than 12 days.

(3) Develop an Individual Training Plan (ITP) for each IMA Soldier (see Section 5.(a).(3), IMA Individual Training Plans) that tentatively schedules their AT and IDT for the following fiscal year and provide this to Dean's HR Branch no later than 30 September each year. Coordinate directly with the individual IMA Soldier to arrange and schedule all training activities, including AT, IDT, professional development education, and required training. The ITP should also include justification for any AT requests exceeding the authorized 12 annual days.

(4) Assign a sponsor for each IMA. Ensure that each IMA Soldier in-processes at the following locations on the first morning of his/her AT:

(a) USMA G1, Bldg. 626. Each IMA Soldier will be required to have the following in their possession when in-processing G1: copy of AT orders; name of the department to which assigned; and information needed to update DD Form 93 (Record of Emergency Data) and SGLI (SGLV 8286), if necessary.

(b) DMPO, Bldg. 626. Each IMA Soldier will be required to have the following in their possession when in-processing DMPO: copy of AT orders;

information to complete an Employee's Withholding Allowance Certificate (W-4); information to complete a DA Form 5960, Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and Variable Housing Allowance, if necessary; and information necessary to change or initiate SGLI (SGLV 8286)

(5) Plan and provide for necessary training and administrative/logistical support to ensure that each assigned IMA Soldier can perform their designated duties when ordered to active duty.

(6) Receive DA Form 1380 after completion by IMA Soldier and forward document to Dean's HR Branch (Mr. Eddie Jackson) acknowledging agreement with duty days listed on the document.

(7) Conduct annual performance evaluations IAW Section 4.d (Evaluations). All IMA Soldiers receive an annual evaluation. The evaluation should include the IMA Soldier's AT and IDT performances for the fiscal year. It may include input from any unit to which the IMA Soldier is formally attached (at the discretion of the rater and senior rater). Provide a copy to the Dean's HR Branch when OER is completed and submitted to HRC.

(8) Ensure that each IMA Soldier out-processes on the last day of their AT.

f. USAR IMA Soldiers

(1) Complete, sign, and submit to Dean's HR Branch AHRC Form 4055 (Annex G) upon receiving orders assigned to USMA. AHRC Form 4055 should be signed and submitted before submitting any DA Form 1380 for pay and points.

(2) Coordinate with the appropriate academic department to schedule AT and IDT periods

(3) Perform a minimum of 12 days of AT each FY. Complete travel voucher and "certificate of performance" after each AT.

(4) Perform up to 48 4-hour IDT periods supporting the organization's mission or in another authorized manner.

(5) Maintain current status for all medical and physical readiness requirements, including PHA, HIV, APFT/ACFT, and height/weight standards. The IMA Soldier's personal responsibility is to schedule and complete all medical and physical requirements directly with HRC and the QTC Service Member Portal (SMP), <https://smp.qtcm.com>, and to ensure HRC properly recognizes current status. This is not a USMA responsibility. Questions associated with this requirement should be directed to the USMA G1 IMA Coordinator.

(6) Schedule and take APFT/ACFT annually and record results and height/weight on the corresponding DA Form. Provide a copy of the form to the personnel file manager and provide a scanned copy of the form to the appropriate career manager at HRC.

(7) Maintain required security clearance and other mandatory qualifications required by the position, MOS, and branch. Coordinate security clearance needs with the HRC Security Office (telephone 1-502-613-5859) when a security clearance is 30 days from expiration.

(8) Obtain a DOD common access identification card (CAC) by contacting and then reporting to a RAPIDS site location (<https://www.dmdc.osd.mil/rsi> provides a listing of RAPIDS locations).

(9) Submit completed DA Form 1380s documenting IDT periods to the Dean's HR Branch every month. No more than one DA-1380 should be submitted per month, and DA-1380s should be submitted within 72 hours of the last IDT period performed in any month. Failure to submit a DA-1380 within the specified time may result in the loss of credit and pay for IDT periods. DA-1380s should be submitted on a fillable PDF form IAW with the template (Annex H) and emailed directly to HR Branch with a CC to the Academic Department to which the IMA officer is assigned. An official representative of the Academic Department should "reply all" to the email message and provide HR Branch with confirmation that the DA-1380 accurately reflects the duty performed. For duty documented on a DA-1380 that is not in direct support of an Academic Department (see Annex A) but is approved by the Department on the IMA Soldier's ITP, the soldier may provide his or her own verification directly to HR Branch (with email CC to the appropriate Department representative) and Department verification is not required.

(10) Follow all instructions related to in-processing, IMA pay (see Annex D), and AT on the HRC IMA website:

https://www.hrc.army.mil/content/ima_program_overview

https://www.hrc.army.mil/content/annual_training_and_pay_procedures

<https://www.milsuite.mil/book/groups/individual-mobilization-augmentee-ima-program-management>

(11) Submit AT orders to the appropriate Reserve Pay address to initiate pay and benefits. After completing AT, prepare all required finance and travel voucher paperwork (to include a "Certificate of Performance") IAW guidance on the IMA page on the HRC website. This paperwork is the responsibility of each individual IMA officer and is not the responsibility of staff at West Point. Alternatively, IMA officers may work directly with the West Point DMPO to complete finance (but not travel) paperwork.

7. Expiration. This policy is effective until superseded or rescinded.

8. Proponent. The proponent for this Dean's Policy and Operating Memorandum is the Human Resource Branch, Office of the Dean (MADN-R-HR), x4067.

FOR THE DEAN OF THE ACADEMIC BOARD:

KRISTA WATTS
COL, U.S. ARMY
Vice Dean for Operations

ANNEXES:

- A - Inactive Duty Training Opportunities
- B - Annual Training Preparation and Procedures
- C - Individual Training Plan (example)
- D - HRC IMA Pay Information Paper
- E - Awards for IMA Soldiers
- F - Sample Recruiting Announcement for Vacant IMA Officer Positions
- G - Forms Electronic and Public Folders
- H - DA Form 1380
- I - DA Form 2446
- J - USMA In-processing form
- K – Active-Duty Operational Support

ANNEX A

INACTIVE DUTY TRAINING OPPORTUNITIES

Army Regulation (AR) 140-1 and AR 140-145 authorize Soldiers assigned to IMA positions to perform up to 48 4-hour periods (or 24 days) of inactive duty training (IDT) for pay each fiscal year. The maximum number of IDT periods may be reduced based on fiscal year budget constraints each year. Specifics related to the types of duty and credit a Soldier may perform for IDT are described in AR 140-1, AR 140-145, AR 140-185, and Department of Defense Instruction (DoDI) 1215.06.

It is important for IMA Soldiers to perform as many of their 48 allowable IDT periods per year as possible. If an Academic Department does not have planned training opportunities that will enable an IMA Soldier to perform 48 IDT periods a year, the Department should be supportive of IMA Soldier attempts to perform other approved duties in addition to their support to USMA. Any activity in direct support of the Office of the Dean's mission, or USMA's mission, is creditable time for IDT training. Additional training opportunities specifically authorized by AR 140-1, 140-145, and 140-185 are described below and in the table at the end of this Annex. Some of these training opportunities are described as being for retirement points only, and not pay. USMA, however, has the option to allow IMA Soldiers to perform these training opportunities as part of their annual authorized 48 IDT periods (documented on a DA Form 1380). These training opportunities should be included in the IMA Soldier's ITP.

For each of the training opportunities listed below, a Soldier may not claim USAR training credit if the duties or attendance are considered part of their civilian job or if the Soldier is paid to participate or attend by any other parties. If the activity is related to the Soldier's civilian job, but the Soldier participates in the activity while in a non-work status (from their civilian job), such as being on annual leave or leave without pay, the Soldier may receive training credit for the activity.

1. AR 140-145 and AR 140-185 authorize IMA Soldiers to use one 4-hour IDT period (each) to complete standard annual medical and dental exams (PHA and dental). Required follow-up exams (such as a required eye exam or specialized tests) as described in AR 140-185 and AR 40-501 may allow a Soldier to receive credit for more than the two IDT periods authorized for standard medical exams. Soldiers should review these regulations to determine whether they are eligible to receive credit for more than two 4-hour IDT periods per year.

2. Correspondence courses. Changes in the March 2016 version of AR 140-185 removed the general ability of USAR Soldiers to receive training points (without pay) for correspondence courses (including professional military education) based on course credit hours. While Rule 5 of Table 2-3, AR 140-185 authorizes Soldiers to earn

retirement points for electronically based distance learning (EBDL), this is only for additional training assemblies (ATAs) beyond the standard 48 IDT periods, and HRC has stated there will be no authorized ATAs for IMA Soldiers in FY17 or the projected future. IMA Soldiers may, however, perform EBDL training and count this time as paid IDT time (from their 48 allowable annual IDT periods) if the department to which they are assigned agrees. Only courses available via ATRRS are eligible for IDT time credit, and credit should not exceed the number of training hours listed in ATRRS for each course.

3. In accordance with AR 140-1, 140-145, 140-185, and/or HRC legal interpretation, Soldiers may receive training credit for:

- a. annual APFT/ACFT,
- b. annual marksmanship training and qualification,
- c. participation in an authorized Army board (such as a promotion board),
- d. administrative duties in support of USAR activities,
- e. Army-related recruiting duties,
- f. USAR legal and financial briefings,
- g. attendance at Army school training,
- h. other required training.

4. IMA Soldiers are assigned to one unit (such as USMA) and may be formally attached (with attachment orders from HRC) to one other unit (Army Reserve, Active Army, Army National Guard, or other components of the Armed Services) for IDT purposes. AR 140-1 and AR 140-185 authorize Soldiers to receive IDT credit for time spent supporting the mission of a unit to which they are attached.

5. AR 140-1, AR 140-185, and DoDI 1215.06 authorize Soldiers to receive credit for one 4-hour IDT period per day of attendance (minimum four hours) for attendance at a professional conference or convention. Additional guidance in AR 140-1 states that attendance at authorized conventions, professional conferences, or appropriate trade association meetings related to the individual soldier's specialty, or at "other gatherings at which technical, scientific, or professional information" related to the Soldier's technical specialty is disseminated, is creditable training time. Professional meetings must be at least two-hours long and a day at a conference or convention must be at least four-hours long. Soldiers may not receive IDT credit for conference, conventions, or meeting participation they are paid to attend by other parties or that are considered part of their civilian job.

6. AR 140-1 authorizes Soldiers to receive training credit for articles published in nationally recognized magazines or professional journals (subject to the caveats previously stated in this Annex).
7. AR 140-1 authorizes Soldiers to receive training credit for speaking engagements at meetings sponsored by local or regional civil (nonprofit) organizations, per AR 360-5 (subject to the caveats previously stated in this Annex).
8. AR 140-185 authorizes Soldiers to receive training credit for supporting the selective service system. This work must be certified by the director or a designated military representative of the selective service system.

AR 140-185, Table 2-3

Award of inactive duty training retirement points

	Column A	Column B	Column C
Rule	When the individual—	and—	Then the individual will be awarded—
1	Attends BA or RST for pay points	Is a SELRES Soldier in T/PC, A, B, C, M, P, or Q	Points under the 4-hour rule (maximum of 8 hours for two per day).
2	Attends BA RST, in a nonpay status	Is in the same category as rule 1, column B to include IRR Soldiers attached	Points under the 4-hour/8-hour rule.
3	Attends 4-hour BA	Is an IRR or active SELRES with an IMA detachment in a nonpay status	Points under 4-hour rule Soldier attached (category H, D, G, or N).
4	Performs ET in lieu of BA or RST for pay	Is a SELRES Soldier in T/PC A, B, C, M, P, or Q	Points under the 4-hour rule up to the number authorized for the BA or RST missed per AR 140-1. No more than 4 BAs may be made up in a fiscal year.
5	Performs electronic-based distance learning (EDBL) utilizing ATAs	Is a SELRES Soldier in T/PC, A, B, C, M, P, or Q (see USARC interim guidance for EBDL utilizing ATAs) BA or RST missed per AR 140-1	Points under the 4-hour/8-hour rule. Only 12 ATAs authorized per anniversary year.
6	Attends make-up BA for pay	Is a trained SELRES Soldier in T/PC, A, B, C, or M	Points under 4-hour/8-hour rule up to the number authorized for the training period.
7	Performs ATA(s)	Is a key officer or noncommissioned officer in the unit T/PC A, B, C, or M	Points under 4-/8-hour rule.
8	Attends authorized conventions, professional conferences, or appropriate trade association meetings in a nonpay status	Is authorized under DODI 1215.07	Points under 8-hour rule.
9	Prepares or gives instruction for a training assembly	Is a TPU, IRR (attached), or Standby Reserve (attached) Soldier and has been approved as an instructor	Points under 4-hour and 8-hour rule.
10	Performs staff and administrative duties to include staff meetings as additional training for points only in support of TPU activities	Is an assigned/attached Soldier, is not a commander receiving administrative function pay, and is not a Federal Government employee performing in civilian status in violation of the joint ethics regulation	Points under the 4-hour/8-hour rule except for BA, RST, ET, make-up assemblies, or ATA.
11	Performs funeral honors paid or nonpaid	Is a Soldier assigned/attached	Points under the 2-hour rule (only one retirement point per day is authorized for funeral honors).
12	Performs military medical duties without pay or professional fees	Is an assigned/attached RR Soldier authorized under AR 140-1	Points under the 4-hour/8-hour rule.
13	Performs physical health assessment	SELRES is authorized annually under AR 140-501, paid and nonpaid duty	One retirement point per day per anniversary year for medical and dental each.
14	Performs military pastoral duties - counseling, ceremony, or worship service	Is an assigned/attached chaplain or chaplain assistant	Points under the 4-hour/8-hour rule.
15	Performs certain legal duties	Is an assigned/attached Judge Advocate General officer/legal specialist	Points under the 4-hour/8-hour rule.

Column B: In accordance with AR 140-1, Table 3-2, IMA Soldiers are in Training/Pay Category (T/PC) "B" (selected reserve, non-unit training individuals, Individual Mobilization Augmentee).

AR 140-185, Table 2-3 Award of inactive duty training retirement points—Continued			
	Column A	Column B	Column C
Rule	When the individual—	and—	Then the individual will be awarded—
16	Performs additional flight training periods (flight and support) in a paid or nonpaid status	Is a SELRES Soldier and authorized under AR 140-1. Nonmedically suspended aircrew members cannot perform additional flight training periods	Points as follows: Actual flight, one point for 4 hours. Flight preparation, one point for 4 hours.
17	Performs service as a member of a duly authorized board	Is authorized under AR 140-1	Points under the 4-hour/8-hour rule.
18	Performs duties in an attached status with Army National Guard (ARNG) or other Armed Forces component	Is authorized under AR 140-10 or AR 140-1	Points under the 4-hour/8-hour rule.
19	Performs duties under the jurisdiction and certified by the director, selective service system, or a designated military representative	Is attached and authorized under AR 140-1	Points under the 4-hour/8-hour rule.
20	Assigned/attached Soldier performs other individual IDT duty in a nonpay training status	Is authorized under AR 140-1	Points under the 4-hour/8-hour rule.
21	Performs liaison duties for the U.S. Military Academy	Is an officer assigned to the IRR and attached to the U.S. Military Academy (category D, E, or H)	Points under the 4-hour/8-hour rule.

Column B: In accordance with AR 140-1, Table 3-2, IMA Soldiers are in Training/Pay Category (T/PC) “B” (selected reserve, non-unit training individuals, Individual Mobilization Augmentee)

ANNEX B

ANNUAL TRAINING PREPARATION AND PROCEDURES

Guidance for IMA Soldiers preparing to perform and performing Annual Training (AT) may be found at the HRC IMA website:

https://www.hrc.army.mil/content/annual_training_and_pay_procedures

To request orders for annual training, IMA Soldiers should complete DA Form 2446 in accordance with the template provided by the Dean's HR Branch (see Annex G, Forms) and submit the DA 2446 to their assigned Academic Department. Academic Departments will ensure the dates for the AT request are correct and forward the DA 2446 to HR Branch for review and processing. HR Branch will sign and ensure the DA 2446 is transmitted to HRC by USMA G-1 IMA Coordinator (Ms. Maureen Weise-King). AT requests must be received by HRC at least 30 days prior to the desired start date but no more than 45 days prior. Exceptions to policy for AT longer than 12 total days must be submitted to HRC 45 days prior to the desired start of AT.

All AT periods are to be scheduled by USMA in direct coordination with the Soldier. USMA Academic Departments and IMA Soldier should coordinate their training and create a training schedule for AT and IDT at the beginning of the FY.

IMA Soldiers must have completed a Periodic Health Assessment (PHA) not more than 12 months prior to the end date of their requested AT.

General Procedures:

1. Academic Department and IMA Soldier agree on a 12-day period for AT and document this on the ITP submitted to the Dean's HR Branch.
2. IMA officer coordinates PHA with HRC and QTC Service Member Portal (SMP), <https://smp.qtc.m.com>, and ensures PHA is completed and up to date before DA 2446 is submitted to HRC.
3. IMA officer completes DA 2446 for AT and submits through their Academic Department to HR Branch. HR Branch will review the DA 2446, sign, and submit it to USMA G-1 IMA Coordinator (Ms. Maureen Weise-King) who submits it to HRC. This must be completed between 30 and 45 days prior to the start date for the desired AT period.
4. IMA officer receives AT orders from HRC and reviews to ensure they include all appropriate details. Errors or omissions may be communicated directly to HRC or to the USMA G-1 IMA Coordinator (Ms. Maureen Weise-King).

5. IMA officer reviews the HRC IMA Pay Information Paper (Annex C) and completes all required actions before AT.
6. IMA officer completes IRS-W4, SGLV-8286, DD-93, DA-5960, and any other forms from Annex F that are applicable. These should be carried, along with the in-processing form in Annex F, by the IMA officer during in-processing on the first morning of AT.
7. IMA officer travels to West Point the day prior to the start of AT (if necessary) and reports to USMA G1 for in-processing on the morning of the first day of AT. IMA officer will in-process DMPO (Finance) immediately after in-processing USMA G1 and will then report to the Dean's HR Branch (Mr. Eddie Jackson) for final in-processing before reporting to their assigned Academic Department.
8. Academic departments will ensure IMA officers have: a dedicated work location, a computer with network access (permissions received in advance of AT or on the first day of AT), and a sponsor to meet the IMA officer on the first day of AT. Academic Departments should also ensure the IMA officer's CAC is coded in the Velocity system for necessary building access.
9. IMA officer will complete an OER support form in HRC's Evaluation Entry System (EES) early enough during AT to ensure raters and senior raters have enough time to complete the rated officer's OER.
10. IMA officers will complete a Certificate of Performance (AHRC 3924) and a Travel Voucher (DD 1351-2) and submit to the Academic Department's designated representative for signature on the last day of AT. It is the IMA officer's responsibility to submit the appropriate documents to HRC and Reserve Pay after completing AT and to ensure they receive credit (points) and pay for the AT period.
11. IMA officers will out-process through their Academic Department, Dean's HR Branch, Finance, and USMA G1 on their last day of AT. IMA officers will provide a copy of the completed in/out-processing checklist to the Dean's HR Branch (Mr. Eddie Jackson) prior to departing West Point on the last day of AT.

ANNEX C

INDIVIDUAL TRAINING PLAN

(example)

IMA Soldier: COL IBEA RANGER

Department: CME

Individual Training Plan (IMA) FY23		
month	IDT periods	AT days
Oct-22	2	
Nov-22	4	
Dec-22	7	
Jan-23	3	
Feb-23	0	
Mar-23	4	
Apr-23	10	12
May-23	6	
Jun-23	8	
Jul-23	0	
Aug-23	4	
Sep-23	0	
totals	48	12

TRAINING TASK	Dates	AT Dates	IDT periods	Calendar Days	Running total IDT periods for pay	
CE350 class prep	6-Oct		1	1/2	1	
CME: OPD prep	6-Oct		1	1/2	2	
CE350 class lectures and CME OPD	12-Nov		2	1	4	
MC300 class lectures	13-Nov		2	1	6	
PHA	?-Dec		1	1/2	7	
annual dental exam	?-Dec		1	1/2	8	
APFT with local USAR unit	?-Dec		1	1/2	9	
TEE prep assistance (assist with writing exam and developing approved solution)	?&?Dec		4	2	13	
support to USACE (with formal attachment orders)	?&? Jan		3	1-1/2	16	
prep for AT (if necessary)	?&? Mar		4	1-1/2	20	
annual training (AT)	?-? Apr	12			20	
IDT the week immediately following AT	Apr		10	5	30	
TEE grading	?-? May		4	2	34	
Projects day judging	? May		2	1	36	
SLE assistance	Jun		8	4	44	
CE450 course notes prep	Aug		4	2	48	
total = 48						max=4

ANNEX D
HRC IMA PAY INFORMATION PAPER

AHRC-RMF-R
28 November 2016

SUBJECT: Active Duty and Inactive Duty Training Pay Procedures for IMA Program Participants

1. Reference.

- a. DoD Financial Management Regulation 7000.14-R, Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay
- b. AR 140-145, Chapter 3-3, Finance and Disbursing
- c. AR 37-104-4, Military Pay and Allowance Policy
- d. USAR Pam 37-1, Chapter 3, Inactive and Active Duty Pay Procedures

2. Purpose.

This information paper provides guidance for submitting active duty orders and inactive duty training (IDT) for processing. Specific guidance is provided for orders 1-7 days, 8-29 days, orders 30 days or more and IDT DA Form 1380 submissions.

3. Individual Active Duty Pay.

- a. Certification: All periods of individual active duty (e.g. AT, ADT, and all forms of ADOS) require certification of duty completion by someone with the knowledge of the Soldier's duty performance. When possible, the person certifying should be the supervisor or someone at the training site. Use HRC Form 3924 (Certificate of Performance) located at: [IMA Forms \(army.mil\)](http://imaforms.army.mil)
- b. Submit 1-7 day orders for pay within 72 hours of completing duty. Either the IMA coordinator or the Soldier can submit the documentation. Include a completed AHRC Form 3924 with the active-duty orders. Submit the documents to the USAR Pay Center (UPC) – Fort Knox via fax at: (502) 613-4571 or email to: usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil
- c. Submit 8-29 day orders to the UPC – Fort Knox on the first day of duty, to ensure the Soldier receives payment by the last day of duty. The Soldier or IMA coordinator must submit a completed AHRC Form 3924 within 10 days of completing duty. Include a completed AHRC 3924 when submitting orders for payment on or after the end of duty.
- d. Submit orders for more than 30 days to the Defense Military Pay Office (DMPO) at the Soldier's duty location. Submit the orders to the UPC – Fort Knox when a DMPO is not available at the duty location. Soldiers paid by UPC – Fort Knox must submit a completed AHRC 3927 within 10 days of the end of each month and after release from active duty.

- e. When a DMPO is not available at the duty location. Soldiers paid by UPC – Fort Knox must submit a completed AHRC 3924 within 10 days of the end of each month and after release from active duty.

4. Travel.

a. Soldiers residing inside commuting distance, but outside corporate limits of their duty location, are entitled to ONE (1) round trip mileage reimbursement if Soldier uses his/her own POV. Write the mileage on the order so that USA Pay Center – Fort Knox can input the mileage reimbursement.

b. Soldiers residing outside commuting distance of their duty location will complete a travel voucher. Some proponent agencies are using the Defense Travel System for their IMAs, and others require the Soldier to submit a DD1351-2 to DFAS-Rome. Information for this process is at: <http://www.dfas.mil/militarymembers/travelpay/information.html>. Documents can also be sent via email to: reserve_travel@dfas.mil

5. Allowable travel time. Soldiers traveling inside the Continental United States (CONUS) are allowed one travel day at the beginning of the order for travel outside commuting distance. Soldiers traveling outside the CONUS must include a copy of their travel voucher.

a. Pay procedures: All IMAs, regardless of residence, will be processed into Defense Joint Military Pay System-Reserve Components (DJMS-RC) by the UPC – Ft. Knox. Return finance forms to the UPC – Fort Knox within 72 hours of completion of IDT periods performed 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, AHRC Form 3, on file with UPC – Fort Knox.

b. Servicemen's Group Life Insurance (SGLI). IMA Soldiers, including non-DOD agency IMAs, are authorized SGLI coverage as long as they are assigned to a unit or position requiring them to perform active duty. IMAs will perform at least 12 periods of IDT each year; these periods must be creditable for retirement. Upon assignment to IMA positions, Soldiers will receive a packet of forms to complete for accession into DJMS-RC. Soldiers moving from a TPU to IMA status will have their current SGLI coverage terminated by UPC – Fort Knox to prevent duplicate billing. DFAS-IN will automatically deduct the SGLI premium from the IMA's pay. Additional SGLI information is available at: www.insurance.va.gov.

c. Pay certification. Pay certification is as follows:

- (1) Proponent agency heads or their designated representatives will certify all IDT performance on DA Form 1380.
- (2) Submit certified Form 1380s to the UPC – Fort Knox within 72 hours of duty completion. Provide a copy to the Soldier for his/her personal records. UPC – Fort Knox will verify the accuracy of all submissions as well as the validity of the certifying official before processing.
- (3) Travel expenses to and from the duty location, as well as those incurred at IDT sites, are not reimbursable. However, IMAs may be authorized to perform temporary duty (TDY)

after reporting to their designated duty station if travel funding is provided by their proponent agency Operation & Maintenance Army (OMA) funds.

d. Pay administration. IMA Coordinators are responsible for:

(1) Ensuring IMA Soldiers are authorized to perform 48 IDT's for pay. HRC will issue a separate assignment order to confirm a Soldier's eligibility to participate in the IMA program. IMAs are not authorized to perform IDT for pay until they receive the appropriate authorization orders containing the statement "DIMA-PAY CAT B" and the specified number of IDT periods authorized for pay. Additionally, IMAs are not authorized to perform IDT until they submit their pay packets to the UPC – Fort Knox. (See also paragraph 5a)

(2) Forwarding certified DA Forms 1380 to UPC – Fort Knox. Mail to:

UPC DEPT 130
1600 Spearhead Division Ave
Fort Knox, KY 40122-5301
FAX: 502-613-4571

or email documents to usarmy.knox.hrc.mbx.q8-reserve-pay@mail.mil within 72 hours of completion of duty.

(3) Assisting their IMA Soldiers with pay inquiries, if necessary. In resolving pay issues, IMA Coordinators are encouraged to coordinate directly with the UPC – Fort Knox, which has primary responsibility for all IMA pay issues (Commercial, 502-613-4405 or DSN 983-4405).

IMA Soldiers must use their Pay Support Channel, beginning with their IMA Coordinator.

(4) Informing IMAs of current policies and procedures that may affect their entitlements, frequency, or manner of payment.

e. Pay inquiries. IMAs will submit pay inquiries through their IMA Coordinator to UPC – Fort Knox. UPC – Fort Knox will resolve pay problems and respond through the IMA Coordinator or directly to the IMA Soldier as appropriate.

6. For further information or guidance, contact UPC – Fort Knox at Commercial 502-613-4405 or DSN 983-4405.

//ORIGINAL SIGNED//
VICTOR R. FIGUEROA
MAJ, FI
Chief, Reserve Pay Branch

ANNEX E

AWARDS FOR IMA SOLDIERS

1. IMA Soldiers are eligible for the same awards as their active duty and TPU counterparts and include awards for achievement, service, longevity, and retirement.

2. Longevity and training awards will be awarded in accordance with AR 600-8-22.

3. Service awards will be processed by the Soldier's chain of command, following the procedures outlined in AR 600-8-22, Table 3-6.

4. Longevity Awards:

a. Longevity awards include the Army Reserve Components Achievement Medal (ARCAM) and the Armed Forces Reserve Medal (AFRM).

b. The ARCAM is awarded upon the completion of 3 consecutive years of service while assigned to the Army Reserve, except for extended service during wartime (see AR 600-8-22, para 4-17).

c. The AFRM is awarded after the completion of 10 years performed within a period of 12 consecutive years.

d. The ARCAM and AFRM should be requested by the Soldier's unit commander (e.g., Department Head) and submitted through the Dean's HR Branch to HRC for review and approval. HRC will add the awarding memorandum to the Soldier's OMPF. Page E-2 is the template for the ARCAM, and page E-3 is the template for the AFRM.

e. When submitting the request to award the ARCAM or AFRM the Memorandum For line will state the appropriate office symbol for enlisted and officer Soldiers (see pages E-2 and E-3). Officer requests go to AHRC-OPD.

5. Other awards that must be requested by the unit commander and submitted to HRC for final approval include the AFRM with "M" device and the Army Reserve Components Overseas Training Ribbon (ARCOTR).

a. The AFRM with "M" device is awarded after a Soldier serves on mobilization for operations qualifying for the award

b. The ARCOTR is awarded once a Soldier completes 10 consecutive days of training, AT or ADT, on foreign soil.

c. Page E-4 is the form to request the AFRM with "M" device and the ARCOTR. Ensure the required documents for each award are enclosed. The Soldier will send the completed form and the documents to their career manager for approval.

6. Officer award requests should be emailed to: usarmy.knox.hrc.mbx.opmd-aro@mail.mil.



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY, STATE, ZIP + 4 CODE

Office Symbol

Date

MEMORANDUM FOR Commander, Human Resources Command, Attn: AHRC-OPD, 1600
 Spearhead Division Avenue, Fort Knox, KY 40122

SUBJECT: Request Award of the Army Reserve Component Achievement Medal (ARCAM)

1. Reference AR 600-8-22, paragraph 4-18, dated 11 December 2006, Military Awards.
2. Request the following Soldier(s) be awarded the Army Reserve Component Achievement Medal (number of award, i.e. first award, second award, etc.) for three years of exemplary behavior, efficiency, and fidelity while serving as a member of an Army Reserve Individual Mobilization Augmentee position.

Rank NameSSNPeriod of Service

3. Point of contact for this request is the undersigned at xxx-xxx-xxxx or
 firstname.lastname@us.army.mil.

COMMANDER'S NAME

Rank, Branch

Commanding



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARIZED STREET ADDRESS
 CITY, STATE, ZIP + 4 CODE

Office Symbol

Date

MEMORANDUM FOR Commander, Human Resources Command, Attn: AHRC-OPD, 1600
 Spearhead Division Avenue, Fort Knox, KY 40122

SUBJECT: Request Award of the Armed Forces Reserve Medal (AFRM)

1. Reference AR 600-8-22, paragraph 5-8, dated 11 December 2006, Military Awards.
2. Request the following Soldier(s) be awarded the Armed Forces Reserve Medal (AFRM) (number of award, i.e. first award, second award, etc) for ten years of exemplary behavior, efficiency, and fidelity while serving as a member of an Army Reserve Individual Mobilization Augmentee position.

Rank NameSSNPeriod of Service

3. Point of contact for this request is the undersigned at xxx-xxx-xxxx or
 firstname.lastname@us.army.mil.

COMMANDER'S NAME
 Rank, Branch
 Commanding

IMA Awards Request

Soldier Name: _____ **Rank:** _____ **MOS:** _____

SSN: _____ **CURUIC:** _____ **Unit:** _____

Requested Award:

Armed Forces Reserve Medal (AFRM) with 'M' device

Army Reserve Components Overseas Training Ribbon (ARCOTR)

Required Documentation Enclosed:

DD 214, Release from Active Duty for AFRM with 'M' device

Pay Records or Evaluation covering the period (or travel voucher for ARCOTR)

AT/ADT Orders for ARCOTR and Certificate of Performance

Dates for award: **From:** _____ **To:** _____

I certify that the above information is accurate and correct to the best of my knowledge. I also understand that the AFRM with 'M' device is awarded after serving on mobilization orders for operations qualifying for the award; and the ARCOTR is awarded upon completion of no less than 10 consecutive date of AT or ADT on foreign soil.

Requester Signature: _____

Date: _____

ANNEX F

SAMPLE RECRUITING ANNOUNCEMENT FOR VACANT IMA OFFICER POSITIONS

IMA Vacancies (LTC) – United States Military Academy (Mathematics, Statistics, Chemistry, Life Science, Electrical Engineering, and Computer Science)

The United States Military Academy (USMA), Office of the Dean, is seeking to fill six vacant LTC (O5) positions in the Individual Mobilization Augmentee (IMA) program. The vacant positions reside in the Departments of Mathematical Sciences (Math), Chemistry and Life Science (CLS), and Electrical Engineering and Computer Science (EECS). USMA will consider all qualified officers in the grades of MAJ (O4) or LTC (O5) for these positions. Qualifications include an advanced degree (Master's or PhD) in an appropriate discipline. Duties, specific qualification requirements, and application procedures for each Department are described below.

Individual Mobilization Augmentee (IMA): As an IMA to USMA, selected Officers will be required to perform a minimum of 12 days of annual training and may perform up to 48 periods of IDT each fiscal year.

Grade/Rank: Open to Officers in the grade of MAJ (O4) and LTC (O5) who hold at least a Master's degree in an appropriate discipline.

Article I. Vacancies:

Position	AOC	Grade	Unit Name	Location
Instructor	O1A	O5	D/Mathematical Sciences	West Point, NY
Instructor	O1A	O5	D/ Mathematical Sciences	West Point, NY
Instructor	O1A	O5	D/Chemistry and Life Science	West Point, NY
Instructor	O1A	O5	D/Chemistry and Life Science	West Point, NY
Instructor	O1A/25A	O5	D/Electrical Engineering and Computer Science	West Point, NY
Instructor	O1A/25A	O5	D/Electrical Engineering and Computer Science	West Point, NY

Descriptions of Duties:

Department of Mathematical Sciences: Educate, train, and inspire future Army officers through daily instruction of college mathematics and military leadership. Responsible for planning and preparation of interdisciplinary projects and coursework in courses covering mathematical modeling, single and multivariable calculus, probability, and statistics. Annual training will be scheduled between mid-May and mid-June each year to perform duty as an instructor during USMA's Summer Term Academic Program. A Master's degree or PhD in mathematics, applied mathematics, operations research, statistics, or a closely-related STEM field is required. POC: is ____@westpoint.edu; secondary POC is ____@westpoint.edu.

Department of Chemistry and Life Science: Instructor in biology, chemistry, or chemical engineering. Responsible for planning and preparation of interdisciplinary projects and coursework, teaching undergraduate courses and labs, curriculum development, and mentoring cadets. Duties may include participating in research projects and overseeing student independent study projects. A Master's degree or PhD in biology, chemistry, chemical engineering, biological engineering or a related field is required. Experience teaching at the college level and/or work experience in a related field is desirable. POC: is ____@westpoint.edu; secondary POC is ____@westpoint.edu.

Department of Electrical Engineering and Computer Science: Instructor in electrical engineering, computer science, and/or information technology. Typical duties include assistance with program and course assessment activities, curriculum benchmarking, industry best practice transfer, outreach events, and cadet evaluation during project/exercise efforts. A Master's degree or PhD in electrical engineering, computer science or a closely related field is required. Full-time work experience in an electrical engineering or computer science research, teaching, or design position is strongly preferred. These positions are currently coded for a 25A but any interested officer (O1A) with a suitable background will be considered. POC is _____@westpoint.edu.

Article II. **Procedure to Apply and Required Documentation:**

Qualified officers interested in one of the above Instructor positions should submit the documentation listed below before **15 August 20xx**. Scan and email your encrypted application packet to the POCs listed above for each Department (CC the secondary POC if listed). If you are unable to encrypt your application packet, contact the POCs for the U.S.P.S. mailing address.

1. Current official military photograph.
2. ORB, DA Form 2-1, or equivalent.
3. Copies of all academic transcripts.
4. Current DA Form 705 (Army Physical Fitness Test), DA Form 5500-R/5501-R and profile, if applicable.
5. Military Bio, Curriculum Vitae, or Resume.
6. Personal Statement describing what your principal contributions to the Department would be if selected and what experience and qualifications you have that would allow you to contribute as an instructor at USMA.
7. Optional - copies of all OERs covering the last three years.
8. Include your Mandatory Retirement Date (MRD) in your email message.

ANNEX G

FORMS

The following is a list of all forms required for IMA Soldiers assigned to USMA. AHRC 4055 must be completed, signed, and provided to the Dean's HR Branch before IMA Soldiers can receive credit for performing Inactive Duty Training (IDT). IMA Soldiers shall use the templates for DA Form 1380 and DA Form 2446 (available from HR Branch) when preparing and submitting forms for approval and processing.

The first two forms in the list below are included in Annex G. All other forms are available from the Army Publishing Directorate at <http://www.apd.army.mil> and from the HRC IMA website at <https://www.hrc.army.mil/content/IMA%20Forms>.

1. AHRC Form 4055 (Dec 2003), DIMA Statement of Understanding
2. USMA In/Out-Processing for IMA Soldiers Performing Annual Training (Mar 2021)
3. AHRC Form 3924 (Oct 2005), Individual Active-Duty Certificate of Performance
4. DA Form 705 (Aug 2021), Army Physical Fitness Test Scorecard or DA Form 705-TEST (April 2022), Army Combat Fitness Test Scorecard
5. DA Form 1058 (Oct 2020), Application for Active Duty for Training, Active-Duty Operational Support, and Annual Training for Soldiers of the Army National Guard and Army Reserve
6. DA Form 1380 (May 2019), Record of Individual Performance of Reserve Duty Training
7. DA Form 2446 (Jan 1976), Request for Orders
8. DA Form 5960 (Jan 2022), Basic Allowance for Housing (BAH) Authorization and Dependency Declaration
9. DD Form 93 (Jan 2008), Record of Emergency Data
10. DD Form 1351-2 (May 2011), Travel Voucher
11. DD Form 2058 (Jan 2018), State of Legal Residence Certificate
12. IRS W-4 (2016), Individual Tax Withholding
13. SGLV 8286 (Feb 2015), Servicemembers' Group Life Insurance Election and Certificate
14. SGLV 8286A (Jun 2014), Servicemembers' Group Life Insurance Spouse Coverage Election and Certificate
15. SGLV 8286S (Jun 2014), Servicemembers' Group Life Insurance Supplemental SGLI Beneficiary Form

Assignment to DIMA or ARE Position Statement of Understanding

I understand that upon my assignment to a Drilling Individual Mobilization Augmentation (DIMA) or Army Reserve Element (ARE) position, I am not entitled to travel or per diem for Inactive Duty Training (IDT) performed. I will receive base pay only.

DATE

PRINTED NAME

SSN

SIGNATURE

AHRC Form 4055, Dec 03 (Prior editions are obsolete.)

USMA In-Processing Procedures for IMA Soldiers

March 18, 2021

Welcome to the Individual Mobilization Augmentation (IMA) Program!

This is where you start by in-processing for pay. All IMA Soldiers are required to submit the appropriate pay documents. You are now under a new pay system - any previous TPU in-processing is no longer valid. Note the important information that follows:

a. You received an assignment order to your IMA authorization. The U.S. Army Human Resources Command (HRC) assignment order should contain the statement, "AUTH FOR DRILLING IMA PRGM. PAY CAT B." This authorizes you to begin scheduling and performing the specified number of drills in a fiscal year with your assigned unit.

(1) Only HRC is authorized to publish an IMA assignment order. If any other organization publishes an IMA assignment order it will NOT allow pay processing nor will it properly feed into the various systems to show a transfer.

(2) You are allowed to perform annual training in the IMA even if you performed AT with a previous TPU assignment within the same FY.

b. In the IMA you are (based on funding availability) authorized to perform up to 48 four-hour periods of Individual Duty for Training (IDT) also known as "battle assemblies". IDT is for pay as well as retirement points. One IDT period equals 4 hours of training. You cannot exceed two IDTs for pay in a 24-hour period. You will not be paid more than 48 four-hour periods of IDT, which is the maximum drills authorized for each fiscal year. This includes any IDT performed in a TPU - only 48 four-hour periods in any FY. The IMA Program pays only base pay (no travel or per diem) for IDTs.

(1) To be paid IDT, the Soldier must perform the duties of their IMA position. Payment is made by submitting a DA Form 1380 entitled, "Record of Individual Performance of Reserve Duty Training" and is to be submitted within 72 hours of completion of duty.

(2) A DA Form 1380 example for submission of pay is provided within the menu link, "IMA Forms".

c. You must complete the forms identified below to be accessed into the current IMA pay system. Of significant importance, please assure your IMA Agency Coordinator maintains a copy of your Emergency Data Card (DD 93) and Service Members Group Life Insurance Election and Certificate (SGLV 8286).

(1) Provide your agency POC a COPY of your marriage certificate, dependent birth certificates, and if applicable, your divorce decree and child support.

d. Once the forms are witnessed and signed, submit them along with a copy of your IMA assignment order to HRC Reserve Pay, usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil (mailto:usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil). The forms may also be faxed to 502 613-4571. The commercial phone number is: (502) 613-4405, DSN: 983-4405.

e. This IMA Program Overview website contains extensive information to allow the IMA Soldier to gain knowledge and govern their IMA career. On the home page is an "IMA Handbook" - review that information. This site educates the IMA Soldier to even train the IMA Agency Coordinator, if needed.

Note: The agency is to maintain copies of the DD Form 93 and SGLI forms. If E-MILPO is used, the documents will automatically be uploaded onto IPERMS. If E-MILPO is not used, then the Agency Coordinator ONLY is to forward the documents to the appropriate HRC IRR/IMA Team. Assure all documents have the Soldier's SSN on the upper right-hand corner.

DD Form 93 Record of Emergency Data (<https://armypubs.army.mil/>)

SGLV 8286 Servicemembers' Group Life Insurance Election and Certificate (<http://www.benefits.va.gov>)

Form available within www.benefits.va.gov (<http://www.benefits.va.gov>). Use search link and enter 8286.

SGLV 8286S Continuation Form (<http://www.benefits.va.gov/insurance/forms/8286S.htm>)

Use SGLV 8286 to:

- a. Reduce or decline SGLI coverage
- b. Designate or update the beneficiary on a SGLI policy
- c. Restore or increase SGLI coverage when it has previously been reduced or declined

SGLV 8286A Family Coverage Election (<http://www.benefits.va.gov/insurance/forms/8286a.htm>)

Use SGLV 8286A to:

- a. Reduce or decline Family SGLI coverage
- b. Restore or increase Family SGLI coverage when it has previously been reduced or declined

DA Form 5960 Authorization To Start, Stop, Or Change Basic Allowance For Quarters (BAQ), and/or Variable Housing Allowance (VHA) (<http://www.apd.army.mil/Search/ePubsSearch/ePubsSearchDownloadPage.aspx?docID=0902c851800116da>) *

*Note: Supporting documentation must be included

SF 1199A Direct Deposit Sign-Up Form (<http://www.gsa.gov/portal/getFormFormatPortalData?mediald=30261>)

*Note: Submit SF 1199A with Section 3 completed by the Soldier's financial institution or attach a voided check.

W4 Tax Withholding (<http://www.irs.gov/Forms-&-Pubs>)

DD Form 2058 State of Legal Residence Certificate
(<http://www.dtic.mil/whs/directives/forms/eforms/dd2058.pdf>)

DD Form 2058-1 State Income Tax Exemption Test Certificate
(<http://www.dtic.mil/whs/directives/forms/eforms/dd2058-1.pdf>) (if applicable)

DD Form 2058-2 Native American State Income Tax Withholding Exemption Certificate
(<http://www.dtic.mil/whs/directives/forms/eforms/dd2058-2.pdf>) (if applicable).

ARMY RESERVE RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING <small>For use of this form see AR 140-185; the proponent agency is DCS, G-1.</small>						1. DATE	
2. FROM: (Reporting Agency) (Include ZIP Code) (Enter here the agency the Soldier is assigned to include the zip code)						3. ANNIVERSARY YEAR ENDING DATE (DD/MM)	
4. TO: (Records Manager AMHRR) (Include ZIP Code) DEPARTMENT OF THE ARMY U.S. ARMY HUMAN RESOURCES COMMAND ATTN: AHRC-RMP 1600 SPEARHEAD DIVISION AVENUE FORT KNOX, KY 40122							
5. LAST NAME - FIRST NAME - MIDDLE INITIAL SNUFFY, JOE A (TYPE THE SOLDIERS SSN - REQUIRED FOR PAY)					6. GRADE		7. BRANCH
8. INDIVIDUAL'S ASSIGNED ORGANIZATION (If different from office of addressee) ENTER SOLDIERS UNIT OF ASSIGNMENT (IF DIFF THEN BLOCK 2)							
9. THE ABOVE NAMED SOLDIER PERFORMED <input type="checkbox"/> EQUIVALENT <input type="checkbox"/> APPROPRIATE <input type="checkbox"/> SUITABLE <input type="checkbox"/> ATA <input type="checkbox"/> ATADL <input checked="" type="checkbox"/> OTHER IDT - Drill Code 11 (Check applicable box) DUTIES, TRAINING OR INSTRUCTION ON THE DATES AND FOR THE HOURS INDICATED AS AUTHORIZED BY (Cite authorization): AR 140-1, 140-145, AND AR 140-185, Table 2-3, Rule 1 (SSS use the same rule #1 for PAY ONLY)							
a. DATE			HOURS b.	RETIREMENT POINTS c.	LOCATION OF DUTIES, NATURE OF DUTIES, TRAINING OR INSTRUCTION d.		
DAY	MONTH	YEAR					
12	10	2022	4	P-1	Enter as much detail as possible as to what the duty that was performed ex: "Conducted G3 Operational support to exercise Iron Castle, Fort Knox KY." EBDL and DL courses are not authorized!!!!!! ///////////////////////////////////NOTHING FOLLOWS ///////////////////////////////////		
13	10	2022	8	P-2			
				P-1 = PAID 4 HOUR BLOCK P-2 = PAID 8 HOUR BLOCK	BLOCK 3 SHOULD BE THE RETIREMENT YEAR, MONTH AND DAY FOR THE CURRENT RETIREMENT YEAR DATE) (BLOCK 7 SHOULD BE THE BRANCH FOR BOTH OFFICER AND ENLISTED, NOT MOS)		
10. TYPED NAME, GRADE AND POSITION OF OFFICER HAVING KNOWLEDGE OF DUTIES PERFORMED ENTER NAME AND GRADE HERE					11. SIGNATURE OF OFFICER		
12. FOR RECORDS MANAGER OF INDIVIDUAL SOLDIER'S RECORDS							
<input type="checkbox"/> SUBMITTED TO IPERMS				<input type="checkbox"/> PAY DATA		<input type="checkbox"/> SUBMITTED <input type="checkbox"/> NOT APPLICABLE	

REQUEST FOR ORDERS		DATE OF REQUEST
For use of this form, see AR 600-8-105; the proponent agency is DCS, G-1		20220504
TO: Human Resources Command ATTN: AHRC-RMB-P 1600 Spearhead Division Avenue, DEPT #420 Ft. Knox, KY 04122-5102	FROM: HQ, Staff and Faculty (W1FBAA) United States Military Academy West Point, NY 10996 IMA Program Coordinator: Ms. Maureen Weise-King (845) 938-9664; maureen.weiseking@westpoint.edu	
TITLE OF FORMAT Orders Request for IMA Annual Training (AT); Includes Individual Development Training (IDT), & Fragmented AT (if applicable)		
STANDARD NAME LINE NAME, RANK, MOS, SSN, DOB ADDRESS EMAIL PHONE NUMBER		
LEAD LINE	VARIABLE INFORMATION	
NOTES TO IMA COORDINATORS: 1. IDTs: IMA Soldiers are authorized 48 4-hour periods of IDT (per FY), equivalent to 24 eight hour days. If the mission requires, Soldiers may perform IDT in conjunction with AT - IDT's are to be conducted consecutively with AT, at the end of the AT period. No per diem and no rental car authorized for IDT periods. Travel to HOR is the day following IDT (not the day of an IDT). 2. Fragmented AT Periods: AR allows for two increments of AT per FY, for a minimum of 5 days and a total of 12 days. The soldier's agency/unit will submit separate 2446s for periods 1 & 2 (along w/DD FM 1610 for period 2; FRAG order 2 only pays base pay, the agency will incur all other expenses; FRAG order 2 is to have a blank 21T2 classification code-21T2 includes per diem, car rental, fees, POV use, travel cost). ----- *HRC Note: If IDT is in conjunction with AT, type statement in RFO Special Instructions, "SOLDIER AUTH TO PERFORM IDT FROM (enter range of dates) & RETURN TO HOR ON (enter exact date after last IDT date). NO PER DIEM AUTH FOR IDT PERIODS."	AT Starts: XX JUN 2022/12 Days Report NLT: Night before/NLT 1700 Hours IDT Starts: XX JUN 2022, Date of Return to HOR day after IDT ends 30 JUN 2022 ----- AT/IDT Location (complete address required): - XXX ----- All questions must be answered: - Is this a request to amend previously published order? NO - Is AT address different from assigned duty location? NO - Does Soldier have a government charge card? NO - How will Soldier travel to the AT location? AIR - Does soldier require rental car at AT location? NO - Is Soldier local to the report site? NO - Is Government mess available at AT location? NO - Is Government quarters available at AT location? NO - Is this duty location part of ILPP? (lodging pilot program)? NO - Include required document regarding Restriction Of Movement (ETP, travel memo, etc) - If Soldier is a medical professional, will they be seeing patients? N/A - When AT is at an OCONUS location, what is name of airport Soldier will depart from (clear text-not airport three digit code)? N/A - What is round trip cost of air travel to OCONUS AT location? N/A - Is Soldier vaccination uploaded to MEDPROS? - Is PHA current? Date it expires? - Is security clearance current? Date it expires? ----- Assigned duty location & UIC (complete street address of agency assigned to): - XXXXX ----- Other Required Information: - If Periodic Health Assessment (PHA) is older than 12 months prior to or during AT, the agency is to provide an appointment date before (LHI printout suffices) or during Soldier's AT (include on this request or via email). - Indicate any additional information required to publish the order, i.e.; Special Duty Pay, Jump Pay, HALO Pay, Medical Pay, Dental Pay, Veterinary Pay, etc. -----	
REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (Type or Print) Eddie B. Jackson, (845) 938-4067, eddie.jackson@westpoint.edu	SIGNATURE	

US Military Academy In/Out-processing Checklist - IMA

1. Soldier Name: _____ (Last) _____ (First) _____ (M.I.)
2. Grade/Rank: _____ 3. Assigned Department: _____
4. Arrival Date: _____ 5. Departure Date: _____
6. Local Address: _____
7. Telephone: () _____ - _____ Alternate: () _____ - _____

Complete this checklist for the topics applicable to your personal situation. Enter NA when not applicable.

ITEM	PRINT NAME/INITIAL / <u>DATE IN</u>	PRINT NAME/INITIAL / <u>DATE</u> <u>OUT</u>
1. OFFICE OF THE ADJUTANT GENERAL/G1 Building 626, Swift Road USMA G1 (Mrs Maureen eise- i) Building 626 172 United States Military Academy West Point, NY 10996 - 3 - - Verify CAC is up-to-date - Review/update DD93/SGLI (SGLI can be completed through SOES MILCONNECT		
Turn In Copy of Orders and all amendments		
2. FINANCE – Defense Military Pay Office Mr John Deangelis Building 626, Swift Road, Reception – Customer Service, Phone: 845-505-3405 Submit upon completion of tour to your Unit Admin to send directly to John to submit to HRC: - AT Orders - DA5960 Signed by soldier and Dept Head - Completed 25R Certificate of Completion also Signed by soldier and Dept Head - This in/out processing checklist		
3. OFFICE OF THE DEAN – Scan all inprocessing documents to: Mr Eddie Jackson Office of the Dean, IMA Program Manager eddie.jackson@westpoint.edu		
Turn In Copy of Orders and all amendments Provide <u>APFT card</u> and <u>Certificate of Performance</u> upon out-processing		
4. DIRECTORATE OF ADMISSIONS –Building 606, 3 rd FLOOR If you are here as an IMA for Admissions then #3 is N/A		

ANNEX K

ACTIVE DUTY OPERATIONAL SUPPORT

Every academic year, the Dean's Directorate can compete for Active Duty Operational Support (ADOS) funding to mobilize reserve component (RC) officers in support of the academic mission. This annex provides basic information on the program, process, and timeline.

The USMA G1 Staff serves as the point of contact to request funds each fiscal year from HQDA. This money is not programmed by USMA and other units in the same manner as the typical Program Objective Memorandum (POM) budgeting process. The available money can vary widely from year to year and is intended for the Army to have a flexible method to address priorities as they develop with RC manpower. As such, USMA competes for this funding each year through various funding streams. The HQDA G-3 funding stream is intended for new, emerging requirements, while the HQDA G-1 funding stream is intended to fill high priority vacancies that cannot be easily filled with active component Soldiers.

The Dean's Directorate submits requirements to the USMA G1, Deputy Director for Human Resources (USAR), who coordinates requirements with the HQDA G1 for available funds. Funds are distributed and allocated to USMA to fill vacant paragraph and line numbers based on the prioritization of those vacancies by the Dean and USMA Chief of Staff (CoS). The USMA G1 facilitates orders production based upon the amount of funds allocated and the prioritization of the CoS. Receipt of the funding can be complicated by the fact that the Army operates on fiscal year, while USMA's requirements to fill vacancies are based on academic year.

Basic ADOS program information for the Departments.

1. You must have a vacancy against one of your TDA authorizations to compete for G1 ADOS funding. Self-inflicted vacancies (e.g., sending an FA47 on an operational experience) are not considered true vacancies by the Army since the officer remains assigned to USMA.

2. In general, it is easier to mobilize RC officers in the IMA program because we have more control over ensuring they meet all deployment readiness requirements. This does not preclude a department from nominating an RC officer from USAR TPU, USAR IMA with other organizations, or ARNG officer if the officer meets deployment readiness requirements, and their assigned unit agrees to their mobilization in support of USMA. We cannot mobilize Active Guard Reserve (AGR) officers from the USAR or ARNG.

3. The minimum length of an ADOS mobilization is 181 days unless the RC officer lives within commuting distance (75 miles of USMA). The goal is to publish orders for a full academic year. Due to funding constraints, ADOS officers may start with 181-day orders that will be extended upon receipt of additional funding. There is no longer a 3-year limit to consecutive ADOS tours. The new maximum time a RC officer can be on ADOS orders is 5 years.

4. The Army will provide ADOS funding to backfill active-duty officers deploying on a WIAS tasking with a reserve component officer for the length of the WIAS tour plus 60 days. Provide the Dean's HR Branch with information on any officers deploying on a WIAS tasker to coordinate possible backfill.

Process and Timeline. Dean's HR Branch will publish exact deadlines each year based on higher HQ deadlines.

1. January – March. Departments that expect to have vacancies should start canvassing their IMAs and other USAR sources to determine possible candidates for an ADOS tour. Departments can provide the Dean's HR Branch with information on position requirements for advertisement across the USAR on Tour of Duty if they don't have viable candidates. Departments are also encouraged to use social media to advertise opportunities as well as leverage current faculty to network the opportunities.

2. March – April. Departments will submit ADOS requests and by-name candidates to the Dean's HR Branch via e-mail. During the annual Blue-Book cycle, each department will determine vacancies in coordination with the Dean's HR Branch. Vacancies for the next academic year that can't be filled with active components officers (e.g., through direct hire or extensions) are generally known at the completion of HRC pre-screening and department meetings with the USMA G1 and Dean's HR Branch. The Dean's HR Branch will consolidate requests, get the Dean's initial priorities, and submit the consolidated Dean's request to USMA G1.

3. May. USMA G1 consolidates all requests from the various USMA directorates and organizations and gets USMA initial priorities and approval to request funding from the Chief of Staff. Deadline for requests to HQDA is usually on or around 31 May. While USMA usually submits its requests well ahead of this deadline, there is no movement on funding until after the deadline because HQDA prioritizes all organizational requests before making decisions and distributing funding.

4. June-July. HQDA makes decisions and distributes funding. Since USMA academic year requirements cross two FYs, the Army must pull unobligated current FY money from other organizations to meet our requirements. This takes time and often delays the receipt of funding and generation of orders. While we always try to get ADOS officers mobilized in time for Department New Instructor Training, it often is not possible given the timing of funding receipt.

5. July-August. USMA G1 receives funding and generates orders. Based on the amount of funding available, the Dean will make a final prioritization filling the vacancies. ADOS officers receive orders in their iPERMS or in DAMPS and report to the departments.

There are many other complexities to the ADOS program that go beyond the ability to express this information in this annex (e.g., retiree recall, sanctuary program, mobilization of IRR). Please contact the people below with any questions.

Points of contact.

IMA/ADOS Coordinator for Dean's HR Branch

Eddie Jackson

eddie.jackson@westpoint.edu

845-938-4067

Assistant Dean for Personnel

Bryan DeCoster

bryan.decoster@westpoint.edu

845-938-2695

USMA G1 IMA Coordinator

Maureen Weise-King

maureen.weiseking@westpoint.edu

845-938-9664

USMA G1, Deputy Director for Human Resources (USAR)

LTC Jeff Carson

jeffrey.carson@westpoint.edu

614-209-6211 (mobile)