



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

4 April 2003

MEMORANDUM FOR CAP-USAF

FROM: HQ AU/CCR
55 Le May Plaza South
Maxwell AFB AL 36112

SUBJECT: IMA Program Guidance - Assignment to the Ready Reinforcement Personnel Section (RRPS) - Category E

1. The Air University CAP-USAF, Category E (CAT E) program is designed to prepare participating CAT E reservists to fill CAP-USAF, Category B positions, should the CAT E reservists be selected to fill an authorized vacancy. In addition, the CAT E program provides a limited participation and training opportunity to qualified regular and reserve force separatenes. A qualified separatee must meet the following criteria in order to be considered for the CAP-USAF, CAT E Program:

- a. Above average record of past duty performance.
- b. Appropriate grade and AFSC for specific training requirement.
- c. If applicable, previous record of satisfactory reservist participation.

2. The CAT E program is part of ARPC's participating Individual Ready Reserve (IRR) program and is organized in the following manner:

- a. An written and/or verbal agreement to provide training must be approved by the active duty commander at the Center/Lab/Wing where the CAT E IMA is to train.
- b. A position requirement must be identified by AFSC and grade.

3. The individual's responsibilities are as follows:

- a. Prepare an AF Form 1288, Application for Reserve Assignment, indicating the approved unit of attachment and signed by the appropriate commander/supervisor. This program is centrally managed by ARPC/DPAT. Guidance is contained in AFI 36-2115, *Assignments Within the Reserve Components*.

- b. Once the reservist is assigned to a CAT E position, the reservist must earn 50 points (including 15 membership points) each Retention and Retirement (R/R) year. Points may be earned through non-pay IDT participation, MPA man-days (subject to approval at the command

level), or ECI courses. Reservist are required to perform a minimum of 16 points through IDT, AT/ADT/ADS/MPA or any combination thereof. If the reservist fails to obtain the 50-point minimum without acceptable justification, and/or the unit commander determines that the unit is no longer willing to sponsor the assigned CAT E training, the CAT E reservist will be placed in a nonparticipating status.

4. Members in a CAT E assignment with a training attachment should be reviewed for a possible change in assignment to Category B positions, as positions become available.

5. This guidance letter will be in effect until 30 September 2004 or sooner if rescinded. The AU/CCR point of contact is Mr. Horenkamp, DSN 493-6265.

A handwritten signature in black ink, appearing to read "Robert G. Shaw". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

ROBERT G. SHAW, Col, USAF
Reserve Advisor to the Commander
Air University