



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND

24 March 2003

MEMORANDUM FOR ALL AIR UNIVERSITY (AU) ORGANIZATIONS

FROM: HQ AU/CCR

55 Le May Plaza South  
Maxwell AFB AL 36112

SUBJECT: Individual Mobilization Augmentee (IMA) Program Guidance-Award Program

1. AU assigned/attached IMAs should be presented decorations such as the Meritorious Service, Commendation and Achievement Medal using the same guidance and time cycles as their Active Duty counterparts IAW AFI 36-2803, *The Air Force Awards and Decorations Program*. IMAs are often assigned to the same unit for longer periods of time compared to their active duty counterparts. As a rule of "thumb" supervisors should consider an appropriate decoration for IMAs at about a three-year interval between decorations.
2. There are three annual awards that are unique to the IMA program:
  - a. The Outstanding Officer/Enlisted IMA of the Year.
  - b. Outstanding Junior Officer of the Year.
  - c. Twelve Outstanding Airman of the Year (12 OAY).
3. Each year, AETC recognizes the outstanding performance of AU assigned IMAs by participating in the Outstanding Officer/Enlisted IMA of the Year program, the Air Force Reserve Outstanding Junior Officer of the Year program and the Twelve Outstanding Airman of the Year. Each individual nominated must meet the eligibility criteria established in AFI 36-2805, *Special Trophies and Awards*, and the nomination message received from HQ ARPC.
4. HQ AETC is suspended by HQ ARPC for nomination packages. HQ AU/CCR forwards the suspense the AU Base IMA Administrator (BIMAA) or Air Reserve Management Office (ARMO), who in turn forwards the suspense message to commanders and unit reserve coordinators (URC). Each AU unit/organization may nominate one individual for each category listed in the message. IMA supervisors and owning units prepare all nomination packages, IAW ARPC message guidelines. The BIMAA and ARMO ensure selected packages meet message requirements and forward all packages to HQ AU/CCR for review and further coordination. Care should be taken to ensure that nominated IMAs are actually *assigned* to AU, not merely attached for training.
4. If more than one package per category is received at AU/CCR, AU/CC will select the best candidate. The selection process may include a formal board comprised of both Active Duty and Reserve members, if possible. AU/CCR convenes the selection board, notifies the unit commander of the board's decision and forwards package(s) of selected candidates to HQ AETC/CCR for competition at the MAJCOM level.

5. A board is convened at HQ AETC to select the AETC Award winner. HQ AETC/CCR will notify the field by email within 3 days after the board results are announced. A formal message will follow. A selection letter will be sent to the unit commander and a congratulatory letter will be attached for presentation to the IMA. The AETC Award winner package is forwarded to HQ ARPC for Air Force level competition.

6. **Outstanding Officer/Enlisted IMA of the Year:** AETC/CCR forwards their selections to ARPC for higher level competition. A selection board at ARPC will decide the Outstanding IMA of the Year award recipient. The award recipient's MAJCOM will be notified of their selection and of the Reserve Officer Association (ROA) convention dates. The IMA will be formally recognized at the annual convention in July.

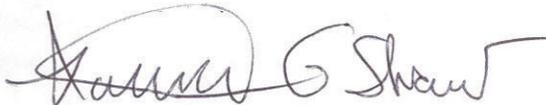
7. **Outstanding Junior Officer of the Year:** AETC/CCR forwards their selections to ARPC for higher level competition. A selection board at ARPC determines the Outstanding Junior Officer of the Year. The award recipient's MAJCOM is notified of their selection and dates of the ROA convention. The IMA will be formally recognized at the annual convention in July.

8. **Twelve Outstanding Airman of the Year:** A selection board at HQ ARPC reviews the award nominations from all MAJCOMs. One individual is selected for each category, and their package is forwarded to HQ AFRC. (Individuals selected at ARPC are notified of the AFRC awards banquet dates.) AFRC holds two boards:

a. The first board chooses a winner for each category from HQ ARPC and HQ AFRC nominees. The award recipients become HQ AFRC's nominations for 12 OAY.

b. A second board selects AFRC's nomination for 12 OAY. Candidates from NAFs, HQ AFRC and the IMA program meet this board. AFRC announces the award winners at the annual Air Force Reserve Command awards banquet, at Robins AFB GA. The winner of each category goes on to compete at the Air Force level.

9. Every effort should be made for the award winner to attend the appropriate recognition ceremony. The point of contact for the IMA Award program is SMSgt Greear, DSN 493-3233. This guidance memorandum will be in effect until 30 September 2003 or sooner if rescinded.



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