



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

25 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-Manning Policy

1. One key to a successful IMA program is a well-managed and controlled unit manning document (UMD). The more accurate the data, the better the chances of effective and efficient IMA program management.
2. The following are policy guidelines on the management and control of IMA manning:
 - a. Funded IMA positions will not be exceeded, unless approved in writing by HQ AETC/CCR.
 - b. IMA position funding goals are based on approved, funded positions, backed up with current IMA position justifications (AF Form 9).
 - c. One IMA per funded position is the goal. The reservist selected for an IMA position must possess the proper AFSC, grade and PME requirement for that position. Waivers will be reviewed on an exception basis only. A funded IMA position may only be double manned (overaged) for specific reasons; for example, a projected loss, or an AU Program Manager (AU/PM) approved program expansion.
 - d. The AU IMA program will not normally exceed overage manning by more than 10%.
 - d. Except in extremely exceptional cases, there are no waivers for the mandatory separation date (MSD) for officers and the high year tenure (HYT) date for enlisted personnel.
 - e. The AU/PM has coded all IMA reservist appearing on the AU IMA UMD as 5L, assignment duty and training duty are both conducted at the reservist's unit of assignment. No exceptions.
 - g. Personnel in the grade of lieutenant colonel and above, and master sergeant and above, will normally perform all IDT's and annual Training (AT) duty at their unit of assignment. Training and/or duty assignments for MPA/RPA must be coordinated with the IMA's commander, supervisor, and the unit of attachment. Reservists should be aware that limited duty with their unit of assignment may have a negative impact on their promotion potential and the quality of their OPR, PRF or EPR.

3. Retirement applications. Air Force Form 131, Application for Transfer to the Retired Reserve, must be completed and routed through the HQ AU/CCR. As a rule-of-thumb, retirements should be projected 6 months from the date of submitting the the AF Form 131 application.

4. This memorandum will be in effect until 30 September 2004 or sooner if rescinded. HQ AU/CCR POC is Lt Col Gillespie, DSN 493-6265.

A handwritten signature in black ink, appearing to read "Robert G. Shaw". The signature is written in a cursive style with a large, prominent loop at the beginning.

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