



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

21 April 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) Position Management Policy

1. AU IMA manpower actions are managed IAW AFI 38-204, Chapter 3, Programming Air Force Manpower (<http://www.e-publishing.af.mil/pubfiles/af/38/afi38-204/afi38-204.pdf>). All changes to the AU IMA UMD require AU/CCR concurrence. UMD changes are validated through AU/XPM, AETC/CCR and, as required, through ARPC/XP.

2. AU assigned IMA positions can be established through a number of resource allocation methodologies. The primary establishment of an IMA position can be described through four processes: a) HQ AU/XPM budgets for new billets, b) an existing AU billet is transferred from one AU subordinate unit to another, c) an existing AETC billets is transferred to AU by AETC/CCR, and d) AETC, through the IMA Program Review (IPR) process, reallocates AU additional positions.

a. Program Objective Memorandum (POM) requests to establish new AU IMA positions are staffed and initiated by requesting units through AU/CCR to AU/XPM. Requirements and funding strategies must be validated before the coordination process.

b. Requesting organizations send narrative justification, signed by commander/commandant, explaining the requested move (based on mission requirement, reorganization etc.) to AU Reserve Advisor. If the change utilizes an authorization (AU funded position), the reallocation must stay within category (officer/enlisted) and Inactive Duty Training (IDT) code (either 24 or 48).

c. AU/CCR coordinates requests with AETC/CCR through manpower channels.

d. If AU has fully executed its current IMA manpower allocation, AU/CCR can request an offset from within the AFRC IMA program. These requests are submitted semi-annually through AETC/CCR to the IMA Program Review (IPR) held at HQ ARPC. The IPR takes into consideration factors such as the end strength execution history, current end strength execution, execution history, current end strength execution, effective manning, and vacancies when re-allocating end strength from one command to another

3. Position changes should be submitted using ARPC Form 9, Request for Individual Mobilization Augmentee (http://arpc.afrc.af.mil/Forms_Pubs/Forms.htm) and submitted to AU/CCR electronically.
 - a. An organization may start the process to create an IMA position at any time of the year.
 - b. Complete ARPC Form 9 per guidelines found at ARPC website when completing the form consult your to manpower documents for necessary information.
 - c. Submit completed ARPC Form 9s to AU CCR via email.
 - d. Once AU/CCR and AU/XPM review/validate the requirement(s) the request will be submitted for review by AETC/CCR.
 - e. AETC/CCR reviews and forwards to ARPC/XPMR. Requests are compared against overall manning.
 - f. Changes to a position's Authorized AFSC or Authorized Grade require AU Reserve Advisor approval.
4. AU/CCR may conduct its own internal IMA Program Review (IPR), normally on at least a semi-annually basis. **Unfilled positions – i.e., AU IMA “managed” positions that have been vacant for six months or longer - will be reexamined for immediate reallocation.** Reallocation consideration will be given first to AU IMA Program needs. If no internal AU IMA position redistribution opportunities exists or is in the best interest of the IMA Program, HQ AETC will be notified of the available vacant AU IMA position for HQ AETC redistribution considerations.
5. 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.



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