



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

24 March 2003

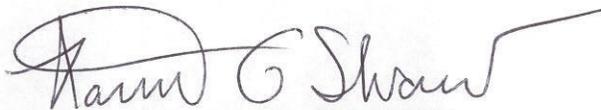
MEMORANDUM FOR ALL AIR UNIVERSITY (AU) ORGANIZATIONS

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

SUBJECT: Individual Mobilization Augmentee (IMA) Program Guidance-Participation Requirements

1. The HQ AETC participation requirements are managed IAW AFMAN 36-8001, Reserve Personnel Participation and Training Procedures, dated 14 March 2003.
2. Satisfactory participation is defined as:
 - a. Completing 24 paid (or 48 paid, as applicable) inactive duty training (IDTs) periods and 12 to 14 annual tour (AT) days per fiscal year (FY).
 - b. Completing 50 points during the IMA's retention/retirement (R/R) year.
3. All Web Orders Transaction System (WOTS) requests for AT must be completed by 1 January of the current FY, and training must have advance authorization from the member's supervisor. This provides a 3-month window (1 Oct-1 Jan) in which to plan and project your AT.
4. Each member must perform a 12 to 14 day AT excluding travel days. Members are entitled to no more than 3 travel days in any one fiscal year.
5. When training can be scheduled throughout the year to more effectively accomplish Reserve mission requirements or perform needed training, a member may be granted permission to split their AT.
 - a. IDTs may be attached to front and/or back of AT (not done for the member's convenience or as a work around for reimbursement of travel expenses).
 - b. Split tours are a viable option for commanders to use. HQ AU authorizes a maximum of one split tour with IDTs. If a commander needs more than one split tour for mission accomplishment, justification must be submitted to HQ AU/CCR by the unit Commander. CAP-USA/CC may approve up to 2 splits per AT. **FRUGAL MANAGEMENT OF ALL SPLIT ANNUAL TOURS IS REQUIRED.** HQ ARPC does not budget for 3-travel, round trips for every member

- c. Requesting a tour and checking the status in WOTS is the responsibility of the IMA. Once the request is submitted, the IMA must check WOTS periodically to insure the request has been approved at all levels and HQ ARPC has sent the orders.
6. IDTs may be performed in conjunction with AT, Reserve Personnel Appropriation (RPA) and Military Personnel Appropriation (MPA) tours. However, supervisors should ensure that tours are substantiated by a valid support or training requirement.
7. Individuals initially assigned after 1 April (except those gained from another selected Reserve program) may have their AT requirement waived for that fiscal year. Member must be aware that waiving the AT could prevent them from having a good year. IMAs must accumulate 50 points within their Retention and Retirement (R/R) year.
8. AT days should conform to the duty hours of the unit involved and be scheduled to avoid loss of a productive day due to a legal holiday or weekend. Tours are usually scheduled to coincide with the availability of training supervisors, aircraft or equipment.
9. It is possible to substitute an RPA tour for all or part of AT. Substitutions MUST have advance approval from the IMA's unit commander and HQ AU/CCR. The member must complete the tour in the same FY. School tours and operational deployments are examples of viable substitutions, (if they are at least 9 academic days in duration.)
10. If you have any questions or need further clarification on the participation process, please contact Mr. Horenkamp, DSN 493-6265. This guidance memorandum will be in effect until 30 September 2004 unless sooner rescinded.



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