

# HUMAN RESOURCES COMMAND



## INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) HANDBOOK

This handbook serves as a guide and is not to be substituted for regulatory guidance.

IMA Program Overview website: [www.hrc.army.mil](http://www.hrc.army.mil)  
>career>assignment>Individual Mobilization Augmentee  
Program

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## TABLE OF CONTENTS

---

INTRODUCTION .....	- 3 -
CHAPTER 1 – Responsibilities .....	- 4 -
1. IMA Program Manager Responsibilities .....	- 4 -
2. IMA Unit/Agency Coordinator Responsibilities.....	- 4 -
3. HRC IRR/IMA Team Responsibilities .....	- 6 -
4. Soldier Responsibilities.....	- 6 -
CHAPTER 2 - Assignment to the IMA Program.....	- 8 -
1. Selection Process and Requesting an Assignment Order .....	- 8 -
2. Recruitment Responsibility and Support.....	- 10 -
3. Regulatory Expectations for Assigned Personnel .....	- 11 -
4. Release or Transfer.....	- 11 -
CHAPTER 3 – Performing Training, Tours, Mobilization and Pay Procedures .....	- 12 -
1. Annual Training Overview .....	- 12 -
2. Individual Duty for Training (IDT) Overview.....	- 14 -
3. Tour and Mobilization Overview .....	- 14 -
4. Training Expectations.....	- 15 -
5. Pay Procedures.....	- 15 -
a. Inactive Duty for Training (IDT) for Pay and Points Only.....	- 16 -
CHAPTER 4 – Soldier Administrative Maintenance .....	- 16 -
1. Automated Orders Resource System (AORS).....	- 17 -
2. Medical and Dental Readiness.....	- 17 -
3. Security Clearances .....	- 17 -
4. Army Physical Readiness Training (APRT) and Medical Profile.....	- 19 -
5. Evaluations .....	- 20 -
6. Promotions.....	- 20 -
7. ETS/MSO .....	- 21 -
8. Retirement.....	- 22 -
9. Military Clothing.....	- 23 -
10. Professional Military Education .....	- 23 -
11. Family Care Plan/Changes in Dependency .....	- 23 -

12. Casualty Reporting..... - 24 -  
13. Failure to Meet Readiness Requirements..... - 22 -

## **INTRODUCTION**

Individual Mobilization Augmentee (IMA) Soldiers are part of the Select Reserve and are an integral part of our modern day force.

This handbook covers the most frequently addressed issues within the IMA program. It is designed to help the IMA Soldier, the Agency Coordinator and the HRC Career Management Teams to function more efficiently. Guidance for this handbook is derived from Army Regulation 140-145, Individual Mobilization Augmentation (IMA) Program.

Refer to the [IMA Program overview website](http://www.hrc.army.mil) located at [www.hrc.army.mil](http://www.hrc.army.mil) >career>Individual Mobilization Augmentee, for all updates and more information toward managing the IMA Program.

The HRC IMA Program Manager appreciates your dedication and devotion to the United States Army Reserve, and will strive to continue to help every Reserve Soldier in the IMA Program become well-informed.

**This handbook serves as a guide and is not to be substituted for regulatory guidance.**

## **CHAPTER 1 – Responsibilities**

The IMA Program facilitates the rapid expansion of the Army wartime structure of the Department of Defense and other departments or agencies of the U.S. Government to meet military manpower requirements in the event of military contingency, pre-mobilization, mobilization, sustainment, and/or demobilization operations.

### **1. IMA Program Manager Responsibilities**

- a. Develop and implement policies and procedures to effectively manage the Individual Mobilization Augmentee (IMA) program on a day-to-day basis.
- b. Assist with program budget execution for Annual Training (AT) & Inactive Duty Training (IDT).
- c. Participate in IMA allocation process and regulatory changes.
- d. Research/implement new automation processes.
- e. Manage the Automated Orders and Resource System (AORS) position file.
- f. Review realignment requests (MOBTDA changes).
- g. Monitor realignment/reassignment of mobilized Soldiers.
- h. Serve as liaison with the IMA agency and HRC for issues of concern.
- i. In coordination with HQDA, develop and maintain appropriate plans, policies, and procedures to support the rapid activation of IMA Soldiers.
- j. Maintain IMA force database.
- k. Prepare monthly IMA Report and provide to the HRC Teams for distribution to individual IMA agencies.

### **2. IMA Unit/Agency Coordinator Responsibilities**

- a. Send a welcome packet to newly assigned Soldiers.
- b. Ensure the IMA Soldier in-processes for pay. **Guidance is provided within the IMA Program Overview website in the menu link "[In-Processing Procedures for IMA Soldiers](#)". Additionally, advise the newly assigned IMA Soldier to review the IMA Program Overview website to gain knowledge of the IMA processes and help govern their personal military career.**

- c. Develop written individual training plans and training schedule for AT & IDTs.
- d. Complete annual evaluations per AR 623-3, for all assigned IMA Soldiers.
- e. Provide updates to the IMA Coordinator(s) to the IMA Program manager Use the document found on the IMA Program Overview website within the "[Commonly Used Forms](#)" link. Complete and forward direct to the IMA Manager at HRC.
- f. Submit requests for assignment/realignment/transfer/annual training to the appropriate HRC IRR/IMA Team. Manual AT requests may be submitted using the DA Form 2446 template to the appropriate HRC IRR/IMA Team. Refer to the IMA Program Overview website menu link entitled "Commonly Used Forms", AT requests must submitted no earlier than 90 days prior to start date but no later than 30 days prior to start date.
- g. As funding allows, Soldiers may perform 48 four-hour periods of Individual Duty for Training (IDT). Complete a DA 1380 and submit for pay within 72 hours of completion of duty. Assigned Soldiers may also perform duty for points only. **ONLY IMA AGENCY POCS MAY FOLLOW UP WITH PAY ISSUES. NO IMA SOLDIER IS AUTHORIZED TO CONTACT THE RESEVE PAY TEAM DIRECT.**
  - (1) The blank DA 1380 and an example of how to complete the form for pay and points is within the IMA Program Overview website menu link entitled, "Commonly Used Forms".
- h. The IMA Coordinator serves as the liaison for the Soldier and IMA Program Management Team in the assignment selection process **AND ALL PAY INQUIRIES**
- i. Request the **IMA Readiness**, at least, once a quarter or monthly from one of the HRC IRR/IMA Teams.
  - (1) The IMA Readiness Report reflects all of the IMA authorizations within the agencies MOBTDA. It identifies those that are filled and vacant. It contains the personnel data for each Soldier assigned and what deficiencies need to be resolve (past due PHA, clearance, APFT, etc).
- j. Conduct annual IMA Soldier Readiness Processing (SRP) to validate Soldiers' readiness. **Update the Emergency Data Card (DD 93), review Family Care Plan and SGLI. This should include E-SRB updates using RCMS. Access and instructions on obtaining RCMS – eSRB module may be obtained from USARC – G1, Manning Division 910 570-8159/9878. I-PERM all documents.**
- k. Assist agency Commander in the planning and development of an appropriate contingency plan(s) to facilitate the rapid order to active duty of their assigned Soldiers in the event of an emerging crisis, emergency, or mobilization.

l. Exercise UCMJ authority in accordance with AR 27–10.

m. IPERM documents for the IMA Soldier, such as DA Form 1380 for IDT pay. To gain access to IPERMS refer to [www.hrc.army.mil](http://www.hrc.army.mil) , Soldier Services>Self-Service>IPERMS. Review the System News on the right column and refer to [iPERMS Support](#). Documents requiring IPERMed may also be sent to the HRC, Officer or Enlisted IRR/IMA Team.

n. Routinely review the [IMA Program Overview](#) website for policy guidance in the management of the IMA Program.

### **3. HRC IRR/IMA Team Responsibilities**

a. Serve as a liaison for the Soldier and IMA Coordinator. Provide centralized personnel career management and administrative support services for IMA agency coordinators and IMA Soldiers.

b. Publish IMA orders (assignment/realignment/transfer/attachment/annual training) and assist with the professional development/submit retirement request).

c. Endorse requests for approval or disapproval for exceptions to policy for adjudication by the designated responsible officer within the directorate.

d. Assist in managing Soldier records and assignments; processing personnel actions such as iPERMS, board files and updating APFT score and height/weight, support the publication of the ORB/ERB, etc. Review the monthly IMA Report for deficiencies and resolve with the Soldier and IMA Coordinator.

e. Screen, identify, and assign qualified IMA Soldiers to documented IMA positions.

f. Coordinate the assignment and reassignment of IMA Soldiers with supported agencies to meet current and projected IMA personnel requirements. Provide IMA Reports, as needed.

g. Coordinate the publication of Active Duty for Operational Support (ADOSAC/RC), and Professional Military Education (PME) orders.

h. The IRR/IMA Teams may be found within the IMA Program Overview website menu.

### **4. Soldier Responsibilities**

a. Coordinate with IMA Coordinator to schedule AT & IDT periods.

b. Perform a minimum of 12 days AT each FY with an emphasis on assisting the organization in meeting annual mission requirements and balancing duty dates to achieve and maintain a good retirement year. Contingent on funding, 48 4-hour periods of IDT are authorized each fiscal year for IMA Soldiers.

(1) If a Soldier transfers from one component of the Select Reserve (SELRES) to another within the same FY, only a total of 48 four-hour periods of IDT are authorized. However, the Soldier may perform two periods of annual training in the TPU and IMA during the same FY.

c. Maintain current PHA, HIV, APFT and height/weight standards.

d. Maintain required security clearance and/or other mandatory qualifications required by the position/MOS/branch.

e. Adhere to responsibilities as outlined in AR 140-145, Chapter 1-4;

(1) Coordinate directly with their IMA Agency POC to arrange and schedule AT and IDTs.

(2) Maintain eligibility to train by coordinating with HRC career manager and proponent agency to ensure that required height and weight, Army physical fitness test (APFT), medical, security clearance, and all other assignment prerequisites and qualifications are met.

(3) Develop and maintain proficiency in their assigned duties and responsibilities.

(4) Participate in all required military PDE and training required to remain tactically and technically proficient as a USAR Soldier.

(5) Comply with Family care plans in accordance with AR 600–20.

(6) Comply with policies and programs directed by their assigned CDR regarding the APFT in accordance with AR 350–1.

f. Obtain a common access identification card (CAC) by reporting to a RAPIDS site location. To find the nearest RAPIDS location, go to [www.dmdc.osd.mil/rsl](http://www.dmdc.osd.mil/rsl). Find out what supporting documentation is needed and if an appointment is required, call ahead to the location.

g. Soldiers will complete the Civilian Employment Information (CEI) before orders can be released through AORS. Soldiers can complete the CEI by going to [www.hrc.army.mil](http://www.hrc.army.mil), selecting My Records, log-in to the site, and select Reserve Records. At the top left of the screen there are navigation tabs. Click on Civilian Employment (CEI) and add employment information.



h. Soldiers must remain in the position for at least one year before a request for reassignment, outside the agency, may be initiated.

i. Upon receipt of the assignment order, the Soldier is required to in-process to the gaining unit for pay purposes. Forms required to in-process are located within the IMA Program Overview website menu in the link entitled, "[In-processing Packet](#)". Failure to do so will disrupt Soldier benefits and they will not be paid for AT/IDT.

i. Update contact information: address, home and civilian e-mail by logging on to Army Knowledge Online, <https://login.us.army.mil> / My Account >My profile Page>Basic Information>edit.

## **CHAPTER 2 - Assignment to the IMA Program**

### **1. Selection Process and Requesting an Assignment Order**

a. IMA Soldiers are authorized 12 days of AT (per DoDI 1235.11) and may be allowed 48 4-hour periods of IDT for pay in a fiscal year (subject to available funding). Reserve Soldiers assigned to IMA positions in support of the Selective Service System are authorized 13 days of AT and 36 4-hour periods of IDT for pay (subject to approved funding). Refer to [AR 136-156](#) for general officer management. GO's may be authorized up to 29 days AT and up to 41 days ADT. Only if they are assigned to a dual-hat slot may GO's be authorized up to 48 four-hour periods of paid IDT.

b. Vacant IMA positions are listed within the Vacancy Search Tool Site. The link may be found within the IMA Program Overview website and the Human Resources Command (HRC) website, <https://www.hrcapps.army.mil/portal/> - follow the web prompts in the following sequence:

(1) Log in using a CAC or AKO username/password

(2) Click on "**Tools**"

(3) Click on "**Vacancy Search**"

(4) Note: The IMA Vacancy Search Tool site accurately reflects all IMA authorizations that are vacant. Should the IMA Agency POC state the slot is filled then contact the appropriate HRC Career Management Team and coordination will be made to the agency to resolve.

c. The following documents are required for assignment consideration and will be submitted to the IMA agency coordinator along with the HRC IRR/IMA Team on the cc line who will serve as a liaison/support. The Soldier may submit them direct to the agency's point of contact (agency POCs are located on the IMA Program Overview

website menu, it is CAC protected and is updated routinely). Soldier may also coordinate with their HRC Career Manager for assistance. Review the IMA Program Overview website for added information.

(1) Provide last three evaluations.

(2) Provide a military biography or a record brief.

(3) Other documents that may be submitted are a Civilian resume (if civilian experience is directly related to position); Soldier may submit the most current Army Physical Fitness Test (to include body fat worksheet, if applicable); an Army photo and any other information deemed appropriate.

d. Reassignment between a Soldier's current organization and another unit (TPU, IRR, IMA) may be accomplished with the agreement of both the gaining and losing commanders. Both the gaining and losing commanders will affix appropriate signatures on the Soldier's Request for Reserve Component Assignment or Attachment (DA Form 4651). The losing unit will forward the form to the appropriate HRC IRR/IMA Team who will screen the request and publish the assignment order. An example of a DA Form 4651 assignment is within the IMA Program Overview website in the menu link entitled "Commonly Used Forms".

e. Screening requirements to be assigned to an IMA position are prescribed by AR 140-145, Chapter 3-1. The basic requirements are as follows:

(1) Must not be under suspension of favorable personnel actions.

(2) Must have, or be able to obtain, the necessary security clearance required by the position/MOS/branch.

(3) Must not be subject to screening from the Ready Reserves as a key Federal or non-Federal employee under the provision of AR 135-133.

(4) Soldiers considered for assignment must not be within one year of their mandatory removal date (MRD) or expiration of term of service (ETS).

(5) Have a current PHA, if not the Soldier is required to obtain one within 90 days of assignment.

(6) Meet height and weight standards as specified in AR 600-9.

(7) Must not be within one year of their mandatory removal date or expiration of term of service.

(8) Officers and enlisted Soldiers can only be placed in authorized positions that are of equal or one higher grade than the candidate's current rank. Requirements for JAG,

chaplain and AMEDD positions have differing position requirements. Review assignment criteria for this special population per AR 140-10.

f. IRR to IMA transfer: The Army Reserve Career Counselor (ARCD) has a mission to support IRR to IMA transfers. ARCD is responsible to publish IRR to IMA assignment order. HRC ARCD Team may be contacted at: (502) 613-4702 / 4703. ARCD Team email: [usarmy.knox.hrc.mbx.arcd-lno-team@mail.mil](mailto:usarmy.knox.hrc.mbx.arcd-lno-team@mail.mil)

g. IMA to IMA Transfer: The IMA Agency coordinator will forward the DA 4651-R to the appropriate HRC Team. The HRC Team will screen the Soldier to ensure they meet the qualifications of the position and then publish the assignment order.

h. TPU to IMA Transfer: The Soldier will forward the signed DA 4651-R (with the new IMA Agency signature and the Soldier) to their TPU Unit Administrator (UA). The UA will forward the DA 4651-R thru the appropriate channels to their RSC G1. If the RSC G1 concurs, they are to forward the form to the appropriate HRC Team for publication of the order. HRC is responsible for the publication of IMA assignment orders (never the RSC).

h. National Guard and Regular Army to IMA: As of this writing, current systems do not support the regulatory requirement to transfer direct from the NG/AC to the IMA authorization. However, once accessed into the IRR the IMA assignment order will be retroactive dated, if that is the intent of the assignment, so the Soldier will not incur a break in service. Coordination of this effort is needed to assure the order is properly backdated.

j. IMA to Army Reserve Element (ARE): HRC is responsible for the assignment order.

## **2. Recruitment Responsibility and Support**

a. IMA authorizations are fully funded and are expected to be filled with screened and qualified Soldiers. IMA slots that remain vacant beyond two years duration will be identified for elimination from that agencies MOBTDA. HQDA G3/7, Force Structure Office will then allocate and distribute available IMA authorizations, as necessary, to best support the Army's highest priority proponent agencies based on their respective missions.

b. Agencies have a responsibility to implement an effective recruitment plan. The Army Reserve Career Division (ARCD) supports this mission. To contact your local ARCD support review the IMA Program Overview website for guidance on "Army Reserve Career Division Information".

### **3. Regulatory Expectations for Assigned Personnel**

a. Once a Soldier has received an assignment order within the Army IMA program, there are expectations for Annual Training (AT) and Inactive Duty for Training (IDT). These expectations are covered in [AR 140-145](#), Chapter 4, Training. Mandatory training includes completing 12 days of AT each fiscal year. Inactive Duty for Training (IDT) may be performed up to 48 four-hour periods (24 days) each fiscal year, if funding remains available.

b. Personal readiness requirements are outlined in AR 140-145, Chapter 1-4 and include such items as medical and dental readiness, security clearances, Army Physical Fitness Test (APFT), appropriate professional military education and mandatory AT.

### **4. Release or Transfer**

a. Soldiers may be involuntarily removed from their IMA positions for failure to meet specified readiness standards as outlined in [AR 140-145](#), Chapter 3-1, which includes the following:

(1) Failure to fulfill the minimum mandatory training obligation of the program (12 days of AT each FY) for two consecutive years with their assigned unit/agency.

(2) Unsatisfactory or substandard duty performance. This must be reflected on the Soldier's evaluation.

(3) Failure to maintain appropriate height/weight and/or APFT standards in accordance with AR 600-9 and TC 3-22.20.

(4) At the request of the proponent agency (HRC) with proper justification.

(5) At the request of the Soldier subject to the 1-year assignment policy.

(6) Failure to obtain or maintain the necessary security clearance and/or other mandatory qualifications required by the position.

(7) Promotion to a grade above that authorized for the IMA position, subject to the 1 year rules in AR 140-145, Chapter 3.

(8) A MOBTDA change which deletes an IMA requirement to which a Soldier is currently assigned.

(9) For reassignment and/or career enhancement/professional military education (PME) purposes at the discretion of CDR, HRC IAW AR 140-145, paragraph 1-4.

(10) Failure to achieve requisite PME.

## **CHAPTER 3 – Performing Training, Tours, Mobilization and Pay Procedures**

IMA Soldiers are mandatorily required to perform AT each FY. Failure to fulfill the minimum mandatory training obligations for the program, that is, 12 days of AT each FY for two consecutive years with their assigned proponent agency may result in a involuntarily removal from the IMA Program.

### **1. Annual Training Overview**

IMA authorizations are funded for 12 days annual training. Typically, the IMA Agency Coordinator is to submit a request for AT to arrive to the appropriate HRC Career Management Team as far out as 90 days but never less than 35 days prior to report date. Those agencies who receive the AT orders from the Special Management Division (SMD) require added forms. Coordinate direct with SMD on their AT forms requirements. Dental credentialing requires 120 days prior to AT start date to resolve. Submit the date of AT to the HS Branch team box so credential may start: [usarmy.knox.hrc.mbx.opmd-hsd-reserve-branch@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-hsd-reserve-branch@mail.mil). HS Branch team phone: 502 613-6504.

Refer to the IMA Program Overview website within the menu link “Commonly Used Forms” to obtain the DA FM 2446, Request for Order (for annual training) or contact one of the HRC Teams. The Selective Service System (SSS) AT requirements are outlined later in this chapter.

If the Soldier is to perform adjoining periods of IDT with periods of AT, IDT duty is only authorized to be performed at the end of AT. The dates of any adjoining IDT period must be annotated on the DA Form 2446 which is to be placed on the AT order. This will allow Soldiers to travel to HOR the day after the last IDT. Travel is not authorized on the same day of IDT, travel is authorized the day after only. No break in IDT will be authorized.

AT is to be performed at one site only. Should the mission require the Soldier to report to additional sites, the agency will pay for the temporary duty travel (TDY) and allowances.

Soldiers performing AT are expected to stay in government lodging unless it is not available. Rental car is available during AT, if authorized by the command. For IDT, the vast majority of IMA agencies are NOT supported for Lodging In kind and only base pay is authorized, thus, the Soldier will incur the cost of lodging/meals/transportation to and

from work. It is requested the IMA Agency support the Soldier during IDT with the coordination of billets on the installation.

AT is planned by fiscal year, but is credited within the individual Soldier's Anniversary Year Ending (AYE) date. (See of AR 140-185 regarding establishment of the anniversary year.) To have a good year toward retirement, Soldiers must have a minimum of 50 points during their personal AYE. 15 points are automatically given for membership, one point is awarded for each day on active duty and one point is awarded for each four hour period of paid IDT. To the extent possible, Soldiers and agencies should try to ensure that duty facilitates good retirement years.

Guidance for fragmented AT is covered in Chapter 4 of AR 140-145. No more than two increments of approved fragmented AT per FY, five days each. However, IMA funds will pay for the first period of AT only and the 2d period of AT is fully funded by the agency the Soldier is assigned as only base pay will be funded by IMA. The agency must submit a DD Form 1610 or produce DTS to cover the cost of the second travel. No AT order will be published without it.

- a. Chapter 2 of the JTR identifies travel and transportation allowances. AR 140-145 authorizes split AT with the second AT's travel and transportation at the expense of the requesting agency mainly as a mechanism to discourage split ATs. It is extremely difficult for DFAS to break out travel and transportation cost on separate orders; therefore, HRC requires that pay and allowances are on the HRC order and travel and transportation are paid by the agency. Refer to: <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

Select Service System (SSS) Soldiers are allowed to perform up to three increments of fragmented AT per FY for a total of 13 days. They only perform 36 hours of IDT, with 12 IDT periods for points only. No DD FM 1610 or DTS is required for SSS Soldiers.

All Soldiers reporting for AT are required to meet height/weight standards. Soldiers are to perform an annual APFT as defined in AR 600-9 and TC 3-22.20. APFT may be administered in an AT or IDT status or attachment for points only, but only with Commanders approval during IDT. Administrative updates are required within HRC personnel systems (DTS does not feed the systems needed for IMA). The IMA Agency (not the Soldier) is to forward the APFT score card, with the SSAN annotated on the form, to the appropriate HRC Personnel Actions Branch. The Soldier must have been in a military status on the date the APFT was taken and proof (a copy of the Leave and Earning Statement, LES) will be required if the retirement points have not been updated on the same date of the APFT. HRC POCs are located within the IMA Program Overview website menu link entitled, "HRC POCs for IMA Issues".

An IMA Soldier will maintain a current annual PHA and dental assessment. Medical and dental readiness is necessary for a Soldier to be placed on AT orders. A PHA is

overdue at 12 months and one day. If the PHA is past due, the agency is required to provide a date for the Soldier to complete their PHA during the AT time frame. The AT order is to have the entry, "PHA required during active duty". If applicable, AT requests will be returned without action for the agency to obtain a PHA appointment.

Individual Lodging Pilot Program (ILPP) is in effect, at this time. IMA Agency Coordinators and/or HRC Career Managers are to review the official ILPP site and determine if the annual training order reporting site is part of the ILPP. Refer to: [www.defensetravel.dod.mil/site/lodging.cfm](http://www.defensetravel.dod.mil/site/lodging.cfm). More information is within the "Quick Links and Resources" which will provide the Official List of Pilot Sites. Soldiers will be required to lodge at the selected sites. Strict adherence of this requirement is needed to assure proper pay when submitting the travel voucher.

## **2. Individual Duty for Training (IDT) Overview**

Inactive Duty for Training is divided into two categories: Soldiers will receive pay and retirement points or retirement points only. If funding allows, Soldiers may perform up to 48, four-hour periods IDTs for pay in any fiscal year per AR 140-145. If the Soldier performed IDT in a TPU then assigned to IMA later in the FY, they can only do a total of 48 four-hour periods in the same FY. Selective Service System (SSS) IMA Soldiers are limited to 36 IDTs as outlined in the current Memorandum of Agreement (MOA) between HRC and SSS. All IDT periods must be coordinated between the Soldier and his/her assigned agency. When coordinated with and supported by the IMA agency, a Soldier may perform IDTs at the end of their AT. The agency is to maintain a training schedule for the AT and the IDT time frames. Should the Soldier have an accident en-route to IDT, only the training schedule will be used to identify their duty day and allow a line of duty to be approved.

Periods of IDT are normally performed at the duty location of the IMA agency; however, IDT periods may be performed at other military installations (local to Soldier) when coordinated between the proponent agency, the Soldier, and the military installation. The Soldier is to obtain an attachment order to perform IDT with another agency. A DA Form 4651 is required for an attachment order, submit the form to the Soldier's HRC Career Manager who will publish the attachment order. No points/pay will be awarded unless there is an attachment order. If the Soldier transfers to another IMA Agency, a new attachment order is required (even if it is to the same unit).

## **3. Tour and Mobilization Overview**

a. As members of the Selected Reserve, IMA Soldiers may be involuntarily ordered to



active duty (AD) in time of war or national emergency when declared by Congress or by the President under 10 USC 12301(a) or 12302. Additionally, IMA Soldiers may also be involuntarily ordered to active duty prior to full mobilization (M-DAY), under 10 USC 12304, PRC authority. **References and specifics on the mobilization of IMA Soldiers may be found within:**

- (1) **Army Mobilization and Deployment Reference (AMDR). The lead on this reference is HQDA G-1 DMPM-MM with assist from G-3/5/7-DAMO-ODO.**
- (2) **Army Regulation 500-5, Army Mobilization**
- (3) **DA Pam 500-5-1, Individual Augmentation Management**
- (4) Refer to AR 140-145, Chapter 5 for mobilization procedures and voluntary active duty tours.

Additionally, refer to the IMA Program Overview website, select the menu link entitled, "Coordinator Resources" and review the "Tour Information for IMA". It will provide a guide on the various "Reserve Component Duty for Operational Support", the process to publish a UCMJ order while on active duty, and other general guidance/POCs for the various tours.

b. As members of the Selected Reserve, IMA Soldiers may volunteer to serve on periods of temporary active duty during peacetime, and/or during times of crisis to support any outstanding personnel requirements that may arise as a result of a developing military operation. While IMA Soldiers may volunteer to perform such tours of active duty **these tours will not be approved without the express written consent of the Soldier's proponent agency/commander.**

#### **4. Training Expectations**

Training expectations during IDTs are focused on the Soldier performing duties directly related to their IMA position. The Soldier and the supervisor must agree on when, where, and how the IDTs are to be performed and their desired outcome.

IMA Soldiers may conduct an APFT in an AT status, IDT status with the commander's approval or if attached for points only to the organization the APFT was performed. The test will be coordinated with the unit and IAW AR 350-1.

#### **5. Pay Procedures**

The processes for payment for IMA Inactive Duty for Training (IDT), Annual Training (AT), and payment for travel is provided within the IMA Program Overview website menu link entitled, "IMA Pay and AT Packet Information". For specific inquiries for pay questions or issues, **THE AGENCY COORDINATOR OR REPRESENTATIVE FROM**



**THE AGENCY – NOT THE SOLDIER - IS TO SUBMIT A PAY INQUIRY FORM, USAR FORM 27- R. Forward the form to Reserve Pay Team at [usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil](mailto:usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil). THE IMA AGENCY COORDINATOR MAY CALL commercial: 502 613-4405, DSN 312-983-4405, FAX 502 613-4571.**

#### **a. Inactive Duty for Training (IDT) for Pay and Points Only**

All periods of IDT will be annotated on DA Form 1380, Record of Individual Performance of Reserve Duty Training. The DA Form 1380 is used to submit for pay or for retirement points. Complete the DA Form 1380 according to the examples shown within the IMA Program Overview website link entitled, “Commonly Used Forms”. Follow the guidelines of the examples to avoid complications while processing for pay or points.

## **CHAPTER 4 – Soldier Administrative Maintenance**

IMA Coordinators, in conjunction with the appropriate HRC IRR/IMA Team are responsible to assure the personnel data of their assigned IMA Soldier is maintained and updated. Current systems require the IMA Coordinator to furnish required documentation to HRC for updating onto TAPDBR and Soldier Management System (SMS) and Reserve Data Maintenance System (RDMS).

Agencies will assure the newly assigned Soldier submits the required forms to in-process for pay and maintain on file the DD 93, SGLV, and family care plan, etc. In-processing documents are located within the IMA Program Overview website in the menu link entitled, “[In-Processing Packet](#)”. The pay documents are to be forwarded to HRC G8, Reserve pay. Specific guidance is within the website sited.

An effective tool to manage the assigned IMA Soldiers is the “IMA Report”, which is available, upon request, from the HRC IRR/IMA Teams. The IMA Report shows the personnel deficiencies of the Soldier that need to be resolved, based on the data within TABDBR. The header column within the report defines the way in which to resolve the deficiencies. The IMA Report is updated each month and should be routinely requested. Failure to assure the Soldier remains qualified for the position they are assigned subjects the Soldier to involuntary transfer to the IRR. Guidance for removal is further defined in AR 140-145, Chapter 3-1.

## **1. Automated Orders Resource System (AORS)**

AORS is the system (as of this publication) that is used by HRC IRR/IMA Teams to publish all orders for the IMA Soldier (assignment, realignment, transfer, annual training). The IMA Agency Coordinator may use AORS as “read only” and to print IMA orders. Refer to the IMA Program Overview website menu link entitled, “AORS Information” on how to gain AORS access. Contact the IRR/IMA Teams to obtain the “AORS Print Script” that will print orders.

## **2. Medical and Dental Readiness**

Drilling IMA Soldiers require a current Periodic Health Assessment (PHA) every 12 months. At 12 months and 1 day the PHA is past due. Soldiers performing the annual PHA are entitled to receive IDT pay. According to AR 140-145, no more than two paid IDT periods for physical health assessments are authorized annually. IMA Soldiers who have not had a PHA within the previous 12 months of their AT request will not be authorized annual training until a PHA is completed or an appointment is obtained during the Soldiers scheduled annual training. The process to obtain a PHA may be found within the IMA Program Overview website menu link entitled, “Soldier Q&A”.

While it is ultimately the Soldier’s responsibility to ensure they meet the prerequisites for training and medical readiness, it is the best interest of the IMA agency to ensure IMA Soldiers complete an annual PHA. IMA agencies are authorized to allow their IMA Soldiers no more than two Inactive Duty Training (IDT) periods per fiscal year to complete their PHA. For pay and entitlements submit a DA Form 1380 annotating the performance of the PHA with a copy of the medical voucher to the HRC Reserve Pay, FAX (502-613-4547) or email the document to: [usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil](mailto:usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil).

Dental readiness is tracked along with medical readiness. Dental screening is included in the two days of IDT’s that can be used for PHA. Specifics on obtaining a dental screening may be found within the IMA Program Overview website menu link entitled, “Soldier Q&A”.

## **3. Security Clearances**

Security Clearance requirements are based on the Soldier's MOS/Position.

If the security clearance is not required based on the Soldier's MOS, Soldier's must possess, or be able to obtain, as well as maintain the Minimum Security Clearance required for the position against which they are assigned.

Soldier's in a position where a security clearance is not required, based on MOS/Position, at a minimum, must have a favorable NACLC investigation.

The Soldier must have the current security clearance required for the position to complete their IDT's and Annual Training. Soldiers are required to contact their assigned IMA agency or the Security Management Office to process the required security clearance or minimum FAVORABLE NACLIC investigation.

The HRC Security Office located within Special Action Branch, Enlisted Personnel Management Directorate will guide and assist all assigned IMAs with security clearance eligibilities, security administrative matters, and guidance for Sensitive Compartmented Information (SCI) nominations. The HRC Security Office may be contacted by calling 1-502-613-5859 or emailing [usarmy.knox.hrc.mbx.epmd-security@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-security@mail.mil). SECRET clearances are valid for 10 years from the date of completion of the investigation, not from the date the clearance was granted. TOP SECRET and TS-SCI clearances have been extended from 5 years to 6 years, per memo from Deputy Chief of Staff, G2, dated 2 Feb 2017, Subject: Army Implementation of the Extension of Periodic Reinvestigation Timelines. Contact the HRC Security Office for updates. If the Soldier has a two-year break in service, a new request will be submitted to update the clearance.

SECRET clearances are valid for 10 years from the date of completion of the investigation, not from the date the clearance was granted. TOP SECRET and TS-SCI clearances have been extended from 5 years to 6 years, per memo from Deputy Chief of Staff, G2, dated 2 Feb 2017, Subject: Army Implementation of the Extension of Periodic Reinvestigation Timelines. Contact the HRC Security Officer for updates. If the Soldier has a two-year break in service, a new request will be submitted to update the clearance.

The Soldier has a responsibility to contact the HRC Security office when their clearance reaches 30 days from expiration to begin the process of renewing their clearance. Reinvestigations can be initiated within the 30 day window based on Army G-2 Guidance.

After the IMA Soldier coordinates with HRC Security, HRC will forward a request to the Personnel Security Investigations Portal (PSIP) Center of Excellence (PSI-CoE) verifying the security clearance requirement for the Soldier. The Soldier will receive an e-mail with instructions to begin working on the questionnaire which will start the five (5) calendar day window to complete their forms. The Center of Excellence (PSI-CoE) will terminate the investigation request packet if the Soldier does not complete the process within the five day window. The Soldier will be working directly with the PSIP Center until they have completed the submission process.

Soldiers must possess the required security eligibility for the position in which they will be filling during their tour of duty. If the Soldier's AT/duty assignment requires access to SCI, the indoctrination and/or permanent certification will be completed by the Soldier's assigned proponent agency upon the determination of need-to-know.

Security Clearance Reciprocity/Conversion Process: HRC Security Office will perform reciprocity/conversion requests for those Soldiers that have a security clearance eligibility granted by their civilian agency (Employer). It is the IMA Soldier's responsibility to contact the HRC Security Office to make this request. Examples of civilian agencies; Department of Homeland Security (DHS), Federal Bureau of Investigation (FBI) etc. Please be cognizant of the fact, the Personnel Security Clearance Reciprocity and Conversation process can take up to 6-8 months to complete by the Department of Defense Consolidated Adjudication Facility (DOD CAF). If a Soldier possesses a revoked/denied security clearance eligibility and has already been boarded by the Personnel Suitability Administrative Board (PSAB) and/or waived their right, the agency is to submit a DA FM 4651 to transfer the Soldier to the IRR or be subject to an involuntary transfer of the Soldier to the IRR by HRC.

#### **4. Army Physical Readiness Training (APRT) and Medical Profile**

IMA Soldiers are required to perform an annual APFT and maintain appropriate height/weight (HT/WT) and Army Physical Readiness standards IAW AR 600-9 and TC 3-22.20, respectively.

IAW AR 350-1, Appendix G, Paragraph 9, m4, Individual Mobilization Augmentee (IMA) and Individual Ready Reserve (IRR) Soldiers who are on tours of Annual Training (AT), Active Duty for Training (ADT), or Active Duty Special Work (ADSW) will take the APFT when they are placed on tours of duty for 12 or more consecutive calendar days. No APFT will be administered during those years in which an IMA or IRR Soldier does not serve on an active duty tour.

IMA Soldiers are required to be administered the APFT in a points only or paid status. Only submit the APFT score card after the pay/points has been concluded.

The IMA Agency Coordinator (not the Soldier) is to forward the scanned Army Physical Fitness Test Scorecard, DA Form 705 (with the Soldiers SSAN annotated on the form), to the appropriate HRC Personnel Actions Branch or to the Soldier's Career Management Team for updating in the administrative systems. The APFT must be completed in some form of military status either for pay or for points or the APFT will not be updated. Attaching the Leave and Earning Statement (LES) that proves the Soldier was in a military status would avoid delays for updating. Please note, DTS does not update for IMA Soldiers, as of the creation of this guide.

If the Soldier fails to meet prescribed HT/WT and/or APFT standards in accordance with AR 350-1, the agency is to submit administrative action using DA Form 268, Report to Suspend Favorable Personnel Actions (Flag) to the appropriate HRC Personnel Actions Branch.

If a Soldier needs to obtain a profile they may be do so during their annual PHA. If the Soldier has sustained an injury that is significant enough to limit him/her from taking an APFT, they are to provide the medical documentation from their civilian provider in

regard to this injury to their IMA Agency Coordinator. The IMA Agency Coordinator is to forward the medical documentation to the HRC Surgeon's Office for review and completion of a temporary profile on behalf of the Soldier. The HRC Surgeon's Office number is Toll Free: (800) 433-0521, DSN: 983-9030, commercial: (502) 613-9030, or email [usarmy.knox.hrc.mbx.sg@mail.mil](mailto:usarmy.knox.hrc.mbx.sg@mail.mil).

Soldiers injured while in the line of duty (LOD) may need a LOD investigation. An information about LOD investigations may be found within the IMA Program Overview website menu link entitled, "Programs Policies and Guides". For additional questions on a LOD the information paper does not address, contact the HRC Surgeons Office.

## 5. Evaluations

This portion of the handbook highlights the topic of evaluations; Soldiers and raters should refer to AR 623-3, [Evaluation Reporting System and DA Pam 623-3](#), on the submission of evaluations. Performance evaluations are required for all IMA Soldiers. Overall responsibility for the proper coordination and completion of annual performance evaluations per published regulatory guidance rests with the proponent agency.

Evaluations for IMA Soldiers are handled similar to all other reserve Soldiers. A rating chain, determined by the agency, is held accountable for submitting an evaluation no more than 90 days after the anniversary date of day the Soldier was assigned to the IMA position. Evaluations will include both AT and IDT periods during a specific rating period. However, IMAs who are required to perform AT in an "in lieu of" status requiring a different rating chain may be given separate evaluations for their AT and IDT performance.

For questions on the completion of evaluations coordinate with The Adjutant General Directorate (TAGD) website:

<https://www.hrc.army.mil/TAGD/Evaluation%20Systems%20Homepage>

## 6. Promotions

a. Enlisted IMA Soldiers are to refer to [AR 600-8-19](#), Chapter 6, which defines the policy and procedures for promotion.

Position vacancies are not required for IMA promotions through SSG. IMA Coordinators/Soldiers are to contact the HRC, Enlisted IRR/IMA Team to obtain the promotion worksheet to determine their eligibility for promotion. The IMA promotion requirements to E5 and E6 are also available within the IMA Program Overview website in the menu link entitled, [Program Policies and Guides](#).

For personnel that are E-4 thru E-5 the promotion to the next grade is automatic as long as long as the Soldier meets all promotion eligibility requirements, i.e. Time in Grade, Time in Service and Professional Military Education, per guidelines within AR 600-8-19, Chapter 6.

For personnel that are E-6 thru E-8, they go before the IMA promotion board that is held once a year, typically, during mid-August. **EXPAND HERE ON NON NOMINATIVE POSITIONS ARE AUTOMATICALLY SUBJECT TO PROMOTION.**

Announcements regarding the convening of the promotion board and the documents required for packet consideration will be emailed to the Soldier and may be found within the Human Resources Command website; [www.hrc.army.mil](http://www.hrc.army.mil) at the top of the page select the tab entitled Career > Boards and Promotions > Enlisted Promotions. A CAC is required to access the site.

For further inquiries, please contact either the HRC SGM IMA/IRR Team or Enlisted IMA/IRR Team. To contact the HRC POCs refer to the IMA Program Overview website and select the menu link entitled, "HRC POCs for IMA Issues", then refer to the appropriate tab at the bottom of the spreadsheet.

b. Officer IMA Soldiers are to refer to AR 600-8-29, Officer Promotions.

Officers within the IMA program may compete in their boards annually. Coordinate with the respective HRC Officer IRR/IMA Team Career Manager. Announcements concerning when boards will take place are posted on the HRC website at: [www.hrc.army.mil](http://www.hrc.army.mil). Select the tab entitled, "Career" then select the link entitled, "Boards and Promotions" which is part of The Adjutant General Directorate (TAGD).

Once the officer board results are approved and released, IMA Soldiers occupying a position of the appropriate grade and Area of Concentration (AOC) for which they are qualified must complete an AHRC Form 56-R and submit through their IMA Proponent Agency to the Promotions Branch email: [usarmy.knox.hrc.mbx.tagd-agop-orders-team@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-agop-orders-team@mail.mil) at HRC. IMA promotion orders will be emailed to the Soldier's Enterprise e-mail address.

## 7. ETS/MSO

For extensions or reenlistments, please refer to regulatory guidance USAR Reenlistment Program, [AR 140-111](#), Chapter 2, which defines the basic eligibility for reenlistment. Coordinate this screening criteria with the IMA Agency Coordinator and the Soldier's HRC Career Management Team. Once all screening criteria is met then contact the IRR/IMA Reenlistment Team at 502-613-5928 or by email at [usarmy.knox.hrc.mbx.epmd-irr-retention@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-irr-retention@mail.mil)



Soldiers who do wish to ETS are required to transfer to the IRR 3 months prior to their ETS date. Agency Coordinators are responsible for completing and routing the DA Form 4651 to the appropriate HRC IRR/IMA Team. Once transferred to the IRR, an ETS order will automatically be generated. If the Soldier does not receive an ETS order within 30 days of ETS, contact the HRC Service Center at 1-888-276-9472.

## 8. Retirement

All Reserve component soldiers who complete the required years of service to become eligible for retired pay at age 60 will receive a 20-year letter as their written notification of that eligibility. The 20-year letter is the official notice that 20 years of creditable service has been reached by an individual in the Army Reserve, and declares the qualification of the Soldier for retirement benefits at age 60. The Soldier should receive the 20-year letter notification during the year following the qualifying retirement year. Normally, the letter is issued 90-120 days after the retirement year ending date.

For an IMA Soldier to transfer to the Retired Reserve, complete a DA FM 4651 and forward to the HRC Special Actions Branch, [usarmy.knox.hrc.mbx.opmd-ldd-pabs@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-ldd-pabs@mail.mil) Team line is 502 613-6999.

For any questions concerning the 20-year letter of eligibility, contact the Human Resources Contact Center at 1-888-276-9472. All written inquiries must be directed to [usarmy.knox.hrc.mbx.tagd-15-20-year-noe-request@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-15-20-year-noe-request@mail.mil).

Recognition of retiring IMA Soldiers is warranted. The “retirement recognition packet” consists of a retirement certificate, a presidential certificate of appreciation, a spouse recognition certificate, and a 3.5 cotton outdoor flag, among other items. An information paper is available within the IMA Program Overview website on the specific processes to recognize retiring IMA Soldiers, the process to submit a retirement request and a retirement commendation packet request form.

Retired pay applications should be submitted 9 months but not less than 90 days prior to 60th date of birth or earlier due to the NDAA 2008, Reduced Retirement Age. This will ensure all documents are received and processed correctly to Defense Finance and Accounting Service (DFAS) Cleveland.

To review the Reserve Retirement Application procedures and other pertinent information, refer to The Adjutant General Directorate (TAGD) retirement information located at the following webpage: <https://www.hrc.army.mil/TAGD/Reserve%20Component%20Retirements>. This site also provides the nearest Retirement Services Officer (RSO) who may provide assistance in reviewing the Survivor Benefit Plan (SRP). IMA Soldiers may attend RSO on their own time.

To prevent Soldiers from incurring erroneous debts, a copy of the retirement order must be sent to [HRC Reserve Pay](#) from the agency coordinator or the Soldier.

## **9. Military Clothing**

The enlisted IMA Soldier are currently required to be on annual training to receive a uniform issue from the Military Clothing Sales Store (MCSS). Commissioned and warrant officers may be authorized monetary clothing allowance.

Review the Clothing Issue Guidance for IMA/IRR Soldiers located within the IMA Program Overview website, menu selection of “Program Policies and Guides

## **10. Professional Military Education**

The IMA Program provides funding for professional military development (only). IMA Soldiers may obtain reservations and orders for professional military education by contacting their HRC Officer or Enlisted Schools Branch direct.

Enlisted Reserve Schools: 502 613-5925  
[usarmy.knox.hrc.mbx.epmd-ncoes-reserve-schools@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncoes-reserve-schools@mail.mil)

Officer Reserve Schools:  
USAR Professional Military Education Boards - (502) 613-9035  
USAR Officer Military Schools APME Actions/Orders - [usarmy.knox.hrc.mbx.opmd-idd-military-schools@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-idd-military-schools@mail.mil)  
SSC Actions - [usarmy.knox.hrc.mbx.opmd-pde-ssc@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-pde-ssc@mail.mil)  
ILE Actions - [usarmy.knox.hrc.mbx.opmd-pde-ile@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-pde-ile@mail.mil)

## **11. Family Care Plan/Changes in Dependency**

Single parents, dual military couples with dependents, and members with civilian spouses who have unique family situations as determined by the Agency must complete a Family Care Plan. If there is a change in dependency, personal, or family circumstances, the Soldier must notify the IMA Agency/Unit within 90 days to determine if a Family Care Plan is necessary.

Family Care Plans must be completed in accordance with Army Regulation, Army Command Policy, [AR 600-20](#)



## 12. Casualty Reporting

The unit of assignment is to prepare and forward a Serious Incident Report (SIR) and any documentation (SGLV 8286, DD FM 93) through their S-1 chain of command to USARC Casualty - [Usarmy.usarc.usarc-hq.mbx.casualty-army-reserve-usarc@mail.mil](mailto:Usarmy.usarc.usarc-hq.mbx.casualty-army-reserve-usarc@mail.mil))

Further information is provided by calling the HRC Contact Center at 1-888-276-9472 and within the IMA Program Overview website menu link entitled, Program, Policies and Guides.

## 13. Failure to Meet Readiness Requirements

Failure to fulfill the minimum mandatory requirements prescribed in AR 140-145, Chapter 3-1, will result in involuntary removal from the IMA Program. No signed DA FM 4651 is required. HRC IRR/IMA Teams are to inform the IMA agency and the Soldier of the transfer action and explain within the Soldier Management System (SMS) Soldier transaction history.

DISCUSSION: Army Regulation (AR) 140-10, Assignments, Attachments, Details, and Transfers, states the CG HRC, may assign, attach, detail or transfer Soldiers under HRC jurisdiction. IMA Soldiers fall within the command channels of HRC as well as their proponent agencies to which assigned (AR 140-1, Mission Organization, and Training). IMAs are also within the administrative jurisdiction of the CG HRC (AR 140-10). Based upon these provisions, the CG HRC may involuntarily transfer IMA Soldiers to the IRR. Conclusion: The CG HRC, may transfer IMA Soldiers to the IRR who fail to meet minimal readiness requirements to remain in the IMA Program.

The following is an extract from the AR 140-145, IMA Program, Chapter 3-1f that identifies areas that need to be adhered to remain in the IMA Program:

*f. Removal.* Soldiers may be removed from their positions for the following reasons:

(1) Failure to fulfill the minimum mandatory training obligation of the program, that is, 12 days of AT each FY for two consecutive years with their assigned proponent agency.

(2) Unsatisfactory or substandard duty performance. Unsatisfactory or substandard duty performance must be reflected on the Soldier's OER/NCOER. Proponent agency heads should immediately notify HRC of substandard duty

performance. HRC may advise the CDR on options for continuation or removal from the IMA program.

(3) Failure to maintain appropriate height and weight and APFT standards in accordance with AR 600–9, AR 350–1, and FM 7–22. In such cases, the proponent agency should immediately notify HRC when an assigned Soldier fails to meet prescribed height and weight and APFT standards in accordance with the above referenced regulations. HRC may advise the commander on options for continuation or removal from the IMA program.

(4) At the request of the proponent agency with proper justification.

(5) At the request of the Soldier subject to the 1-year assignment policy (para a(8), above).

(6) Failure to obtain or maintain the necessary security clearance and/or other mandatory qualifications required by the position.

(7) Promotion to a grade above that authorized for the IMA position, subject to the 1-year rules in paragraphs d(3) and e(2), above.

(8) A MOBTDA change which deletes an IMA requirement to which a Soldier is currently assigned. Proponent agencies must notify HRC of any pending changes to their TAADS–R documents as soon as possible so that appropriate personnel reassignment or removal actions may be planned and coordinated in a timely manner.

(9) For reassignment and/or career enhancement/PDE purposes at the discretion of CDR, HRC (para 1–4e(10)).

(10) Failure to achieve requisite PDE.

