



Department of Defense **INSTRUCTION**

NUMBER 1235.11

May 24, 2007

USD(P&R)

SUBJECT: Management of Individual Mobilization Augmentees (IMAs)

- References:**
- (a) DoD Directive 1235.11, subject as above, May 6, 1996 (hereby canceled)
 - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005
 - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R)), "October 17, 2006
 - (d) Memorandum of Understanding between the Selective Service System and the Department of Defense for Support and Assistance During Mobilization, January 1, 1996¹
 - (e) through (j), see Enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c).

1.2. Establishes policy, assigns responsibilities, and prescribes procedures that pertain to the management of the IMA program, and to provide flexibility in authorizing IMA positions.

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments (including the Coast Guard when it is not operating as a Service in the Navy, under agreement with the Department of Homeland Security), the Office of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Agencies, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

¹ The Memorandum of Understanding is available from Selective Service System, Support Services Directorate, 1515 Wilson Blvd., Ste. 600, Arlington, VA 22209

3. DEFINITIONS

Terms used in this Instruction are defined in Enclosure 2.

4. POLICY

It is DoD policy that:

4.1. Individual Reserve Component (RC) military billets identified as augmenting the active component structure of the Department of Defense or other Departments or Agencies of the U.S. Government, which must be filled to support mobilization (including pre- and/or post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements, may be validated for fill with IMA members of the Selected Reserve.

4.2. IMAs shall be assigned against validated Reserve billets that are identified on active component structure documents for fill by RC members.

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)), shall:

5.1.1. Provide planning guidance and coordinate military and civilian defense manpower mobilization plans.

5.1.2. Review and evaluate planning for personnel requirements and utilization of IMAs.

5.1.3. Establish, in conjunction with the Assistant Secretary of Defense for Reserve Affairs (ASD(RA)), the Military Service, and the Director of Selective Service, the Selective Service System (SSS) IMA augmentation requirements.

5.1.4. Provide augmentation personnel to the Director of the Selective Service on M-Day in accordance with the Memorandum of Understanding between the SSS and the Department of Defense for Support and Assistance During Mobilization (Reference (d)).

5.2. The Under Secretary of Defense for Policy shall:

5.2.1. Provide guidance and assistance to the DoD Components on general policy and program aspects of DoD participation in Federal Emergency Management Agency (FEMA) programs.

5.2.2. Be the approval authority for establishment of programs involving assignment of IMAs in direct support of FEMA, or State and local governments under FEMA programs, in accordance with DoD Directive 3025.1 (Reference (e)).

5.3. The ASD(RA), under the USD(P&R), shall:

5.3.1. Provide overall policy guidance for the management and mobilization of IMAs.

5.3.2. Monitor all organization and agency programs that require the use of IMAs.

5.3.3. Approve, in conjunction with the Secretaries of the Military Departments concerned, all programs requiring the use of IMAs outside the Military Departments.

5.3.4. Ensure that IMA requirements of the OSD and the Chairman of the Joint Chiefs of Staff are reviewed, validated, and approved before submitting to the Secretaries of the Military Departments for review and resourcing options.

5.4. The Heads of DoD Components shall submit their requirements in compliance with this Instruction and establish policies and procedures to implement this program within their Component.

5.5. The Secretaries of the Military Departments shall:

5.5.1. Ensure that procedures exist to maintain accurate personnel data on IMAs, as required by DoD Instruction 7730.54 (Reference (f)) and DoD Directive 1205.17 (Reference (g)).

5.5.2. Validate, prioritize, and approve Service, Defense Agency, and non-DoD IMA requirements.

5.5.3. Ensure that plans and policies for the implementation and management of an IMA program are consistent with this Instruction.

5.5.4. Prepare plans and develop procedures for employment of IMAs.

5.5.5. Ensure that organizations with high priority mobilization missions are given priority for augmentation by IMAs.

5.5.6. Review IMA requirements for OSD, the Chairman of the Joint Chiefs of Staff, and the Combatant Commands.

5.5.7. Determine resourcing options for all IMA billets.

5.6. The Chairman of the Joint Chiefs of Staff shall:

5.6.1. Review, validate, and prioritize Combatant Command IMA requirements.

5.6.2. Submit validated IMA requirements to the Secretaries of the Military Departments for review and resourcing options.

5.6.3. Prepare plans and develop procedures for employment of Combatant Command IMAs.

6. PROCEDURES

6.1. The Secretaries of the Military Departments validate, prioritize, and approve Service, Defense Agency, and non-DoD IMA requirements; the Office of the ASD(RA) ensures that IMA requirements for OSD and the Chairman of the Joint Chiefs of Staff are reviewed, validated, and approved before submitting to the Secretaries of the Military Departments for review and resourcing options; and the Chairman of the Joint Chiefs of Staff reviews, validates, and prioritizes Combatant Command IMA requirements before submitting those requirements to the Secretaries of the Military Departments for review and resourcing options.

6.2. IMAs shall not be assigned to units of the RC force structure.

6.3. IMAs shall not be authorized or assigned to vacant positions designated for fill by DoD active component military personnel or civilian personnel.

6.4. IMAs may be assigned to OSD, the Office of the Chairman of the Joint Chiefs of Staff, and Defense Agencies in accordance with the policies in this Instruction, and these positions must be identified to the ASD(RA).

6.5. IMAs shall participate in training activities with the organization to which assigned or attached.

6.6. IMAs are required to perform a minimum of 12 days annual training (AT) each year; IMAs will perform AT with the organization to which assigned or as authorized by that organization and in accordance with Military Service policy.

6.7. When authorized by the organization to which assigned, and in accordance with Military Service policy, IMAs possessing unique skills or skills in short supply may voluntarily train with organizations comparable to the one the IMA shall augment at mobilization.

6.8. The requirement to perform inactive duty training shall be based upon the amount of training necessary for the IMA to satisfactorily perform assigned duties and may vary from 0 to 48 training periods each year in paid or non-paid status.

6.9. IMAs shall receive the necessary training to acquire and maintain proficiency in the duties of the military billet to which assigned.

6.10. By agreements among the Secretary of Defense, the Commandant of the Coast Guard (as appropriate) and the Director of Selective Service, and as authorized by 50 U.S.C. App. 460 (Reference (h)), IMAs may be assigned to the SSS, as necessary, for mobilization support and assistance at the U.S. national and specified State headquarters of the SSS. The SSS may reimburse the Department of Defense for inactive and active duty pay for assigned IMAs.

6.11. By agreements among the Secretary of Defense, the Commandant of the Coast Guard (as appropriate), and the Director of FEMA, IMAs (other than flag or general officers) may be assigned to FEMA in accordance with Reference (d) and the provisions of subparagraphs 6.11.1. through 6.11.4.

6.11.1. Federal liaison officers, State liaison officers, and Regional Military Emergency Coordinators (RMECs) function in support of DoD missions and all costs are paid by the DoD Component.

6.11.2. FEMA reimburses the DoD Component for the cost of the FEMA IMA program.

6.11.3. With the approval of the Secretary of Defense and the Commandant of the Coast Guard (as appropriate), IMAs may augment all hazard disaster-related activities in direct support of FEMA headquarters and regions, and at State and local civil defense activities.

6.11.4. Military Departments and the Coast Guard are authorized to assign one or more officers (other than flag or general officers) at each FEMA region or national headquarters as Federal liaison officers, at each State or territorial headquarters as State liaison officers, and to duties as alternate DoD RMECs.

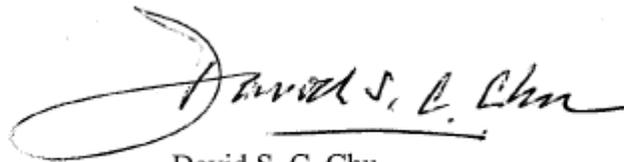
6.12. IMAs may be administratively formed into IMA detachments for ease of management and training; however, those detachments shall cease to exist when all members assigned to those detachments have been mobilized.

6.13. IMAs shall be prepared to comply with activation or mobilization orders to support the organization to which the IMA is actually assigned and are subject to DoD Directive 1235.10 (Reference (i)).

6.14. For coding purposes, IMAs are listed under RC Category "T" and Training and Retired Category "B" in accordance with DoD Instruction 1215.06 (Reference (j)).

7. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu
Under Secretary of Defense
for Personnel and Readiness

Enclosures – 2

- E1. References, continued
- E2. Definitions

ENCLOSURE 1

REFERENCES, continued

- (e) DoD Directive 3025.1, "Military Support to Civil Authorities (MSCA)," January 15, 1993
- (f) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System (RCCPDS)," August 6, 2004
- (g) DoD Directive 1205.17, "Official National Guard and Reserve Component Personnel Data," April 30, 2004
- (h) Appendix 460 of title 50, United States Code
- (i) DoD Directive 1235.10, "Activation, Mobilization, and Demobilization of the Ready Reserve," September 23, 2004
- (j) DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories," February 7, 2007

E2. ENCLOSURE 2

DEFINITIONS

E2.1. Federal Liaison Officers. Reserve officers serving as IMAs who are responsible for planning and liaison between the DoD Components and Federal Emergency Management Agency (FEMA) regional headquarters, to include interface with the civilian sector as directed by the DoD Components through the Military Service planning agent.

E2.2. Individual Mobilization Augmentee (IMA). For the purpose of this Instruction, Individual Mobilization Augmentee is an individual member of the Selected Reserve assigned to a Reserve component (RC) billet in an active component or non-DoD organization. IMAs are trained individuals pre-assigned to billets that must be filled to support mobilization (pre and/or post mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements.

E2.3. M-Day. The term used to designate the day on which mobilization is to begin.

E2.4. Regional Military Emergency Coordinators (RMECs). Reserve officers serving as IMAs, who perform resource claimancy tasks on behalf of their DoD Components and participate in resource management aspects of emergency preparedness and crisis operations under the guidance of Reference (e).

E2.5. Resourcing Options. Options available in determining how validated augmentation positions are to be supported; for example, identifying which Service and/or Component will support validated requirements.

E2.6. State Liaison Officers. Reserve officers serving as IMAs, who are responsible for planning and liaison between the DoD Components and State or U.S. Territory Civil Defense or Emergency Service Headquarters, to include interface with the civil sector as directed by the DoD Component through the Military Service planning agent.