

IMA EXERCISE PARTICIPATION

IMAs may participate in Combatant Command (CCMD) and Joint exercises in any military status (MPA, RPA, or Annual Tour). *Regardless of how the member's orders are funded (MPA/RPA/AT) if they are participating in a MAJCOM/CCMD named exercise, they will have a Unit Line Number (ULN) built in the MAJCOM/CCMD Exercise Plan identification (PID) in the Deliberate and Crisis Action Planning and Execution Segments (DCAPES).* IMAs submit their name as an Exercise Volunteer via the Volunteer Reserve System (VRS), MyFSS or through their AFRC Functional Area Managers (FAMs). This is also known as By Name Request (BNR) listing/excel sheet/MFR.

- IMAs complete a Statement of Understanding (SOU) & coordinate signatures through their active component chain of command up to their RIO Det Commander. **Note: CED orders cannot be processed without a finalized SOU (Completed SOU should be sent to HQ RIO/IPR org box no later than 30-45 days of first movement)**
<http://www.arpc.afrc.af.mil/HQRIO/IMA-Deployments/> & 938 order (HQ RIO/OWC (Orders Writing Cell) has a 30-day order request process for timely order completion)
- **Must be "GREEN-TO-GO".**
- Most exercises/deployments require passing fitness assessment; see location-specific reporting instructions.
- Must possess a 3-level in AFSC unless otherwise specified in the requirement.
- Active-Duty unit is responsible for training & equipping. **Note: UDM handles training dates, transportation, unit-funded equipment.**
- 0-6 and above need FGC Approval. Contact AFRC/FGX immediately upon awareness of exercise participation.



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Senior Leader Approval Request List

1. Biography without picture
2. Immediate supervisor approval via email
3. NAF/CC approval (if different from immediate supervisor) via email
4. Three most recent OPRs
5. Career Data Brief
6. Current Fitness Report
7. IR Volunteer Statement of Understanding (for IMAs only)
8. Security Manager's contact information
9. Security clearance status
10. Installation Personnel Readiness (IPR) contact information
11. Unit Deployment Manager's contact information
12. Current email address & cell phone number
13. My IMR/ASIMS Medical Readiness Rip
14. ARCNET Readiness Report



Keep in mind: IMA Senior Leaders will not participate in the exercise unless FGX receives the completed information and has FGC/CC approval.

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STEPS

- MAJCOM Planner submits the By Name Request (BNR) listing to AFRC/FGX.
- IMA completes the Manpower **MPA** Man-Day Management System (M4S) worksheet and submits it to the MAJCOM/M4S POC listed in the reporting instructions. *(This may take a few weeks to finalize a tasking #)*
- MAJCOM Planners build the Time-Phased Force and Deployment Data (TPFDD) in DCAPES.
- ULNs are Air and Space Expeditionary Force (AEF) validated by the CCMD.
- AFRC/FGX receives the ULNs via DCAPES.
- The ULN movement data for the IMA is updated using the SOU as a source document.
- AFRC/FGX MAJCOM verifies the requirement.
- HQ RIO/IPR verifies member's SOU (signed within past 30-45 days) and assigns the member's name to the ULN in DCAPES (required for CED orders).
- Supported MAJCOM M4S POC verifies the member's SSN on the TPFDD and obligates the corresponding M4S.
- **30-day order request process** via MyFSS ([Headquarters RIO > Orders > myPers Orders Request \(af.mil\)](#)), the member submits ([AROWS Worksheet Template.pdf \(af.mil\)](#)) in support of the exercise (normally will end up being an AF Form 938). IMAs will annotate/upload the M4S (may also be called E49 or tasking number (xxxxxxx)) to their myFSS case for OWC to complete orders. These orders start the member's pay and benefits and put them into a military status that is covered by Status-of-forces agreement (SOFA) while serving in foreign countries. **Note: When personnel are traveling from HOR the orders clerk will activate the participants to their HOR on the 938. The HOR will be the member's home address in block 12.**
- Member works with Det/AD ODTA to create authorization/voucher in DTS. Please note official validated CED order & line of accounting (LOA) must both be present to route in DTS. **(Effective 1 Oct 23 all orders to be processed in DTS)**
- IMA books their travel through SATO via <https://www.cwtsatotravel.com/home.html>. **Note: IMAs need to have the completed order to be ticketed. Ticketing takes place 72 hours before departure.**
- HQ RIO/IPR completes the member's Contingency, Exercise and Deployment (CED) order in DCAPES. These are the travel orders, that will take the member from their Home of Record (HOR) to the deployed location, and back to their HOR.

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- HQ RIO/IPR submits the member's CED order with supporting AROWS AF Form 938 to exercise MAJCOM/FM for validation.
- HQ RIO/IPR forwards validated CED to the member via military email.
- Member out-processes with respective active-duty unit in accordance with exercise reporting instructions.
- Member departs in support of named CCMD exercise. **Note: IMAs are not authorized to deploy on Verbal Orders of the Commander (VOCO) without written consent from the MAJCOM.**
- HQ RIO/IPR updates departure date in DCAPES and status flows to the Military Personnel Data System (MilPDS).
- Once the IMA returns to their HOR, HQ RIO/IPR returns the member in DCAPES and status flows to MilPDS.

When the IMA returns from the exercise, the member MUST submit completed Travel Vouchers to the IMA Travel Office at Buckley SFB to be paid for any travel entitlements. Included in the travel voucher is AROWS AF 938 orders, 1610 travel orders, CED orders, Form 1164, and receipts (not an all-inclusive list). Members MAY submit the travel voucher at the end of the tour or at any time prior for partial settlement. Some members will file travel vouchers every 30 days to allow GTC payments. Members will file travel vouchers via DTS (effective for all members 1 Oct 23) & send inquires regarding their travel voucher or Military Pay is through MyFSS.