8 February 2025

MEMORANDUM FOR REQUESTED FAC

FROM: Your supervisor

SUBJECT: Individual Mobilization Augumentee (IMA) Fitness Assessment

1. Per DAFMAN 36-2905, chapter 3, paragraph 3.2.5. Members must take the PFA at a FAC/UFAC authorized to conduct assessments at their PASCODE. If a member requests to take their PFA at an alternate location, it must be approved by their UFPM (or supervisor for IMAs) and coordinated with their home station FIM. If approved to take assessment at the alternate location, the home station FIM must give temporary UFAC access to the FAC administering the PFA to input the scores in myFitness. Note: Only installation FACs may administer PFAs for individuals not at their home station.

2. The identified IMA on PASCODE XXXXXXXX will schedule their fit test within myFSS, if possible. Additionally, the test results can be updated within the system by the FAC administering the test.

3. My point of contact for this matter is our Unit Fitness Program Manager, Rank XXX XXXXX at (XXX) XXX-XXXX; DSN XXX-XXXX.

NAME, Rank

Your Supervisor
 Unit