

Annual IMA Requirements

A Quick Guide from HQ RIO

A comprehensive list of IMA annual requirements and how to accomplish them

It is essential for Individual Mobilization Augmentees (IMAs) to maintain their annual requirements to ensure readiness and minimum participation. This guide provides a comprehensive checklist of items you need to track and complete throughout the year.

MEDICAL AND FITNESS READINESS:

- **Physical Fitness Test (PFT):** Schedule and complete your annual PFT by coordinating with your assigned RegAF Unit Fitness Program Manager (UFPM).
- **Preventive Health Assessment (PHA) and Mental Health Assessment (MHA):**
 - Complete Web PHA and phone MHA via [My IMR](#)
 - *Every Tuesday, HQ RIO Medical offers PHA/MHA services for IMAs who do not require in-person PHAs. To begin, complete your PHAQ in ASIMS (PHAQ instructions can be found here: <https://asimsimr.health.mil/imr/MyImr.aspx>). Once completed, email the org box: RIO.IRM.Team@us.af.mil to schedule an appointment.*
 - Complete an in-person PHA as needed. Request a copy of the annual PHA report from the clinic for your records.
- **Medical Readiness:** Check your medical readiness in [ASIMS](#) (refer to the [IMR At-A-Glance Quick Guide](#)).
- **Dental:** Complete your Dental check-up at a military installation or submit a [DD Form 2813](#) to [myFSS](#) if you prefer to see a civilian doctor.
- **Immunizations/Labs:** Complete required lab work and immunizations as needed and submit the paperwork to [myFSS](#). HIV lab draws *must* be done at a military installation.

PERSONNEL & ADMINISTRATION:

- **vRED:** Update your virtual Record of Emergency Data (vRED) on [vMPF](#).
- **AFPAAS:** Complete your annual [AFPAAS](#) update.
- **PCARS:** Verify points report (Point Credit Summary) from vMPF (refer to [PCARS Quick Guide](#)).
- **Career Data Brief (CDB):** Verify your CDB from [vMPF](#).
- **ARCNet:** Check your [ARCNet](#) readiness.
- **Unit Sites:** Ensure you have SharePoint and organization access for the sites at your unit.
- **Development Team:** Review comments from the Development Team board on [MyVector](#).

TRAINING AND REPORTS

- **Computer Based Training (CBT):** Complete your annual CBTs via [myLearning](#).
- **Performance Reports (OPB/EPD):** Submit your draft OPB/EPB to your supervisor and keep an ongoing record and notes every time you are on orders.

ORDERS, DUTY & PAY

- **AT Orders:** Submit Annual Tour (AT) orders for the upcoming FY by **31 May** through [myFSS](#) (refer to [myFSS Order Request Quick Guide](#)). Upon completion, certify your orders in AROWS-R so that you can get paid quickly (refer to [AROWS-R TODC Quick Guide](#)).
- **IDT Scheduling:** Submit Inactive Duty Training (IDT) dates for the upcoming FY by **15 Aug** in [UTAPs](#) (refer to [UTAPS Calendar Build for IMAs/PIRR](#)). Once the days have been worked, sign off on your IDTs in [UTAPs](#) to get paid.
- **Travel & Lodging:** Schedule lodging and travel for future AT/IDTs in [DTS](#) (refer to [DTS quick guide](#)).