

# ANNUAL IMA REQUIREMENTS

X	ITEM	NOTES
	Schedule and complete PFT	
	Print Fitness report and save file	Will need a digital copy for annual Performance Report
	Complete Web PHA	<a href="#">My IMR</a>
	Complete Phone MHA	<a href="#">My IMR</a>
	Complete in-person PHA (as needed)	
	Check medical readiness in ASIMS	<a href="#">IMR At-A-Glance Quick Guide</a>
	Lab work and/or Immunizations (as needed)	
	Dental Check-up or Submit DD Form 2813	<a href="#">DD Form 2813</a>
	Get Flu shot & submit annual paperwork	<a href="#">Submit to myFSS</a>
	Request copy of annual PHA report from clinic	
	Complete annual CBTs	<a href="#">myLearning</a>
	Print training report	
	Complete annual AFPAAS update	<a href="#">AFPAAS</a>
	Update vRED annually	<a href="#">Found on vMPF</a>
	Verify/print points report (PCARS) from vMPF	<a href="#">Point Credit Summary (PCARS) Quick Guide</a>
	Verify/print CDB (Career Data Brief) from vMPF	<a href="#">Career Data Brief Quick Guide</a>
	Verify awards/decs and print report	<a href="#">Found on vMPF</a>
	Print LES – verify pay was received!	<a href="#">myPay</a>
	Sign off on IDTs	Complete in UTAPS
	Get signatures for voucher/paperwork for pay/credit	
	Check ARCNet readiness	<a href="#">ARCNet Quick Guide</a>
	Submit IDTs in UTAPs by annual deadline (15 Aug)	<a href="#">UTAPS Calendar Build for IMAs/PIRRs Quick Guide</a>
	Submit AT orders for next FY by annual deadline (31 May)	<a href="#">myFSS Order Request Quick Guide</a>
	Review comments from Development Team board	
	Submit draft OPB/EPB to supervisor	Keep an ongoing record/notes every time you're on orders
	Save files and PST, shred papers	
	Ensure 'Out of office' is on email	
	Submit orders & travel voucher	
	Verify AT and IDTs were paid, point credit assigned	
	Ensure OPB/EPB is finalized, sign & verify it was submitted to record/print final	Will need digital copies for annual Performance Reports
	Schedule lodging, travel for future IDTs/AT	<a href="#">IDT Lodging Reimbursement Quick Guide</a> ; <a href="#">Filing for RTS Travel Reimbursement Quick Guide</a>
	Contact Transportation for U Drive It availability for AT	
	Review Sharepoint, organization sites for unit	