



Department of Defense DIRECTIVE

NUMBER 1235.11

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Certified Current as of November 21, 2003

ASD(RA)

SUBJECT: Management of Individual Mobilization Augmentees (IMAs)

- References
- (a) DoD Directive 1235.11, "Management of Individual Mobilization Augmentees (IMAs)," January 17, 1989 (hereby canceled)
 - (b) [DoD Directive 3025.1](#), "Military Support to Civil Authorities (MSCA)," January 15, 1993
 - (c) Title 10, United States Code
 - (d) Section 460 of title 50 Appendix, United States Code
 - (e) through (i), see enclosure 1

1. REISSUANCE AND PURPOSE

This Directive reissues reference (a) to update policy and assign responsibilities for management of the IMA program, and provide flexibility in authorizing IMA positions.

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments (including the Coast Guard when it is not operating as a Military Service in the Navy by agreement with the Department of Transportation), the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, and the Defense Agencies (hereafter referred to collectively as "the DoD Components"). The term "Military Departments," as used herein, refers to the Departments of the Army, the Navy, and the Air Force. The term "Secretary concerned" refers to the Secretaries of the Military Departments and the Secretary of Transportation for the Coast Guard when it is not operating as a Service in the Navy. The term "Military Services" refers to the Army, the Navy, the Air Force, and the Marine Corps.

3. DEFINITIONS

3.1. 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.

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

3.3. Regional Military Emergency Coordinators (REMCs). 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 DoD Directive 3025.1 (reference (b)).

3.4. 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.

3.5. 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 civilian sector as directed by the DoD Component through the Military Service planning agent.

4. POLICY

In accordance with 10 U.S.C. (reference (c)) and other references, it is DoD policy that:

4.1. Individual 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 Reserve component members.

4.3. The Secretaries of the Military Departments validate, prioritize, and approve Service, Defense Agency, and non-DoD individual mobilization augmentee requirements; the Office of the Assistant Secretary of Defense for Reserve Affairs ensures that individual augmentation 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 Unified Combatant Command individual augmentation requirements before submitting those requirements to the Secretaries of the Military Departments for review and resourcing options.

4.4. IMAs shall not be assigned to units of the Reserve component force structure.

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

4.6. 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 Directive, and these positions must be identified to the Assistant Secretary of Defense for Reserve Affairs (ASD(RA)).

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

4.8. 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.

4.9. 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, even if outside reasonable commuting distance.

4.10. 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 zero to 48 training periods each year in paid or non-paid status.

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

4.12. By agreements between the Secretary of Defense, the Commandant of the Coast Guard (as appropriate) and the Director of Selective Service, and as authorized by

Section 460 of 50 Appendix, U.S.C. (reference (d)), IMAs may be assigned to the Selective Service System (SSS), as necessary, for mobilization support and assistance at the U.S. national and specified State headquarters of the SSS; and that the SSS reimburse the Department of Defense for inactive and active duty pay for assigned IMAs.

4.13. By agreements between 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 DoD Directive 3025.1 (reference (b)) and the provisions of subparagraphs 4.13.1. through 4.13.4., below.

4.13.1. 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.

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

4.13.3. 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.

4.13.4. Military Departments 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.

4.14. 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.

4.15. IMAs shall be prepared to comply with activation or mobilization orders and they are subject to DoD Directive 1235.10 (reference (e)).

4.16. For coding purposes, IMAs are listed under Reserve Component Category "T" and Training and Retired Category "B" in accordance with DoD Directive 1215.6 (reference (f)).

5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Reserve Affairs under the Under Secretary of Defense for Personnel and Readiness, shall:

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

5.1.2. Monitor all organization and Agency programs that require the use of IMAs.

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

5.1.5. Ensure that individual augmentation 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.

5.2. 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 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 (b)).

5.3. The Under Secretary of Defense for Personnel and Readiness shall:

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

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

5.3.3. Establish, in conjunction with ASD(RA), the Military Service, and the Director of Selective Service, the SSS IMA augmentation requirements.

5.3.4. Provide augmentation personnel to the Director of the Selective Service on M-Day in accordance with the MOU (reference (g)).

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

5.4.1. Review, validate, and prioritize Unified Combatant Command individual augmentation requirements.

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

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

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 (h)) and DoD Directive 1205.17 (reference (i)).

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

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

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 Unified Combatant Commands.

5.5.7. Determine resourcing options for all individual augmentation billets.

6. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in black ink, appearing to read "John P. White", written over a horizontal line.

John P. White
Deputy Secretary of Defense

Enclosures - 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Directive 1235.10](#), DoD Directive 1235.10, "Activation, Mobilization, and Demobilization of the Ready Reserve," July 1, 1995
- (f) [DoD Directive 1215.6](#), DoD Directive 1215.6, "Uniform Reserve, Training and Retirement Categories," December 18, 1990
- (g) Memorandum of Understanding (MOU) Between the Selective Service System and the Department of Defense for Support and Assistance During Mobilization, October 1, 1985
- (h) [DoD Instruction 7730.54](#), "Reserve Components Common Personnel Data System (RCCPDS)," January 17, 1995
- (i) [DoD Directive 1205.17](#), "Official National Guard and Reserve Component Personnel Data," June 20, 1985