



Department of Defense **INSTRUCTION**

NUMBER 1235.11
July 10, 2015

USD(P&R)

SUBJECT: Management of Individual Mobilization Augmentees (IMAs)

References: See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), this instruction reissues DoD Instruction (DoDI) 1235.11 (Reference (b)) to establish policy, assign responsibilities, and prescribe procedures that pertain to the management of the IMA program and provide flexibility in authorizing IMA positions.

2. **APPLICABILITY.** This instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands (CCMDs), the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components").

3. **POLICY.** It is DoD policy that:

a. Individual Reserve Component (RC) military billets that augment the Active Component (AC) structure of the DoD or other departments or agencies of the U.S. Government and must be filled to support 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.

b. IMAs are assigned against validated RC billets that are identified on AC force structure documents for fill by RC members.


4. **RESPONSIBILITIES.** See Enclosure 2.

5. **PROCEDURES.** See Enclosure 3.

6. INFORMATION COLLECTIONS REQUIREMENTS. The personnel data referred to in paragraph 5a of Enclosure 2 of this instruction is assigned report control symbol DD-RA(M)1147, which is prescribed in Volume 1 of DoD Manual 7730.54 (Reference (c)).

7. RELEASABILITY. **Cleared for public release**. This instruction is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This instruction is effective July 10, 2015.



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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Instruction 1235.11, “Management of Individual Mobilization Augmentees (IMAs),” May 24, 2007 (hereby cancelled)
- (c) DoD Manual 7730.54, Volume 1, “Reserve Components Common Personnel Data System (RCCPDS): Reporting Procedures,” May 25, 2011, as amended
- (d) Memorandum of Understanding Between the Selective Service System and the Department of Defense for Support and Assistance During Mobilization, January 1, 1996¹
- (e) DoD Directive 3025.18, “Defense Support of Civil Authorities (DSCA),” December 29, 2010, as amended
- (f) Memorandum of Understanding Between the Department of Defense and the Department of Homeland Security Regarding the Non-Reimbursable Exchange of Liaisons in the National Capital Region, October 22, 2013²
- (g) DoD Instruction 1300.19, “DoD Joint Officer Management (JOM) Program”, March 4, 2014
- (h) Section 460 of Title 50, United States Code Appendix
- (i) DoD Directive 1235.10, “Activation, Mobilization, and Demobilization of the Ready Reserve,” November 26, 2008, as amended
- (j) DoD Instruction 1215.06, “Uniform Reserve, Training, and Retirement Categories for the Reserve Components,” March 11, 2014, as amended
- (k) Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition

¹ Available upon request from Selective Service System Agency

² Available upon request from Department of Homeland Security Agency

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R):

- a. Provides planning guidance and coordinates military and civilian defense manpower mobilization plans.
- b. Reviews and evaluates planning for personnel requirements and use of IMAs.
- c. Establishes the Selective Service System (SSS) IMA augmentation requirements, in conjunction with the Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)), the Military Services, and the Director of the SSS.
- d. Provides augmentation personnel to the Director of the SSS on M-Day, in accordance with the memorandum of understanding (Reference (d)).

2. ASD(M&RA). Under the authority, direction, and control of the USD(P&R), the ASD(M&RA):

- a. Provides overall guidance for the management and mobilization of IMAs.
- b. Monitors all organization and agency programs that require the use of IMAs.
- c. In conjunction with the Secretaries of the Military Departments concerned and the Commandant of the U.S. Coast Guard (USCG), approves all programs requiring the use of IMAs outside the Military Departments, except as noted in paragraph 3b of this enclosure.
- d. Reviews, validates, and approves IMA requirements of the OSD and the CJCS before submitting to the Secretaries of the Military Departments and the Commandant of the USCG for review and resourcing options.

3. ASSISTANT SECRETARY OF DEFENSE FOR HOMELAND DEFENSE AND GLOBAL SECURITY (ASD(HD&GS)). Under the authority, direction, and control of the Under Secretary of Defense for Policy (USD(P)), the ASD(HD&GS):

- a. Provides guidance and assistance to the DoD Components on general policy and program aspects of DoD participation in Federal Emergency Management Agency (FEMA) programs.
- b. Serves as the principal civilian advisor to the Secretary of Defense and the USD(P) for the Defense Support of Civil Authorities, in accordance with DoDD 3025.18 (Reference (e)).

Also serves as the approval authority for establishment of programs involving the assignment of IMAs in direct support of FEMA, or State and local governments under FEMA programs, in accordance with the Memorandum of Understanding (Reference (f)).

4. DoD COMPONENT HEADS. The DoD Component heads will submit their requirements in accordance with this instruction and establish policies and procedures to implement the IMA program within their components.

5. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT OF THE USCG. In addition to the responsibilities in section 4 of this enclosure, the Secretaries of the Military Departments and the Commandant of the USCG:

a. Ensure that procedures exist to maintain accurate personnel data on IMAs, pursuant to (Reference (c)).

b. Validate, prioritize, and approve Service, Defense Agency, and non-DoD IMA requirements.

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

d. Prepare plans and develop procedures for employment of IMAs.

e. Ensure that organizations with high priority mobilization missions are given priority for augmentation by IMAs.

f. Review IMA requirements for OSD, the CJCS, and the CCMDs.

g. Determine resourcing options for all IMA billets, including, but not limited to, providing sufficient funding to meet Joint Duty Qualifications pursuant to DoDI 1300.19 (Reference (g)).

6. CJCS. In addition to the responsibilities in section 4 of this enclosure, the CJCS:

a. Reviews, validates, and prioritizes CCMD IMA requirements.

b. Submits validated IMA requirements to the Secretaries of the Military Departments and the Commandant of the USCG for review and resourcing options.

c. Ensure CCDRs have prepared plans and developed procedures for employment of assigned IMAs.

ENCLOSURE 3

PROCEDURES

1. ASSIGNMENT OF IMAs

a. IMA requirements will be validated, prioritized, and approved subject to the guidelines in Enclosure 2.

b. IMAs will not be assigned to units of the RC force structure.

c. IMAs will not be authorized or assigned to vacant positions designated for fill by AC military personnel or DoD civilian personnel.

d. IMAs may be assigned to OSD, the Office of the CJCS, and the Defense Agencies in accordance with the policies in this instruction. These positions must be identified to the ASD(M&RA).

e. By agreements between the Secretary of Defense and the Director of the SSS, and pursuant to section 460 of Title 50, United States Code Appendix (Reference (h)), IMAs may be assigned to the SSS, as necessary, for mobilization support and assistance at the national and specified State headquarters of the SSS. The SSS will reimburse the DoD for inactive and active duty pay for assigned IMAs.

f. By agreement between the Secretary of Defense and the Secretary of Homeland Security, IMAs (other than flag or general officers) may be assigned to the Department of Homeland Security in accordance with References (e) and (f) and the provisions of paragraphs 3a through 3c of this enclosure.

g. The Secretaries of the Military Departments and the Commandant of the USCG may assign one or more officers (other than flag or general officers) at each FEMA region or national headquarters as federal emergency preparedness liaison officers (EPLOs); at each State or territorial headquarters as State EPLOs; and to duties as alternate DoD regional EPLOs.

h. IMAs may be administratively formed into IMA detachments for ease of management and training; however, these detachments will cease to exist when all members assigned to a detachment have been mobilized.

2. TRAINING REQUIREMENTS OF IMAs

a. IMAs will participate in training activities with the organization to which they are assigned or attached.

b. IMAs must perform a minimum of 12 days annual training each year; IMAs will perform annual training with the organization to which they are assigned or as authorized by that organization, in accordance with Military Service policy.

c. When authorized by the organization to which they are assigned, and in accordance with Military Service policy, IMAs with unique skills or skills in short supply may train voluntarily with organizations comparable to the one the IMA will augment at mobilization.

d. The requirement to perform inactive duty training (IDT) will be based on the amount of training necessary for the IMA to satisfactorily perform assigned duties and may include the use of regularly scheduled inactive duty training periods, in a paid or non-paid status, and additional IDT categories as defined in Reference (i) and pursuant to the limits stipulated.

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

3. ADDITIONAL IMA REQUIREMENTS

a. The DoD Component will pay all cost for federal, State, and regional EPLO functions in support of DoD missions.

b. FEMA will reimburse the DoD Component for the cost of the FEMA IMA program.

c. With the approval of the Secretary of Defense and the Secretary of Homeland Security, 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.

d. IMAs will comply with activation or mobilization orders to support the organization to which the IMA is assigned, in accordance with DoDD 1235.10 (Reference (i)).

e. IMAs will have an RC Category designation of “T” and a Training and Retirement Category designation of “B” pursuant to DoDI 1215.06 (Reference (j)).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AC	Active Component
ASD(HD&GS)	Assistant Secretary of Defense for Homeland Defense and Global Security
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
CJCS	Chairman of the Joint Chiefs of Staff
CCMD	Combatant Command
DoDD	DoD Directive
DoDI	DoD Instruction
EPLO	emergency preparedness liaison officer
FEMA	Federal Emergency Management Agency
IDT	inactive duty training
IMA	individual mobilization augmentee
RC	Reserve Component
SSS	Selective Service System
USCG	United States Coast Guard
USD(P)	Under Secretary of Defense for Policy
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this instruction.

billet. A programmed manpower structure space typically defined by grade and occupation and associated with a specific unit or organization. A billet may be funded or authorized, unfunded, or an unfunded requirement.

detachment. A group of service members, aircraft, or ships performing a separate mission.

EPLO. A senior Reserve officer (typically O-6 or O-5) who is a representative of one of the Military Departments or Military Services and is trained in Defense Support of Civil Authorities requirements, regulations, and law. The officer performs a liaison role in planning and coordinating Military Department and Military Service participation in support of civil authorities.

IMA. Defined in Joint Publication 1-02 (Reference (k)).

M-Day. The unnamed day on which full mobilization commences or is due to commence.

mobilization. Defined in Reference (k).

resourcing options. Options available when determining how validated augmentation positions will be supported (e.g., identifying which Military Service and DoD Component will support validated requirements).