

## OFFICER IMA ASSIGNMENT CHECKLIST

### **Initial the checklist and return with the request**

Reference AFI 36-2115, AFI 36-2101, AFI 36-2005, AFI 36-2626, AFI 36-2638, AFOCD, AFRCI 36-2001

### **ASSIGNMENT SUBMISSION ACKNOWLEDGEMENT:**

1. DPAA will review assignment packages request & respond w/an appropriate action w/in 14 business days.
2. DPAA will notify DETs of missing required documents during initial review; second follow-up at 30 days, and will close myPers console (RNT) at 60 days without any response.
3. Assignment back-dated: EDCSA greater than 60 days; Det/CC approval memo attached.
4. DPAA must have copy of loss order as authorization to complete the assignment gain action (TR to IMA).

### **ASSIGNMENT TYPE: (check appropriate assignment member is going into)**

TR - IMA	IMA - TR	IMA - IMA	PIRR/IRR - IMA
AGR Reserve - IMA	IMA - PIRR	PIRR - IMA	AD (Palace Front) - IMA
IMA - IRR (Voluntary)	IMA - IRR (Invol)		AD (Palace Chase) - IMA

### **DETACHMENT QUALITY REVIEW(initial top line of each section to verify completion)**

- A. AF IMT 1288:** *verified items below against Det checklist or Process Map & pkg is complete in its entirety*  
Member circled blocks 22 & 24  
Member initialed blocks 21-26  
Member signed/dated page 1 of 1288  
First Endorsement - check the recommended box w/approval or disapproval and UIF box  
All 3 comments circled. Current fit test score and last date tested stated within the remarks  
Losing Wing/CC delegated authority or Recruiter endorses (other component to IMA)  
1288 (Authorized: AFSC, Gr, PAS, Position Field, Position Number (Vacancy Status Code, Manpower Authorized)  
Second Endorsement - completed by gaining Det  
Duty info completed in remarks: duty title, rating official, SSN (will be returned w/o action if incomplete).  
Third Endorsement - losing CC or Superintendent approved loss  
PIRR Cat A/B members must have recruiter ID on page 2 of 1288
- B. Position verification:** *verified items below against Det checklist or Process Map & pkg is complete in its entirety*  
This is a true vacancy or authorized overage (UMD was verified)  
If applicable include overage code w/expired date & copy of overage acknowledgment memo signed by member SURF (MilPDS = RSAA01) attached  
If applicable, verified/completed (overage, over grade, under grade or appropriate waiver is included with the assignment request)  
Position is not pending a MCR  
Verified if member requires Twice Deferred waiver  
HARM office review/approval (if applicable)  
(Note: X or F prefix positions – AFSC’s 11XX, 12XX, 13BX, 48XX, 46XX, X14N4)
- C. Security Clearance:** *verified the item below against Det checklist or Process Map & pkg is complete in its entirety*  
Does member hold the correct Security Clearance? Yes-Proceed No-MFR from losing security manager  
verifying clearance was initiated
- D. Classification verification:** *verified items below against Det checklist or Process Map & pkg is complete in its entirety*  
Does member meet all entry requirements IAW AFOCD? Yes-Proceed No-Provide approved  
classification waiver (IAW 36-2101)  
AF IMT 2096 (if applicable) <https://mypers.af.mil/app/categories/p/16%2C18/c/1363>  
Upgrade information  
Verified Classification AFOCD directory (ref from the applicable directory must be included)  
Rater information (Remarks section: start date, duty title, rating official’s name, and SSN)

**NOTE:** AF FM 2096 resources/guide link: [https://mypers.af.mil/app/answers/detail/a\\_id/25528/p/16.18/c/834](https://mypers.af.mil/app/answers/detail/a_id/25528/p/16.18/c/834)