

**Frontline Notice:** 250530-05

**Topic:** IMA Eligibility, Submission Process, HQ RIO TMC Action, and DPAAA Actions

**Applicable to:** Individual Mobilization Augmentees (IMAs)

**BLUF:** IMAs requesting Special Duty Pay (SDAP) must meet eligibility requirements and follow a specific process involving their servicing Detachment, the HQ RIO Talent Management Consultant (TMC), and HQ ARPC/DPAAA; submissions not routed through the TMC will be rejected.

As we progress through our EVOLVE journey, the ARPC Reserve Assignments Branch would like to provide clarity on the (SDAP for all IMAs. HQ ARPC/DPAAA updates SDAP requests exclusively for IMAs. All other statuses/components (TR, AGR, ANG) should submit their requests through their servicing FSS.

**IMA Eligibility:** To be eligible for SDAP, an IMA member must:

- Be qualified, trained, and/or certified AND performing the duty independently.
- Meet all eligibility requirements listed in the applicable rule on the USAF SDAP Table located on the myFSS platform [here](#).

**Submission Process:** Submissions will be completed by the servicing Detachment and sent to the HQ RIO Talent Management Consultant via a myFSS ticket.

**HQ RIO Talent Management Consultant (TMC) Actions:**

- Will review quarterly SDAP rosters and have them certified by the Det Commanders.
- Will work with Detachments to initiate a DAF Form 2096, Classification/On-the-Job Training Action, for supervisor signature and Det Commander certification as required to start, stop, or change SDAP.
- Send the completed DAF Form 2096 to HQ ARPC/DPAAA Reserve Assignments Section for the MilPDS update via MyVector.

Submit a MyVector request following the below steps:

- **Log in to MyVector:** [MyVector \(af.mil\)](#)
- **Select “My Applications”:** Navigate to the “My Applications” section on the left-hand side of the MyVector Dashboard.
- **Locate “ARPC AFR Assignments”:** Under the Applications Catalog.
- **Select “IMA SDAP Request,”** then click “Apply.”

**DPAAA Actions:**

- Send quarterly SDAP roster to the HQ RIO Talent Management Consultant for disbursement to appropriate Detachments
- Review DAF Form 2096 for completion and update MilPDS accordingly
- Once updated in MilPDS, HQ ARPC/DPAAA will endorse the DAF Form 2096, submit the source document for upload into the member’s ARMS record, and generate a myFSS casefile to the RIO Reserve Pay Office for updating in the pay system.

**Note:** SDAP payments will be paid in arrears

**Note:** Any SDAP submission not received directly from the RIO Talent Management Consultant will be returned without action, and the MyVector request will be closed.

**Note:** MilPDS update does not generate a pay transaction to DFAS for Reserve members. Please speak to your RPO.

IMA members should direct all questions regarding SDAP to their servicing FSS/Detachment or the HQ RIO Talent Management Consultant.

### **Reserve Assignments Resources**

Information, tools, guides, etc. may be found on the ARPC Assignment Splash Page - <https://www.arpc.afrc.af.mil/Services/Assignments/>

In our pursuit of continuous improvement and transparency, the Reserve Assignments Branch remains dedicated to keeping you informed with the latest updates on all Reserve Assignments matters.