



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

29 March 2020

MEMORANDUM FOR SUPERVISORS AND COMMANDERS OF IMAS

FROM: HQ RIO/CC
18420 E. Silver Creek Avenue
Buckley AFB CO 80011

SUBJECT: IMA COVID-19 Pandemic Response Recommendations & Guidance

1. As the commander of Headquarters, Readiness and Integration Organization, it is my top priority to support you and your IMAs through this rapidly changing time. This memo serves to assist you with the primary concerns of IMA communication, reporting, travel and readiness in response to the COVID-19 pandemic.
2. Communication. It is imperative that you communicate often with your IMA! IMAs are an assigned member of your unit just like your full-time members. Whether your IMAs are in a duty or non-duty status, checking in regularly by phone, text or email is important for their wellness, readiness and morale.
3. Reporting. Regardless of being in a duty or non-duty status, IMAs are required to notify their active duty commander (or appropriate chain of command if not assigned to an active duty unit) if diagnosed with laboratory confirmed COVID-19. If your IMA notifies you of any confirmed COVID-19 diagnosis, contact your installation's Military Treatment Facility and your IMA's Detachment Commander (listed below).
4. Travel. How DoD guidance affects IMAs depends on a number of factors. IMAs who are not in a duty status are not required to adhere to stop movement guidance unless they are also DoD Civilians or DoD Dependents. IMAs who were enroute or serving on orders that required travel reimbursement prior to the stop movement are allowed to continue. When those orders (AT/RPA/MPA) or that status (IDT) ends, they are to return to their primary residence. This includes IDTs in conjunction with an AT order and RPA/MPA orders. If the member is required to self-quarantine immediately following IDTs or AT and RPA orders, the Detachment will work with the member and accomplish quarantine orders. If the member is required to self-quarantine immediately following an MPA tour, the Detachment will work with the member, FAM and MMO to extend the MPA order for the quarantine period.
5. Readiness and Fitness. IMAs who have dental exams, PHAs, and/or immunizations due in March, April, or May will be afforded extreme flexibility in terms of being "green" on their readiness. The Air Force Reserve fitness assessment guidance aligns with active duty guidance. It is important that your FAC ensures the exemption is correctly reflected in AFFMS II.

6. Rescheduling Duty. When IMAs are unable to travel to their unit to perform duty, or local conditions prohibit IMAs from reporting in (e.g. mission essential only, work centers shut down), telework should be allowed as long as meaningful work is available. If telework is not an option, encourage your IMAs to reschedule duty later in the fiscal year. IMAs may also perform duty with a unit local to their home, with supervisor approval. In some cases IMAs must perform a certain number of duty days before their 'Retention/Retirement date' which is different for each IMA. Please be as flexible as possible during this time, but continue to hold your IMAs accountable for their duty performance.

7. Local Area. The local area for an IMA (while in a duty status) is determined by the installation commander where the member is assigned or attached.

8. Resources. My primary clearinghouse for COVID-19 related information concerning IMAs is located on our HQ RIO public site at <https://www.arpc.afrc.af.mil/HQ-RIO/COVID-19-IR-Update/>. The RIO Connect App also provides up-to-the-minute information and guidance regarding COVID-19 and includes other IMA tools. Please encourage your IMA to download and stay tuned to this valuable resource. Detachment Commanders also communicate directly with their IMAs via the Group function in the app. Instructions for downloading the app and joining their Detachment's group can be found at <https://www.arpc.afrc.af.mil/HQ-RIO/RIOConnect>.

9. If you have questions concerning this or any other IMA-related matter, please contact your IMA's Detachment Commander listed below or me at DSN 847-3696, cell (501) 993-3093. Thank you.

AMY J. BOEHLE, Colonel, USAF
Commander

Detachment Commanders

Det 2 (INDOPACOM, PACAF, USFK, USFJ):	(808) 449-0585
Det 3 (USSF, NORAD, NORTHCOM, STRATCOM, SPACECOM, AFGSC, USAFA):	(719) 554-2561
Det 4 (TRANSCOM, AMC, AFSFC, AETC, AFPC, AFMC, NASIC, AFOTEC, AFRL, IMSC):	(618) 229-7919
Det 5 (HC, JA, SG, HO):	(478) 327-2331
Det 6 (CENTCOM, SOCOM, SOUTHCOM, AFCEC, AFSOC, ACC):	(813) 828-5035
Det 7 (AFRC, HAF, Joint Staff, DOD & AF Agencies, OSI, CYBERCOM, MAs):	(202) 767-3080
Det 8 (EUCOM, AFRICOM, NATO, USAFE-AFAFRICA):	(478) 234-0829