

**IMA IN-PROCESSING ANNUAL TOUR CHECKLIST**

| NAME (Last, First, MI)   |                | GRADE         |
|--|----------------|---------------|
| ACTION   | POC            | DATE/INITIALS |
| <b>UPON HIRE</b>   |                |               |
| SUPERVISOR/SPONSOR APPOINTED   | URC            |               |
| WELCOME PACKAGE SENT   | URC            |               |
| ESTABLISH IMA MANAGEMENT FOLDER (6 Part Folder)  | URC            |               |
| <b>FIRST TOUR OF DUTY/AS NEEDED THEREAFTER</b>   |                |               |
| IN-PROCESS THE CSS; SCHEDULE APPOINTMENT WITH COMMANDER AND/OR FIRST SERGEANT  | URC            |               |
| FAMILY CARE PLAN   | CSS            |               |
| VERIFY SECURITY CLEARANCE/UPDATE AS NEEDED   | CSS            |               |
| REGISTER VEHICLE   | PASS AND ID    |               |
| BRIEF IMA ON LOCAL WORKING HOURS, UNIT-SPECIFIC INFORMATION  | CSS/SUPERVISOR |               |
| INTRODUCE IMA TO COWORKERS   | SUPERVISOR     |               |
| BIMAA/ARMO INTRO APPT - PLEASE CALL FOR APPOINTMENT  | URC            |               |
| DISCUSS FY AND R/R PARTICIPATION REQUIREMENTS (IDT, AT, MPA)   | BIMAA/ARMO     |               |
| DISCUSS RECALL RESPONSIBILITIES IAW THE INDIVIDUAL GUIDE   | BIMAA/ARMO     |               |
| DISCUSS WOTS ACCESS AND REQUESTING ORDERS, AT, AND RPA   | BIMAA/ARMO     |               |
| DISCUSS SGLI COVERAGE DURING REASSIGNMENT  | BIMAA/ARMO     |               |
| DISCUSS UNIFORM REQUEST, EPR/OPR, AND HQ ARPC's RESPONSIBILITIES   | BIMAA/ARMO     |               |
| DISCUSS vMPF ACCESS, EMERGENCY LOCATOR CARD (DD FORM 93), REVIEW RECORD REVIEW RIP/PERSONAL DATA   | BIMAA/ARMO     |               |
| VERIFY DEERS, ISSUE ID CARD, UPDATE/ENROLL SERVICEMAN'S GROUP LIFE INSURANCE COMPLETE EMERGENCY LOCATOR CARD (DD FORM 93) ** FORWARD TO ARPC     | MPF            |               |
| GOVERNMENT TRAVEL CREDIT CARD APPLICATION/UPDATE (MANDATORY)   | GTCC MONITOR   |               |
| IN-PROCESS RPO - CALL FOR APPOINTMENT  | RPO            |               |
| <b>ANNUAL REQUIREMENTS</b>   |                |               |
| SCHEDULE PHA/PHYSICAL AND DENTAL EXAM, FORWARD RESULTS TO ARPC/SG, ENSURE DOCUMENTATION HAS BEEN RECEIVED, AND MAINTAIN COPIES FOR PERSONAL FILE | SG/IMA         |               |
| IMMUNIZATION REQUIREMENT   | SG             |               |
| VERIFY DATE OF LAST OPR/EPR  | CSS            |               |
| VERIFY RECALL INFORMATION  | CSS            |               |
| WEIGH-IN/ERGOMETRY   | CSS            |               |
| VERIFY SYSTEM INFORMATION  | CSS/MPF        |               |
| UNIT TRAINING MANAGER, IF IMA IS IN UPGRADE TRAINING   | UTM            |               |
| ORDER/EVALUATE/MONITOR CDC PROGRESS  | UTM/SUPERVISOR |               |
| PROJECT COURSE REQUIREMENTS  | UTM/SUPERVISOR |               |
| REVIEW TRAINING FOLDER   | UTM/SUPERVISOR |               |
| COMPLETE IMA PARTICIPATION CALENDAR (AETC IMT 11)  | IMA/SUPERVISOR |               |
| IDENTIFY IMA TRAINING REQUIREMENTS (AETC IMT 11)   | SUPERVISOR     |               |
| REVIEW IMA MANAGEMENT FOLDER   | SUPERVISOR/IMA |               |
| REQUEST E-MAIL ADDRESS   | SUPERVISOR     |               |
| FEEDBACK SESSION - LET THE IMA KNOW WHAT IS EXPECTED   | SUPERVISOR     |               |
| PROJECT ANNUAL TOUR IN WOTS PRIOR TO 31 December EACH YEAR   | IMA            |               |

NOTES: \* INITIATE THE IN-PROCESSING ANNUAL TOUR CHECKLIST ON THE 1ST TRAINING DAY, EVERY FY.

\*\* SUPERVISOR WILL ENSURE IN-PROCESSING ANNUAL TOUR CHECKLIST IS COMPLETE PRIOR TO CERTIFYING IMA'S ORDER OR AF IMT 40A.

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).