

## INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) TOUR OF DUTY EVALUATION

(See instruction on reverse)

**I. TO BE COMPLETED BY IMA** (Type or print clearly in ink)

1. NAME (Last, First, Middle Initial)	2. RANK/GRADE	3. ORGANIZATION
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4. DATES OF DUTY I _____ <input type="checkbox"/> NONPAY A _____ R _____ M _____	5. TOTAL DUTY HOURS	6. HOURS PER DUTY CATEGORY		
		a. MISSION	b. TRAINING	c. IMA ADMIN

7. END TOUR REPORT - INDICATE NOTEWORTHY/MOST SIGNIFICANT ACCOMPLISHMENTS:

8. IMA SIGNATURE	9. DATE
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**II. TO BE COMPLETED BY SUPERVISOR** (Type or print clearly in ink)

10. EVALUATE THE FOLLOWING BY MARKING THE APPROPRIATE BLOCK - ALWAYS COMMENT ON "LESS THAN SATISFACTORY" RATING

	(1) NEEDS IMPROVEMENT	(2) SATISFIED
a. ADVANCE NOTICE OF DUTY PROVIDED		
b. SUFFICIENT WORK AVAILABLE AND ASSIGNED		
c. IMA PROFICIENT AND ADEQUATELY TRAINED		
d. DUTIES ACCOMPLISHED AS ASSIGNED		
e. OVERALL SATISFACTION		

11. COMMENTS

12. CERTIFICATION SIGNATURE(SUPERVISOR/DUTY OFFICIAL)	13. DATE
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**III. TO BE COMPLETED BY IMA** (Type or print clearly in ink)

14. PROJECTED DATES AND TYPES OF NEXT DUTY:

15. FORWARDING INSTRUCTIONS FOR SUPERVISOR:

TO: \_\_\_\_\_ OFFICE SYMBOL \_\_\_\_\_

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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).

## INSTRUCTIONS FOR IMA TOUR OF DUTY EVALUATION

*USE: An IMA Tour of Duty IMT should be completed for each tour of duty. A tour of duty is normally consecutive days of duty in one or more type of duty status, e.g., inactive duty training (IDT), Annual Tour, reserve personnel appropriation (RPA) man-days, etc.*

### SECTION I - To be completed by the IMA

- ITEMS 1-2      *Self explanatory*
- ITEM 3          *This is the organization where duty was performed, as stated in the orders or in Block 19 of AF IMT 938, Request and Authorization For Active Duty Training/Active Duty Tour, or in the Training/Location/Remarks of AF IMT 40A, Record of Individual Inactive Duty Training.*
- ITEM 4          *Show the inclusive dates as reflected on AF IMT 938 or AF IMT 40A. Indicate dates of each type of duty as follows:  
I: Inactive Duty for Training (check and put number of hours if "nonpay")  
A: Annual Tour  
R: RPA Man-days  
M: Military personnel appropriation (MPA) Man-days*
- ITEM            *Indicate the total number of duty HOURS performed during the tour of duty.*
- ITEM            *Indicate the number of hours and partial hours (e.g., 3.5) for each category of duty. Duty categories are defined as follows:  
a. MISSION: Direct and indirect support to either peacetime or wartime missions. For IMAs in management positions, this includes management of subordinate IMAs.  
b. TRAINING: Classes, on-the-job-training (OJT), exercise, ancillary training, physical fitness tests, physical exams, security training or any other training.  
c. IMA ADMIN: Administrative work associated with the individual; managing forms, updating records, etc.*
- ITEM 7          *This block captures the productivity aspect of a tour of duty, and constitutes the End of Duty Report. It is to be used to officially document cost savings, value added, or other significant accomplishments. Please provide bullet statements. Additional supporting documentation may be attached as necessary.*
- ITEM 8-9        *Self explanatory.*

### SECTION II -To be completed by the IMA's supervisor

- ITEM 10        *Evaluate each area as defined below:  
a. The IMA scheduled, coordinated and provided advance notice of intent to perform duty (AF IMT 49, Application for MPA Man-Day Tour, and/or AF IMT 40A) for supervisor's approval.  
b. The IMA and supervisor coordinated and discussed assignments to be completed during the tour of duty.  
c. The IMA was fully trained to perform assigned duties, or received training during the tour of duty to be come proficient.  
d. The IMA completed all duties as agreed with the supervisor.  
e. All things considered, how successful do you consider this tour of duty?*
- ITEM 11        *Any area rated "Needs Improvement" must be explained here. May be continued as necessary.*
- ITEM 12-13     *Self explanatory.*

### SECTION III -To be completed by the IMA

- ITEM            *Indicate inclusive dates and type (AT, IDT, etc.) of next duty.*
- ITEM            *Indicate the name and office symbol where the supervisor should forward the IMA Tour of Duty Evaluation IMT. This is normally the IMA Coordinator or Squadron Section.*