

DRILLING INDIVIDUAL MOBILIZATION AUGMENTATION (DIMA)

TRAINING YEAR 2012

The purpose of this note is to inform all DIMA Soldiers assigned to US Army Japan (USARJ) and US Forces Japan (USFJ) of the training plan for Fiscal Year 2012. Along with this note is the IMA Supervisor Pamphlet for your review, if you are not too familiar with the implementation of the DIMA program.

We also have a USARJ Reserve Components Office Web site that you can browse for updated information such as military forms (DA, DD, etc.), training related issues, vacancy lists, policies, tours, RC publications, etc. The URL for this website is as follows: <http://www.usarj.army.mil/reserves>

****Reserve Components Office (RCO) Staff:**

The staff consists of myself, LTC Harry Blanco as the Senior Reserve Components Advisor; SGM Lloyd Dabydeen, Senior Enlisted Reserve Components Advisor; MAJ Kurt Duvall as my Deputy/Operations Officer; and Mrs. Akiko Horiuchi as the Administrative Manager. We manage the DIMA programs throughout Japan and Okinawa. Moreover, we monitor all Reserve Component (Army Reserve and Army National Guard) matters, to include individuals and units such as mobilization; augmentation of Active Component forces; Retiree Recalls to backfill Active Component positions within our AOR; and various Reserve Component tours.

The RCO is a Special Staff for the Commanding General, MG Michael Harrison, Sr. Our direct supervisor is COL Kevin Bishop, the Deputy Commander and Chief of Staff for US Army Japan. We are located at building 101 (HQ, USARJ/I Corps Forward), Room E-138. Contact information is provided at the last page of this note.

The points of contact for USFJ are COL Richard Shepard, J1, at email Richard.Shepard@usfj.mil, DSN Phone: (315) 225-4318, Commercial from US: 011-81-311-755-4318; and SFC Francisco Andrade at email francisco.andrade@usfj.mil, DSN Phone: (315) 225-4538, Commercial from US: 011-81-311-755-4538.

I know this note is lengthy, but please allow me to get you all in the right direction in preparing yourself for Annual Training (AT) and Inactive Duty Training (IDT), and to support your section on our Command's major training exercises.

*****ANNUAL TRAINING (AT):**

USARJ personnel should coordinate directly with their assigned section to determine AT dates. USFJ personnel should coordinate directly with SFC Francisco Andrade (email address: francisco.andrade@usfj.mil or COMM: 011-81-311-755-4538/4160) and your respective section Reserve POC for your Annual Training (AT) plan to support USFJ exercises. Once you have finalized your AT/IDTs dates you will need to submit the following documents: DA Form 1058, PHA Printout from AKO and all Profiles (Temporary or Permanent) through your section to me or my staff NLT 60 days prior to the start date of your AT so we can submit your RFO accordingly. If you do not have a military profile, but need one, you must complete the FCC 507, get it signed by your doctor and submit it to our office for processing at MEDDAC-J. A MEDDAC-J physician must issue a corresponding military profile before you attend AT.

***** INACTIVE DUTY TRAINING (IDT):**

As you may know, IDTs are optional for DIMA Soldiers. Each Soldier is authorized 48 IDTs or 24 days in a given fiscal year. You have an option to do your IDTs subsequently after your AT while here in Japan or you can do them at home station. If you choose to do them at home station you must get prior approval from your RC POC, be in uniform when performing duties, and duties must directly related to DIMA position and at a military installation. (Please see HRC Guidance/Policy on IDT at URL: http://ww.usarj.army.mil/reserves/doc/news_IDT_FEB10.pdf). In order for this office to process your DA Form 1380 and to avoid delay with pay; your DA Form 1380 MUST be filled out correctly, signed by the verifying official in Block 9, forwarded to your RC POC immediately for verification, and finally, processed through my office for official signature and submission to HRC Pay Section for input. The only authorized official signatures in Block 10 on the DA Form 1380 are SGM Dabydeen's, MAJ Duvall's and mine. Remember, DA Form 1380 must be at HRC within 72 hours upon completion of drills. Soldiers completing the Periodic Health Assessment (PHA) are authorized IDT pay. However, compensation will be limited to two periods of IDT per FY. All DA 1380

requesting pay for PHA needs to have the signed Health Readiness Program Voucher attached as a supporting document.

******ARMY PHYSICAL FITNESS TEST (APFT):***

USFJ Personnel:

Please coordinate with the POC noted above.

******UNIFORMS:***

You must have the proper APFT uniform before arriving in country. If you do not have a set, then you can possibly get it here at the clothing sales the first day after reporting (please note that Camp Zama's Military Clothing and Sales is closed on Mondays and Yokota AB does not generally carry Army clothing items). APFT uniform is a must, so please be aware of the USARJ/ICORPS (FWD) uniform policy. Uniform issues will be stressed more when you in-process at our office by SGM Dabydeen.

******EVALUATION REPORTS (OER/NCOER):***

Attached are the processes for both OERs and NCOERs. If you don't have an AKO account, please go to (www.us.army.mil) and obtain an account soonest. You also need a CAC (Common Access Card) and card reader in order to do your EVALUATION report online via AKO. The Army has an evaluation system that is simple and fast.

This HRC WEB SITE has the steps on doing EVALUATION reports online:

[https://www.hrc.army.mil/site/Active/TAGD/ESPD\(formerly_MSD\)/ESO/FCMP_Webpage.htm](https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/ESO/FCMP_Webpage.htm)

Please be aware that once you sign your EVALUATION report you must forward it to your Senior Rater, who will forward the EVALUATION report to the RC Office (Mrs. Horiuchi). We will maintain a copy in your respective folder and include information in our EVALUATION TRACKING SYSTEM before we send to USARJ G1, Ms. Tomita Mayumi for processing through HRC. Evaluation reports for DIMA Soldiers are on an annual basis; however, if you are on any tour (ADT; ADMIN-ADOS; ADOS-RC; OP-ADOS; MOB; CO-ADOS), you are required an OER for that specific tour or anything more than 12 days of active duty.

Please provide the RC Office with these EVALUATION reports as well for our filing. It is highly recommended that you do your Support Form immediately when you start your AT so that you will have the opportunity to be counseled by your respective Rater or Senior Rater.

*****DD 93 (RECORD OF EMERGENCY DATA):**

All DIMA Soldiers must see SGM Dabydeen (USARJ) and/or SFC Andrade (USFJ) to update their respective DD 93 and SGLI via e-MILPO when in-processing for AT. These forms are mandated by HQDA, so it must be updated online annually.

****PERIODIC HEALTH ASSESSMENT/DENTAL:**

All Soldiers are required to take their PHA (Periodic Health Assessment) annually. PHA is due once a year and can be viewed via your AKO (open AKO and view "My Professional Data" on the right side then click on "My Medical Readiness Status"). REMEMBER: No updated physical exam means no AT orders or any type of tour orders. To request support for PHA, audiogram, EKG, Vision Screening, Dental Readiness, some immunization, and other medical readiness requirements, please contact the Logistics Reserve Health Readiness Program (LRHR) at 1-800-666-2833 to coordinate for an appointment. These medical requirements are very important to the Commander and section Directors, so please be responsible in completing them on time. We had numerous issues with DIMA Soldiers not completing these requirements on time, which really affects our readiness status as a unit. We can see the names of delinquent service members and these names are reported periodically to the leaders for proper counseling. So please maintain your readiness status in a timely fashion. Soldiers not responsive to meeting medical readiness deadlines may be removed from their positions and released to the IRR if the situation warrants.

*****OTHER ANNUAL TRAINING REQUIREMENTS:**

SECURITY CLEARANCE:

ALL: Top Secret clearances are due every 5 years. You need to update your TS clearance at least 6 months out before it expires. Secret clearances are due every 10 years. You need to update this as well at least 6 months out before it expires. Security Clearance Verification can be requested through the RC Office. We will then contact HRC Security office to obtain a copy for your section or you

as needed. REMEMBER: No clearance means no AT orders or any type of tour orders. To request support for Security Clearance update through HRC, please go to the HRC Web below and click on Security under Career Guidance.

Below is the HRC Web Site for Army Reserve Soldiers:

<https://www.hrc.army.mil/site/protect/Reserve/soldierservices/index.htm>

If you have any issues on Security Clearance; Medical (Physical Examination, HIV, DNA), Pay, Awards, Tours, Education, Retirement, Records, Evaluation Reports, and/ Promotion Boards, please click on the Web site above and click on the respective issue of concern. The RC Office can be a source of information as well, so please contact either myself, SGM Dabydeen, MAJ Kurt Duvall, or Mrs. Akiko Horiuchi. If you have any specific issues you would like to address, please direct your email to Mrs. Horiuchi and also cc myself, SGM Dabydeen, and MAJ Duvall.

- **LTC Harry C. Blanco, Senior Reserve Component Advisor**
Building 101, Room E-138
Phone: 011-81-46-407-3649 (Comm Calling from US)
DSN (315) 263-3649
Email: Harry.Blanco@us.army.mil

- **SGM Lloyd Dabydeen, Senior Reserve Component Enlisted Advisor**
Building 101, Room E-138
Phone: 011-81-46-407-4749 (Comm Calling from US)
DSN (315) 263-4749
Email: Lloyd.Dabydeen@us.army.mil

- **MAJ Kurt Duvall, Deputy/Operations Officer**
Building 101, Room E-138
Phone: 011-81-46-407-4914 (Comm Calling from US)
DSN (315) 263-4914
Email: Kurt.Duvall@us.army.mil

- **Mrs. Akiko Horiuchi, Administrative Manager**
Building 101, Room E-138
Phone: 011-81-46-407-8510 (Comm Calling from US)
DSN (315) 263-8510
Email: Akiko.Horiuchi@us.army.mil