



Individual Mobilization Augmentee (IMA) Program

Program Handbook

FY19 – FY20
Version 3.1

ABOUT THE HANDBOOK

This Handbook is designed to be a “ready reference” that provides Commanders and Support Personnel administering to, as well as for Marines looking to or participating in the Individual Mobilization Augmentee (IMA) Program. The guide provides IMA Program advice and basic guidance on matters relating to what conducting, supporting, and participating in this type of duty is all about. Although the contents are not regulatory in nature, the guidance has been drafted based on Federal statutes, Department of Defense (DoD) and Service (USMC) regulations, as well as Marine Force Reserve (MARFORRES) and Reserve Affairs (RA) policies.

HOW TO USE THIS HANDBOOK

The content of the Handbook follows a logical sequence describing basic program operations that introduces the general IMA Program lifecycle (initial join to final departure) in an effort to inform Commanders, Support Personnel, and Marines on how navigating the multitude of agencies, policies, procedures & steps involved with each phase associated with managing and caring for a motivated and competent IMA member.

All fact statements come with the corresponding reference, source, or warrant. Use [Hyperlinks](#) to assist in quick navigating to/from the Table of Contents (TOC) to any specific section or topic, and **return to the TOC by clicking link by page number**. Hyperlinks also direct to a described topic or process diagram or package materials provided in the Appendix & Annexes.

The IMA Program Handbook’s goal is to ensure that commanders, support personnel, and Marines in general are well informed. The Handbook accentuates and complements instructions contained in Federal Statutes, DOD Orders, and policy directives & information regarding the IMA Program that is useful in “spreading the word.” After all, everyone associated with the program share a responsibility to efficiently administer and manage an extremely valuable resource...a Marine!

DISCLAIMER

This handbook is not to be used solely as a source for quoting IMA Program or Marine Corps policy. It is a concise compilation of selected portions of IMA Program and related Marine Corps policies, procedures, and philosophies from the applicable documents, directives, and publications. **For any official actions, consult the actual regulations used as source documents. Furthermore, operating procedures of individual commands and affiliated support establishments may expound on those mentioned in this handbook. Readers interested in those and other pertinent topics should consult the standard operating procedures (SOP) and publications of the individual command and support establishments as appropriate.**

This handbook has no direct (or indirect) authority, nor intended as a policy statement of any kind – just a concise informational guide for anyone interested in or associated with the USMC IMA Program.

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Lists of Acronyms and Abbreviations

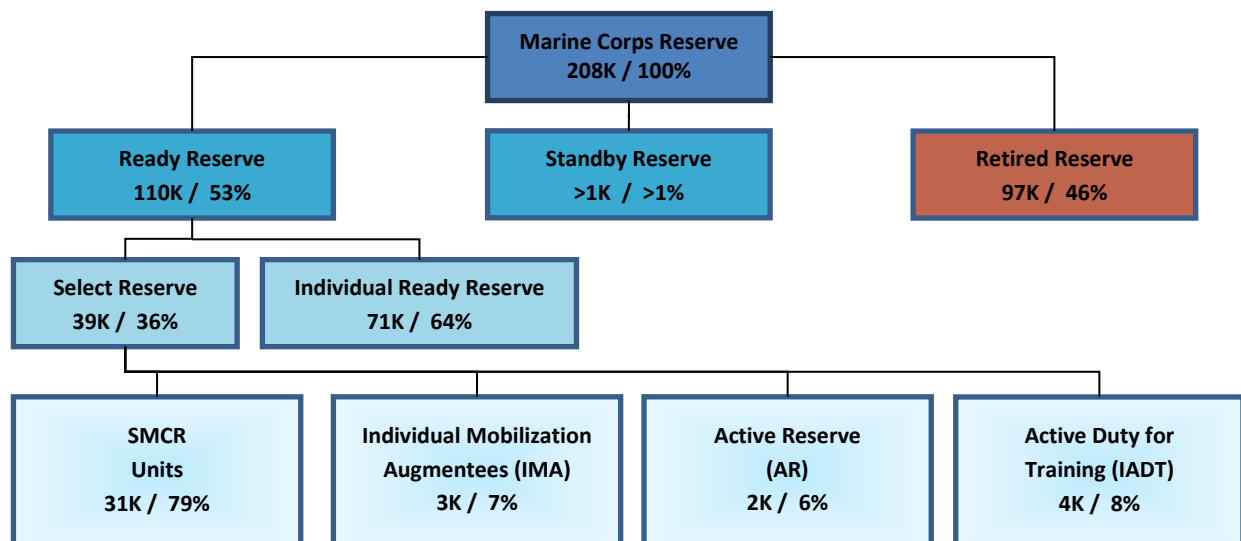
AD.....	Active Duty
AFTP.....	Additional Flight Training Periods
APD.....	Additional Paid Drill
ATP.....	Additional Training Periods
AT.....	Annual Training
APES.....	Automated Performance Evaluation System
BAH.....	Basic Allowance for Housing
BCP	Body Composition Program
CMC	Commandant of the Marine Corps
COMMARFORRES.....	Commander Marine Forces Reserve
CG.....	Commanding General
CO	Commanding Officer
CSC	Customer Service Center
DTMS.....	Document Tracking and Management System
DMM.....	Drill Management Module
ECC	Expiration of Current Contract
FHD.....	Funeral Honors Duty
FHDA.....	Funeral Honors Duty Allowance
IAPS	Improved Awards Processing System
IDT.....	Inactive Duty Training
IMA	Individual Mobilization Augmentee
IRR.....	Individual Ready Reserve
IRAM	Individual Records Administration Manual
I&I	Inspector-Instructor
IPAC	Installation Personnel Administration Center
IUT	Inter-Unit Transfer
JFTR.....	Joint Federal Travel Regulations
LES.....	Leave and Earning Statement
LOD.....	Line of Duty
MDPSD.....	Mandatory Drill Participation Start Date
MCRAMM.....	Marine Corps Reserve Administration Management Manual
MARCORSEPSMAN.....	Marine Corps Separations Manual
MCTFS.....	Marine Corps Total Force System
MARFORRES.....	Marine Forces Reserve
MCIRSA.....	Marine Corps Individual Reserve Support Activity
MOL.....	Marine On Line
MROWS.....	Marine Reserve Order Writing System
MAP.....	Military Appearance Program
MOBCOM.....	Mobilization Command
MS.....	Muster Sheet
NCO.....	Non-Commissioned Officer
NJP.....	Non-Judicial Punishment
OPSPONSOR.....	Operational Sponsor
OPSO.....	Operations Officer
OPC.....	Orders Processing Center

PAR.....	Personnel Action Requests
PPT.....	Power Point
PSR.....	Prior Service Recruiting
PME.....	Professional Military Education
RUC.....	Reporting Unit Code
RIDT.....	Rescheduled Inactive Duty Training
RA.....	Reserve Affairs
RECC.....	Reserve Expiration of Current Contract
SMCR.....	Selected Marine Corps Reserve
SELRES.....	Selected Reserve
SJA.....	Staff Judge Advocate
SOU.....	Statement of Understanding
TNPQ.....	Temporarily Not Physically Qualified
UDMIPS.....	Unit Diary Marine Integrated Personnel System
UMS.....	Unit Muster Sheet

Section 1: General Program Information

Bottom Line Up Front (BLUF): Each of the Services employs and administers to their IMA Program respectively; however, the core premise of the IMA construct as a whole is to utilize Select Reservists for accelerating, on behalf of the Active Component (AC), Reserve force mobilization.

The following chart depicts how the IMA program fits in terms of relative proportion to the entire USMC Reserve population.¹



Each IMA Marine performs this duty in a unique fashion and is essentially individually managed and maintained. While a part of an AC Command, the individual participation dynamic necessitates IMA Marines taking more responsibility for many things Active and Select Marine Corps Reserve (SMCR) unit Marines have dedicated support structures in place to provide oversight, management, support – and advice. This handbook cannot replicate nor replace the value behind an AC or SMCR unit support structure, but cover many of the key and core IMA Program support topics to assist IMA Marines successfully complete this tour of duty. On that point, it might be beneficial to understand who an IMA Marine is.

How the Department of Defense (DoD) defines an IMA;

DoDI 1215.06 Uniform Reserve, Training, and Retirement Categories for the Reserve Components, Mar 2014²

“IMAs are trained individuals pre-assigned to an AC or a Selective Service System (SSS) billet that must be filled to support mobilization (pre- and post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements. IMAs participate in training activities on a part-time basis with an AC unit or SSS billet preparing for active service, as required. The amount of training required may vary from zero (0) to 48 IDT periods per year. All IMAs must perform a minimum of 12 days of AT each year. They have the RCC and TRC designator of “TB.”

DoDI 1235.11 Management of Individual Mobilization Augmentees, May 2007³

“Individual Mobilization Augmentee is an individual member of the Selected Reserve assigned to a Reserve Component (RC) billet in an active component or non-DoD organization. IMAs are trained individuals pre-assigned to billets that must be filled to support mobilization (pre-and/or post mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements.”

Multiple definitions of IMA within Marine Corps Orders (MCOs);

MCO 1001R.1L MCRAMM, (Future)⁴

“The Purpose of the IMA is to facilitate the rapid expansion of active component organizations to meet wartime military manpower requirements, specifically by providing individual reserve manpower that can be accessed during the initial stages of an emerging crisis, prior to mobilization of the Individual Ready Reserve (IRR).”

MCO 1001.59A Active Duty for Operational Support (ADOS), January 2011⁵

“An individual member of the SMCR who receives training and is pre-assigned to fill individual military billets which augment active component structure and missions of the Marine Corps, Department of Defense and other departments or agencies of the U.S. Government to meet requirements of the organization to support mobilization requirements, contingency operations, or other specialized or technical requirements.”

MCO 1001.62B Individual Mobilization Augmentee (IMA) Program Order, December 2017⁶

“The mission of the IMA Program is to augment and reinforce Active Component (AC) staffs of the Marine Corps, Department of Defense (DoD) entities, and other U.S. Government departments or agencies having IMA structure on their Tables of Organization (T/O) with pre-trained and qualified members of the Selected Marine Corps Reserve (SMCR).”

MCO 1800.11 High Active Duty Time (HADT) Order, October 2009⁷

“An individual member of the SELRES who receives training and is pre-assigned to an AC organization, the Selective Service System (SSS), or a Federal Emergency Management Agency (FEMA) billet that must be filled to meet the requirements of the organization to support mobilization (including pre-and/or post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements.”

MCO 3000.19B MAID-P, December 2013⁸

“IMAs are Reserve Marines of the Selected Reserve who receive training and are assigned to an AC organizational billet that must be filled to meet the requirements of the organization to support mobilization (including pre-and/or post-mobilization).”

MCO 5311.1E Total Force Structure Process, November 2015⁹

“IMAs are SMCR members not part of a SELRES unit, pre-assigned to an AC organization billet. The billet must be filled to meet the requirements of the units METs to support mobilization (including pre-and/or post-mobilization) requirements across the spectrum of military operations and training. All IMA personnel are organized under a single administrative Reporting Unit Code, and receive personnel administrative support from the Marine Forces Reserve Personnel Administration Center. Administrative control of IMA Marines is possessed by the Commanding Officer of the Reporting Unit Code which the structure is assigned.”

MCRP 5-12D Organization of the United States Marine Corps, February 2015¹⁰

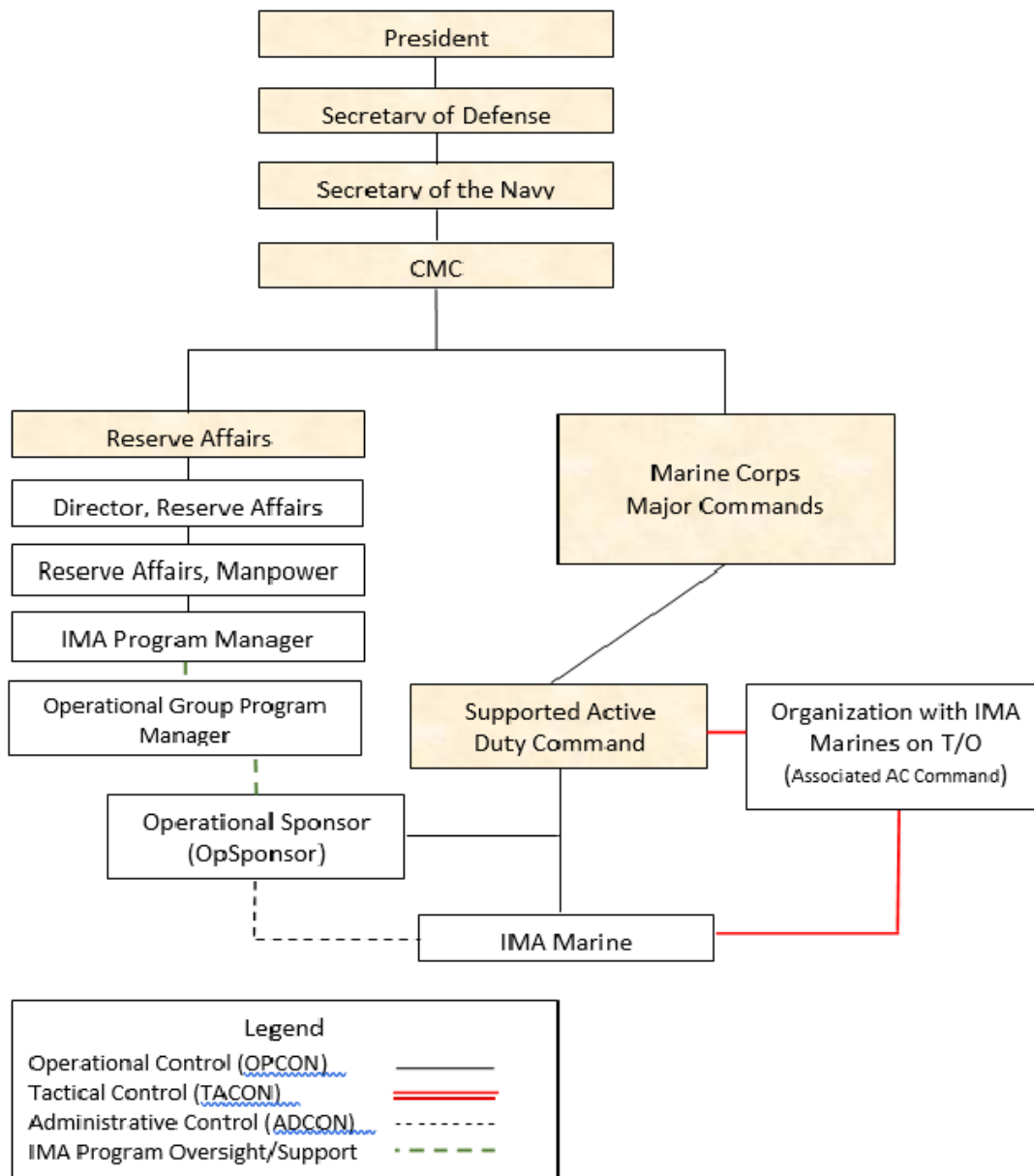
“Individual mobilization augmentees are individuals from the SELRES who receive training and are preassigned to an Active Component organization billet. Such a billet must be filled to meet the requirements of the organization to support mobilization (including pre- and/or post-mobilization) requirements across a range of military operations and training.”

Handbook IMA Definition

While there are many ways to describe the IMA Marine, essentially this guide fosters the position that an IMA Marine is an individual select reservist assigned to an Active Component organization in support of that organization’s Reserve Force mobilization requirements and required to perform annual training in support of the organization they are assigned, but able to request inactive training (drills) in support of that organization’s mission.

IMA Program Organization

Individual Mobilization Augmentee Program Chain of Command



IMA Program Supporting Agencies

Administrative Relationships

The main agencies providing administrative support and assistance for IMA Members are; the IMA Program Manager at Headquarters Marine Corps, responsible for management of the entire program; the Active Component Commander, the Organizations with IMA Marines on their T/O and its Operational Sponsor (OpSponsor) who coordinates with the Organizations with IMA Marines on their

T/O and other agencies when required for the general program operations and personnel administration discussed below.

Reserve Affairs (RA)

As mentioned earlier RA manages and runs the USMC IMA program.¹¹ There are a number of departments within Reserve Affairs and Reserve Affairs Manpower (RAM) is the department that manages the IMA Program via the IMA Program Manager (RAM-4), who is the principle responsible agent for the USMC IMA Program, and the contact information is;

Headquarters Marine Corps
(Attn: RAM 4 IMA Program Manager)
3280 Russell Road
Quantico, Virginia 22134
Comm: 703-784-0511
DSN: 278-0511

Command Relationships

Given all the definitions and higher echelon structure one unique aspect of the IMA Program is how cumbersome it can be when describing how Marines in this duty fit within the overall Total Force picture. The following are some high-level descriptions of those entities an IMA Marine could expect to encounter, and work with in some capacity.

Active Component (AC) Command

The AC command's commander is essentially the IMA Marine's operational control (OPCON)¹² commander. The AC command may have other agencies or affiliates that the IMA Marine works with or performs under the direction of, which would be more in line with tactical control (TACON) based on what the support command's mission dictates. However, the AC Commander has the command authority over all IMA Marine's listed in that command's table of organization (T/O).

NOTE: The unique nature of an AC Command including oversight over Select Reservists require AC Commanders to have a more generalized Assumption of Command (AOC) letter – mainly due to the need for accepting the association of a RESERVE RUC to their Active Component RUC. [Appendix A](#) contains an example AC Commands use to submit to MISSO 16/17 so the AC Commander can exercise their command authority for those commands having IMA Marines on their T/O.

Organization with IMA Marines on their Table of Organization (aka Operational Command)

As defined earlier, each IMA exists to support an active duty command. Each IMA position is contained within an AC table of organization that may be a portion of a supported organization associated with the AC Command. This is the organization that the IMA Marine is expected to train with respective to that entity's mission criteria.

IMA Marine Program Manager

The IMA Marine Program Manager role is a designed position in writing with defined responsibilities as designated by Manpower & Reserve Affairs (M&RA) at HQMC, and by the respective Operational Group (MARFOR/Supporting Establishment) Commander. Example letter in [Appendix B](#). At all levels, the IMA Marine Program Manager oversees the structure, allocation of resources (RMPC funds & APDs), and provides oversight on all IMA Marine Program orders and directives. They also assist Operational Group IMA Marine Program support personnel in the execution of their respective duties.

Operational Group Program Manager (OpGroup PM)

The Operational Group Program Manager (OpGroup PMs) act as the primary interface between their organization and RA. The OpGroup PM is appointed by the head of the MARFOR or Supporting Establishment organization, and provide enterprise-level management and oversight for all relevant structure (per IMA Authorized Strength Report) and act as the primary advocate for the IMA Program and reserve equities within their organization. They are the primary liaison within the Operational Group to coordinate internal OPCON/ADCON relationships between commands and organizations with IMA on their T/O. OpGroup PMs also work with applicable OpSponsors and Comptroller/G-8 to manage and/or act as a conduit for fiscal and manning resource requirements within the Operational Group.

Operational Sponsor (OpSponsor)

The OpSponsor is a designed position in writing with defined responsibilities as designated by the AC Command Commander and, where necessary, the senior agent associated with an organization having IMA Marines listed on the table of organization (T/O). In essence, the OpSponsor acts as a single point of contact for all administrative matters (ADCON)¹³ associated with IMA Marine participation. **IMA Marines should make every effort to comply and become familiar with how the OpSponsor communicates and tracks their IMA participation.** They are arguably the most important POC & request for information source AC Commanders & IMA Marines have in the IMA Program overall. Example letter in [Appendix C](#).

Installation Personnel Administration Center (IPAC)

The mission of the IPAC is to provide personnel administrative support and services to Commanders, Marines, Sailors and family members by ensuring military personnel records and pay accounts are accurate and properly maintained for preparing individuals for worldwide deployment with the operating forces. Not to be confused with the EPAR module within Marine Online (MOL), an IPAC works with AC Commands and IMA Program OpSponsors on the majority of IMA Marine personal administrative matters, covered in the following sections.

Reserve Support Unit (RSU)

RSU are specialized reserve processing centers, and not specifically associated with the IMA program. During contingency operations, the RSU will coordinate administrative and legal processing, medical and dental screens; training support; and equipment of individual Marines (AC and RC) serving as IMAs/Sass or pending assignment ISO operational requirements.¹⁴ These capabilities make them ideal support centers for IMA related matters. However, this is an indirect mission RSUs support and not meant to a warrant, reason, or requirement for supporting IMA Marines specifically. COMMARFORRES commands RSU.¹⁵

Section 2: General IMA Program Personal Administration

This section covers the basic administration processes and topics associated with managing IMA Marines, and the primary IMA Program participant overseeing the majority of these duties is the IMA Marine Operational Sponsor, or OpSponsor.

The IMA Marine OpSponsor

Aside the AC Commander, the OpSponsor, is the IMA Program and Marine's most important contact. OpSponsors are appointed and designated in writing by the AC Commander, and perform the basic administrative duties to support IMA Marines within that command, especially for things associated with payments – for example setting up ATs & certifying drills (example APPENDIX B). For other support permissions OpSponsors may also need an appointment letter from the senior agent associated with an organization with IMA Marines on their T/O. To perform as needed an OpSponsor will need to obtain proper access to the following core systems (more details for each system provided in [Section 5](#)) with either a System Authorization Access Request (SAAR) DD 2875 or Appointment/Termination Record – Authorized Signature DD Form 577:

System	System's Use	Request access through/from
RTAMMS Drill Management, MCMEDs, and IDMS Modules	Affects payment of Inactive Duty Training (IDT) periods performed by IMA Members	DD Form 577 See Section 5 For help based on desired role(s) per each module contact IMA Program Manager via smb_ima@usmc.mil or Comm: 703-784-0524
Marine Online (MOL)	Multi-functional portal for Marine/Commander controlled administration.	SAAR Form signed by AC UIC or RUC CO and sent to The MOL Help Desk: 1-800-255-5082
Reports Module (within MOL)	Creates adhoc reports on personnel	Initial request for MOL access
Automated Personnel Evaluation System (APES) (within MOL)	Rate a Marine's performance	Initial request for MOL access
Marine Reserve Order Writing System (MROWS) (within MOL)	The order writing system for ALL periods of duty EXCEPT regular drills performed at the Home Training Center	SAAR Form signed by AC UIC or RUC CO and sent to The MOL Help Desk: 1-800-255-5082; manned by Harold Smith (Harold.Smith@mcw.usmc.mil)
Training Management System (MCTIMS)	Schedules and records required training events	Via the MCTIMS Homepage; https://mctims.usmc.mil/
Document Tracking Management Service – Travel (DTMS-T) within MOL	Creates, submits and tracks travel vouchers through to completion	The Administrative Personnel Center servicing the AC Command's active duty Marines

Both the SAAR and DD Form 577 are completed and submitted based on the respective role and system permissions desired. Both forms have instructions for filling them out, but the below offers recommended verbiage for select sections based on role and desired system permissions.

For establishing RTAMMS Permissions via DD Form 577:

The below chart describes the MAIN roles and explanation of that role's permissions relevant to managing IMA Marines per AC Command (RUC).

DRILL MANAGEMENT MODULE (DMM):

For requesting ANY RTAMMS permissions within the RTAMMS application;

If the user does not have an account in RTAMMS and needs to have one created submit the Drill Manager request form signed by the Op Sponsor with the form DD 577 (if required and signed as required above) to the IMA PM SMB account (smb_ima@usmc.mil).

If the user has an RTAMMS account, then permissions need to be requested via RTAMMS. Follow these steps.

- (1) Go to DM <https://rtamms.mceits.usmc.mil/>
- (2) Click on My Account, click on Request permissions.
- (3) When filling out the form most users will require permissions at the RES RUC or platoon level (PL). There are three boxes for the unit. **Only fill out the first two boxes, stopping at the RES RUC or PL unless you are trying to get permissions for a MCC or work section (WS).** Permissions at the RES RUC/PL level will carry down to the MCC/WS below.
- (4) Upload a signed documentation as required; Assignment Letter, DD 577, or HIPPA Certificate.

For assistance with Drill Manager, call or email the RTAMMS Support Desk:

RTAMMS Support Desk

Hours: 0700-2100 EST, 7 days a week (excluding federal holidays)

Email: RTAMMS_HELPDESK@usmc.mil

Phone: 1-800-520-1363, Option 1

The below chart describes the MAIN roles and explanation of that role's permissions relevant to managing IMA Marines per AC Command (RUC).

User Role	Role Explanation	Recommended For	Required Documentation
APD Manager	Manages distribution of Additional Paid Drill allocations for a unit. Must be E6 or higher.	Ops Officer/Chief	The form DD577 can be signed by the RUC CO or the RES RUC DM Manager
Approver	Certifies the unit schedule, individual requests, and the muster sheet. Completes corrective action requests.	Commanding Officer, Operational Group IMA Program Manager, or appropriate Operational Sponsor Cannot hold Muster Manager, Muster Official or Trusted Agent roles.	The form DD577 needs to be signed by the RUC CO or the RES RUC DM Manager.
DM Manager	Responsible for new account setup, assigning or removing user roles, and processing permission requests at the unit level.	Operational Group IMA Program Manager	The DD577 needs to be signed by the RUC CO.

User Role	Role Explanation	Recommended For	Required Documentation
Exporter	Able to export drills at the work section level (RES RUC MCC)	Operational Sponsor or Alternate OpSponsor	The form DD577 needs to be signed by the RUC CO or the RES RUC DM Manager.
IMA Drill Approver	Approves drills for the IMA community. Cannot certify the Muster Sheet.	Operational Sponsor or Alternate OpSponsor	
Muster Manager	Prepares the muster and exports transactions for MCTFS processing – certifying mustered drills. Initiates corrective action requests. Also, has all the capabilities of the Proxy role.	Operational Sponsor or Alternate OpSponsor Cannot hold Muster Official role.	
Muster Official	Substantiates attendance at a drill. Must be E4 or GS-6 or higher.	Someone who knows the IMA group's drilling design At MCC level can assign to an IMA Marine identified to perform musters Cannot hold Muster Manager role.	
Standard User	Requests individual drills and tracks request progress throughout paid drill process.	Individual IMA Marine	

If all you have is two people for two-person integrity combine DM permission requested as;

- IMA Drill Approver **with** Muster Official (to approve & certify mustered drills)
- Muster Manager **with** Unit Diary Exporter (to muster & export drills)
- Muster Manager ONLY to an IMA Marine capable of mustering an MCC's drills

NOTE: THE IMA MARINE should always initiate the drill request – as a standard user

Assignment letter and DD 577 for DM Manager permission permits delegation of subordinate RES RUC permissions down to all RUC MCCs for Drill Manager module. For the DM Manager, the DD 577 needs to be signed by the RUC CO.

- Also, good idea to include the two documents (Letter & DD) for MCMED & IDMS requests

For the DD 577 Forms;

In section 6 select: CERTIFYING OFFICER

In section 7 include; PERMISSIONS AS (*list accordingly*) IMA DRILL APPROVER AND UNIT DIARY EXPORTER IN DRILL MANGER FOR RES RUC :(*list all*), MCC:(*list all*),

In section 8 include;

MCO P1001R.1 MARINE CORPS ADMINISTRATIVE MANAGEMENT MANUAL (MCRAMM)

MCO 1001.62 INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) MANUAL

MARINE CORPS MEDICAL ENTITLEMENTS DETERMINATION SYSTEM (MCMEDS):

Access to MCMEDS also requires completing a Joint Knowledge Online (JKO) course for HIPAA training, accessible via <https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>. Use DOD certificate for CAC login

The screenshot displays the JKO (Joint Knowledge Online) interface. At the top, there's a navigation bar with links: My Training, Course Catalog, Certificates, Community, and SGST. Below this, there are links for My Profile, Help, and Refresh. The main section is titled 'Courses' and 'Curricula'. It features a 'Browse Course Catalog' section with a search bar and a 'Clear Search' button. Below the search bar, there are filters for 'Prefix' (DHA), 'Course Number' (-US001), and 'Title' (HIPAA and Privacy Act Training (1 hr)). There's also an 'Exclude Enrolled Courses' checkbox and a 'Results per Page' dropdown set to 10. The search results table shows one entry with an 'Enroll' button.

Prefix	Course Number	Title	Course Status	ATRS
DHA	-US001	HIPAA and Privacy Act Training (1 hr)	Enroll	

MCMEDS permission requestors need to complete JKO course Prefix: DHA Course #: -US001 Title: HIPAA and Privacy Act Training. Once completed submit the certification along with the DD 577 form.

For the DD 577 Form:

In section 6 select DEPARTMENT ACCOUNTABLE OFFICIAL

In section 7 include;

PERMISSIONS AS CASE ADMINISTRATOR FOR MCMEDS IN ORDER TO REVIEW MCMEDS LINE OF DUTY (LOD) CASES FOR RUC: _____, MCC: _____

In section 8 include (edit accordingly);

MCMEDS USER MANUAL AND JKO HIPAA TRAINING, MARINE CORPS ORDER 1770.2B, MARADMIN 263/12; SECNAVINST 1770.3D; Title 10, United States Code, Title 37, United States Code, DoDI 1241.01, DoDD 1332.18, MANMED Chapter 18, MCO 1001R.1L, MCO 1900.16

The form signed in section II by the requested RUC Commander (Appointing Authority)

INVENTORY DEVELOPMENT MANAGEMENT SYSTEM (IDMS):

Each RES RUC should have an assigned RTAMMS MSC Manpower Manager.

No DD577 required.

For establishing MROWS Order Processing Permissions via SAAR DD2875

Submitted to MROWS help desk at MROWS Helpdesk via MROWSHelpDesk@mcw.usmc.mil :

In Part II, Section 13 edit the following according to desired orders processing permissions;

1. Request the following roles; Inquiry, Order Writer, Security, (Fund Approver/Fund Reviewer), (Comptroller/sub Comptroller), (Authentication/Reviewer), RA Waivers, MFR G3 Waiver, SJA Reviewer,

TMO, Reservation, MCPDT Inquiry, MCPDT Order Request, MCESG Order Writer, MCRC Order writer, RAM Order Writer. (NOTE: if the roles are in parentheses then you don't need both of them)

2. For the following RUC/ MROWS Order Writing Activity/work center/BEA/BESA (followed by the role if multiple roles requested)

EXAMPLE:

1. Process orders through the Marine Reserve Order Writing System (MROWS) as (select applicable profiles(s)):

ORDER WRITER	<u> X </u>	MCESG ORDER WRITER	<u> </u>
MCRC ORDER WRITER	<u> </u>	RAM ORDER WRITER	<u> </u>
RA WAIVERS	<u> </u>	MFR G3 WAIVER	<u> </u>
FUNDS APPROVER	<u> </u>	FUNDS REVIEWER	<u> </u>
INQUIRY	<u> </u>	SECURITY	<u> </u>
SJA REVIEWER	<u> </u>	RESERVATION	<u> </u>
TMO	<u> </u>	COMPTROLLER	<u> </u>
SUB COMPTROLLER	<u> </u>	AUTHENTICATION	<u> </u>
REVIEWER	<u> </u>	MCPDT INQUIRY	<u> </u>
MCPDT ORDER REQUEST	<u> </u>		

2) Provide details below for the command(s) you are requesting access to in RUC/MCC format or the MROWS Order Writing Activity:

Reserve RUC: 88806, Reserve MCC: 1C1, MROWS Order Writing Activity: TECOM HQ, TE/CM

Make sure as the requestor you CAC initial all of the ADDENDUM pages.

The form signed in section 18 by the requested RUC Commander (Supervisor's Signature)

For establishing permissions in MCTIMS Unit Training Module:

Request roles via MCTIMS <https://mctims.usmc.mil/> module access section per RUC/MCC, with explanation for holding COMMANDING OFFICER, INPUTTER, REVIEWER, or APPROVER roles. This system requires at least and INPUTTER per RUC/MCC at a minimum. (Recommended role for OpSponsor)

For establishing permissions in Marine Online (MOL):

The AC Component RUC Assumption of Command (AOC) letter is submitted to MISSO 16/17 at this web site; <https://eis.usmc.mil/sites/missa/default.aspx> via Problem Incident Reports (PIR). Simply add the RES RUC in the PIR ticket subject or message body – no new letter required. This will support setting up the following MOL modules;

COMMANDING OFFICER
PRO/CONS
OMPF UNIT LEVEL
REPORTS UNIT LEVEL
EPAR
PROMOTIONS
AWARDS

For establishing permissions in IAPS:

Go to: <https://www.manpower.usmc.mil/iaps> , users can request permissions by clicking on the My Permissions tab, checking the boxes that are relevant, then clicking “Request Permissions”. Then contact your Unit Admin for assistance. They will approve members for most permissions. This system requires at least and INPUTTER per RUC/MCC at a minimum. (Recommended role for OpSponsor)

For registering to submit IMA Marine TRAVEL via T3:

- ✓ Requires site access email request sent to POC CWO3 Erick Gamble, Erick.gamble@usmc.mil
direct line: 504-697-8856
- ✓ Everyone who writes orders in MROWS should request access

Email Message Example:

“I'm requesting access to T3, the information required listed below.

Name: GySgt Ima Marine

EDIPI: 123456798

Email: ima.marine@usmc.mil

Unit: (which Operational Group you fall under; example: MARFORCOM)

BEA/BESA: provide as assigned”

CAC Login to T3 site: <https://t3.mcidsus.mcids.usmc.mil> and access using email certificates.

For establishing Government Travel Card (GTCC) oversight

Determine with AC Command or Op-Group Comptroller

For establishing access to the RA Portal

Submit email request for access to RAM-4 via smb_ima@usmc.mil

IMA Program Administrative Processes

OpSponsors and all IMA Marine support personnel should become familiar with MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (Short Title: MCRAMM), MCO 1001.59_ Active Duty for Operational Support (ADOS) In Support Of the Total Force (Short Title: ADOS), and MCO 1001.62_ Individual Mobilization Augmentee (IMA). The contents of these orders cover the majority of management issues for the IMA members in your command.

Administrative Electronic Personnel Action Request (EPAR)

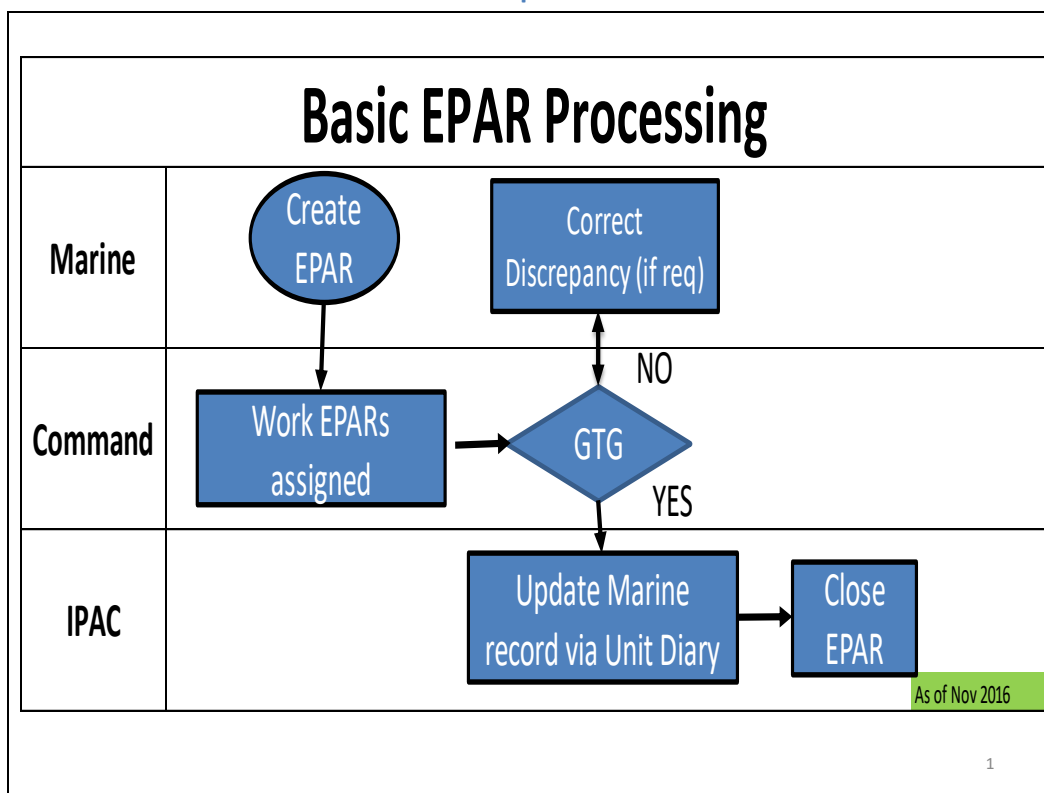
The Marine Online (MOL) Electronic Personnel Action Request (EPAR) is the primary means by which the Command, via the Administrative Section or assigned IPAC support center, manages personnel administration for your IMA personnel. IMA Marine generated EPARs will route to the appropriate entity or personnel section for processing. The IMA Marine will receive a message on his or her MOL home page stating the EPAR was submitted. IMA Marines can check the status of the EPAR by opening the EPAR from the MyEPAR tab on the MOL home page. Depending on the complexity and amount of research and time needed to complete action. The progress of the EPARs can be tracked and email notifications given at every level of involvement through to completion.

All submitted EPARs should be addressed within 1-2 working days. If not, the IMA Marine should contact their OpSponsor for assistance and follow-up.

To initiate an Electronic Personnel Action Requests:

- Log into MOL
- Select MyEPAR tab
- Select Create new EPAR Record (on left)
- Fill out EPAR (must select subject and type verbiage in the notes box to submit)
- Select Submit EPAR (at bottom)

Basic Administrative EPAR Submission Process Map



Basic Administrative EPAR Process Overview

Timing Considerations: End to End can take from 2 to 4 Business Days (BDs)

- 1 - Marine (or Operational Command – often the OpSponsor, and on behalf of the Marine) creates EPAR within Marine Online (MOL).
- 2 - Operational Command reviews/works EPAR.
- 3 - If correct, the Operational Command forwards to IPAC. If discrepancy identified, returns to Marine. (1-3 BDs)
- 4 – IPAC works assigned EPARs.
- 5 - IPAC reports EPAR via Unit Diary to update Marine’s record. (Up to five {5} BDs – Marine can often confirm via MOL)

*If resubmission is required, process timeline re-starts.

IMA Marine Tour Management

To become an IMA Marine a Marine must have demonstrated initiative, simply because finding out about the program is an individual and proactive decision to begin with. As with many other personal and professional facets of a USMC career, the individualistic nature behind how Marines join this type of service role is exemplified throughout an IMA tour – and the obligation for every aspect behind joining, successfully participating, and how an IMA Marine eventually transitions from the program is the sole responsibility of each individual Marine.

Key Documentation: The Reserve Qualification Summary (RQS)

The RQS is a **Select Reserve Marine's reserve resume**, and often listed as a required document for selection boards and a number of other official USMCR screening considerations.¹⁶ While it is best to use the most recent version of an **NAVMC 10476 (05-02)**, just having an RQS is critical for having a reserve career – be an officer or enlisted Marine. Marines looking to get into the IMA program use the RQS no differently than civilians looking to apply for a job use a résumé or curriculum vitae.

Supplemental Documentation

While not required the following documents can also help a Marine get into and navigate the IMA Program.

Official Military Personnel File (OMPF)

All Marines are personally responsible for correcting deficiencies, missing information, or illegible documents present in either the OMPF or MBS with MMRP-20.¹⁷ Ensure any material sent to MMRP-20 for filing in the OMPF contains full name, grade, and Electronic Digital Individual Personal Identification (EDIPI). If the EDIPI is not on the material, then the material may not be filed in the OMPF. OMPF documents can be emailed as a PDF attachment or faxed to MMRP-20. OMPF documents can also be mailed to MMRP-20; however, inclusion into the OMPF is substantially faster if the documents are either emailed or faxed.

Promotion Board Quality Professional Military Photo

Every Marine should have a current (yearly) photo contained within their OMPF.

Last 3 Fitness Reports

Should complement RQS entries and provide any SMCR unit or supporting command a good idea of a Marine's past performance.

Master Brief Sheet

Rarely requested but available via MOL

Career Retirement Credit Report (CRCR)

Rarely requested but also available via MOL: It is each Reserve Marine's responsibility to ensure that their CRCR is accurate and up-to-date.¹⁸

Civilian Resume

Rarely requested but may help describe relevant civilian qualifications)

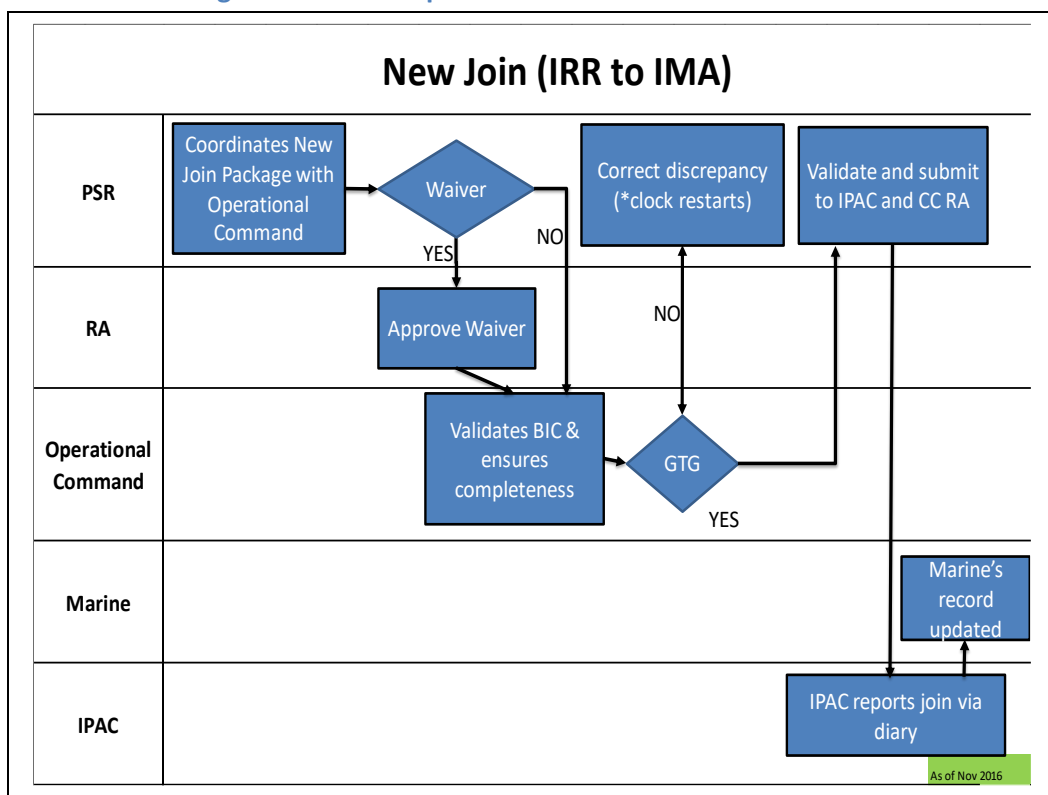
Join Processes

There are two (2) methods for a Marine to join the IMA Program.

1. [Inactive Ready Reserve \(IRR\) to IMA Process](#) – be selected into the IMA program from the IRR; via working with a Prior Service Recruiter (PSR)
2. SMCR to IMA Process – transfer from a SMCR unit; similar to an inner unit transfer (IUT) as described for [IUT to IMA Program from SMCR or other IMA Operational Command](#) – just in reverse.

The following process maps outline the basic steps to joining a Marine to the IMA Program. There may be additional requirements, based on the situation, at any given step (such as ensuring the Marine requesting the Inter-unit transfer meets the rank/billet requirement), but the following are basic request/document flow to join a Marine to the IMA Program. For steps where more than one party can take action, it is incumbent upon both parties to communicate with each other and agree on who will take the action.

New Join: IRR to IMA Program Process Map



New Join: IRR to IMA Program Process Overview

Timing Considerations: End to End can take from 25 to 40 Business Days (BDs)

1- Marine contacts Prior Service Recruiter (PSR) who submits works with the Marine to build a new join package. Once completed the PSR sends the package to the Operational Command's advertised position Point of Contact (POC). POCs are available for advertised IMA Program billets via RTAMMs, and are often that Operational Command's OpSponsor. If determined a waiver is required refer to step 3.

2- Operational Command validates BIC (must be advertised), ensures the package is complete, and if the inquiring Marine meets all position requirements. Operational Commands have up to 10 BDs to review the package and render a decision to pursue further. If invalid, the Operational Command adds comments in the package for the rejection (Letter of Accession section) and returns the package to the PSR. If the package and inquiring Marine comply with the position requirements, the Operational Command informs via PSR – and may decide to interview inquiring Marine prior to making a final join decision. If during review it is determined a waiver is required refer to step #3.

3- If a waiver is required there are two options for processing the waivers – typically based on waiver type: Option #1 if Operational Command has PSR do waiver, the PSR has to route it through TFRS and it often takes up to 10 BDs. Option #2 if command submits waiver to SMB_IMA@usmc.mil and they are the approval authority for the waiver it normally is done in 1-3 BDs. In both cases upon decision if an approval is given, the waiver is included with the submission package and sent back to PSR for resubmission to Operational Command. If declined that decision is sent to the PSR who informs the Marine.

4- Once join decision is made the Operational Command informs the PSR, who then submits completed package via MFR CSC (MFR_CSC@USMC.MIL) to MFR IPAC to be run on unit diary – normally within one BD.

5- IPAC reports join via Unit Diary to update Marine's record. PSR informs Operational Command, and then either one can inform the Marine (up to five BDs)

*If resubmission is required, process timeline re-starts.

Note: PSR Applicant Screening Process*

Screening Tools:

- Initial Screening Checklist (37 screening questions)
- Tattoo Screening Form (Uncovering tattoo waiver)
- DD 2807 Report of Medical History (Current Ht/Wt/HIV results)
- Statement of Understanding (Illegal Drug use/HIV)
- New Join Worksheet/IMA OpSponsor Letter/MCTFS screens

** PSR's may give Photo/RQS/last 3 fitreps to the OpSponsor as a courtesy. However, this is not a PSR requirement.*

Provisional IMA Program (PIP)

The primary purpose of the PIP is to assist the OpSponsor in meeting wartime manpower requirements, with trained and qualified personnel, by pre-assignment of IRR Marines to unfunded IMA BICs.¹⁹ PIP personnel are not members of the SMCR, nor are PIP personnel joined as an IMA via unit diary entry. These Marines remain members of the IRR. IMA Marines do **Appropriate Duty** and IRR Marines conduct **Associate Duty**. MROWS will only allow you to write orders this way.

The AC Command, via the respective requesting OpSponsor, will provide associate duty orders for PIP personnel to approved unfunded IMA BICs only. IMA Marines not extended in a funded IMA BIC are eligible to apply for PIP placement in an unfunded IMA BIC with the same command. Any Associate duty orders for PIP personnel are normally for a period of one (1) year, and PIP personnel are subject to all provisions of AC augmentation.²⁰

Transition Processes

There are three (3) ways to transition from the IMA Program voluntarily.

1. [IMA to SMCR process \(preferred method\)](#)
2. [IMA to IRR process](#) – including Retirement Request
3. [IMA to inter-service transfer](#)

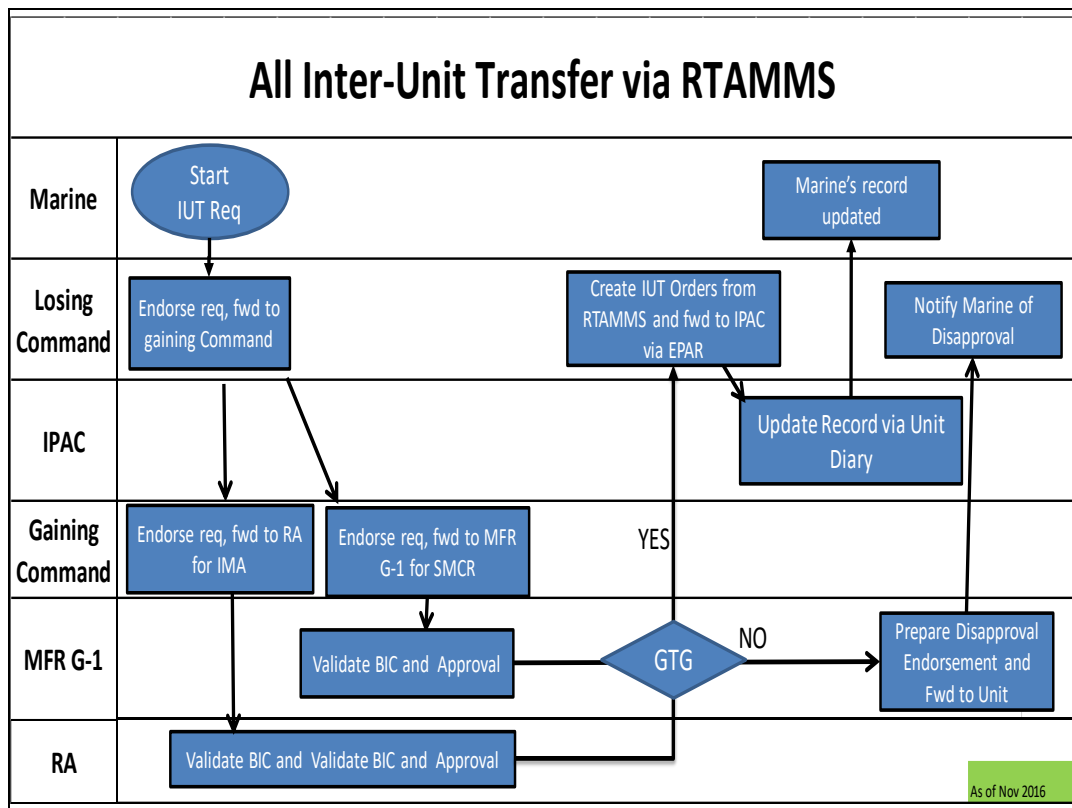
There is one (1) method for transitioning from the IMA Program involuntarily.

1. [IMA Involuntary Transfer to IRR](#)

Involuntary transitions are often due to improper or inadequate participation in either the operational command or IMA Program in general. Operational Commands can request involuntary transfers (to the IRR), and RA monitors and identifies Marines who are not meeting standards and are potential candidates for involuntary transfer from the IMA Program into the IRR.

The following process maps outline the basic steps for transferring a Marine from the IMA Program. There may be additional requirements, based on the situation, at any given step (such as ensuring the Marine requesting to transfer to the IRR is not a Mandatory Participant), but the below is a basic request/document flow to transfer a Marine from the IMA Program. For steps where more than one party can take action, it is incumbent upon both parties to communicate with each other and agree on who will take the action.

Voluntary Transition: IMA to SMCR (or other IMA Command Organization) Process Map



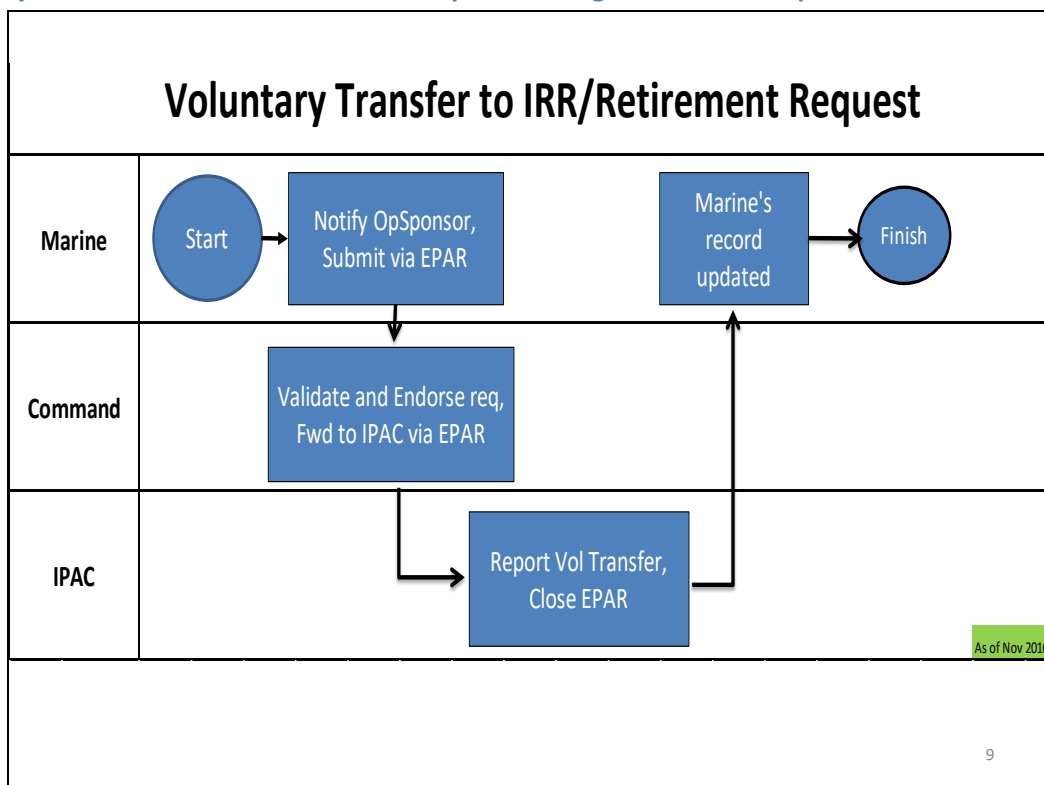
Inter Unit Transfer (IUT) for IMA Program to SMCR or other IMA Operational Command Process Overview

Timing Considerations: End to End can take from 25 to 40 Business Days (BDs)

- 1 - Marine (or Operational Command proxy – often the OpSponsor - on behalf of the Marine) creates IUT within RTAMMS.
- 2- The losing command endorses the request and submits to gaining command. (2-3 BDs – but dependent on Operational Command availability and as needed)
- 3- Gaining command endorses the request and forwards to MFR G-1 for SMCR or to RA for IMA. (5-10 BDs on average, but gaining command is the driving factor on turn-around timing)
- 4- MFR G-1 or RA will validate BIC and Approval/Disapproval. (5-7 BDs)
- 5- If disapproved, see step 7. If approved, Losing Command will create IUT orders from RTAMMS and forwards to the IPAC via EPAR. (2-3 BDs)
- 6- IPAC updates Marine's record via Unit Diary. (Up to five BDs).
- 7- Disapproving Unit (SMCR or IMA Operational Command) forwards disapproval to losing command for Marine notification.

*If resubmission is required, process timeline re-starts.

Voluntary Transition: IMA to IRR Process Map – including Retirement Request



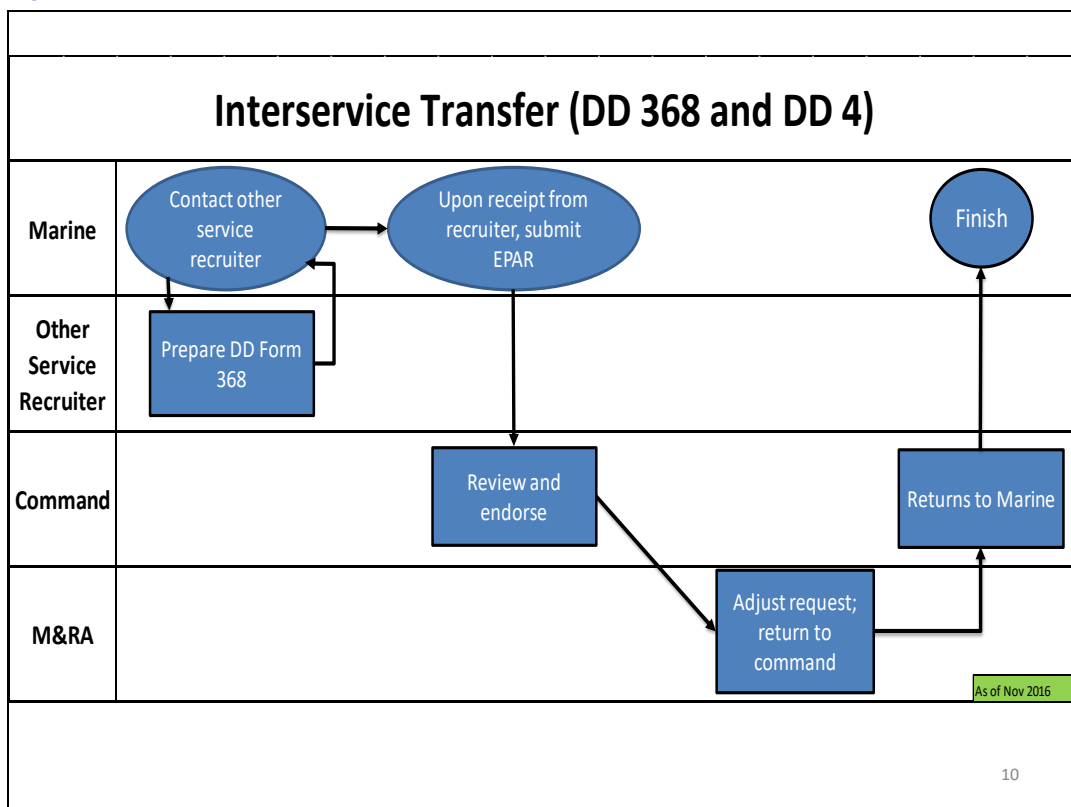
IMA Marine Voluntary Transfer to IRR or Retirement Request Process Overview

Timing Considerations: End to End can take from 10 to 15 Business Days (BDs)

- 1 - Marine submits EPAR to Operational Command; and should verbally notify Operational Command for Retirement Requests, which need to be submitted 4-14 months from requested retirement date.
- 2 – Operational Command forwards EPAR to IPAC. (One BD)
- 3 - IPAC reports voluntary transfer to IRR via Unit Diary and updates Marine’s record. (5-7 BDs) Marine can confirm date via Marine Online BIR section.

*If resubmission is required, process timeline re-starts.

Voluntary Transition: IMA to Inner Service Transfer

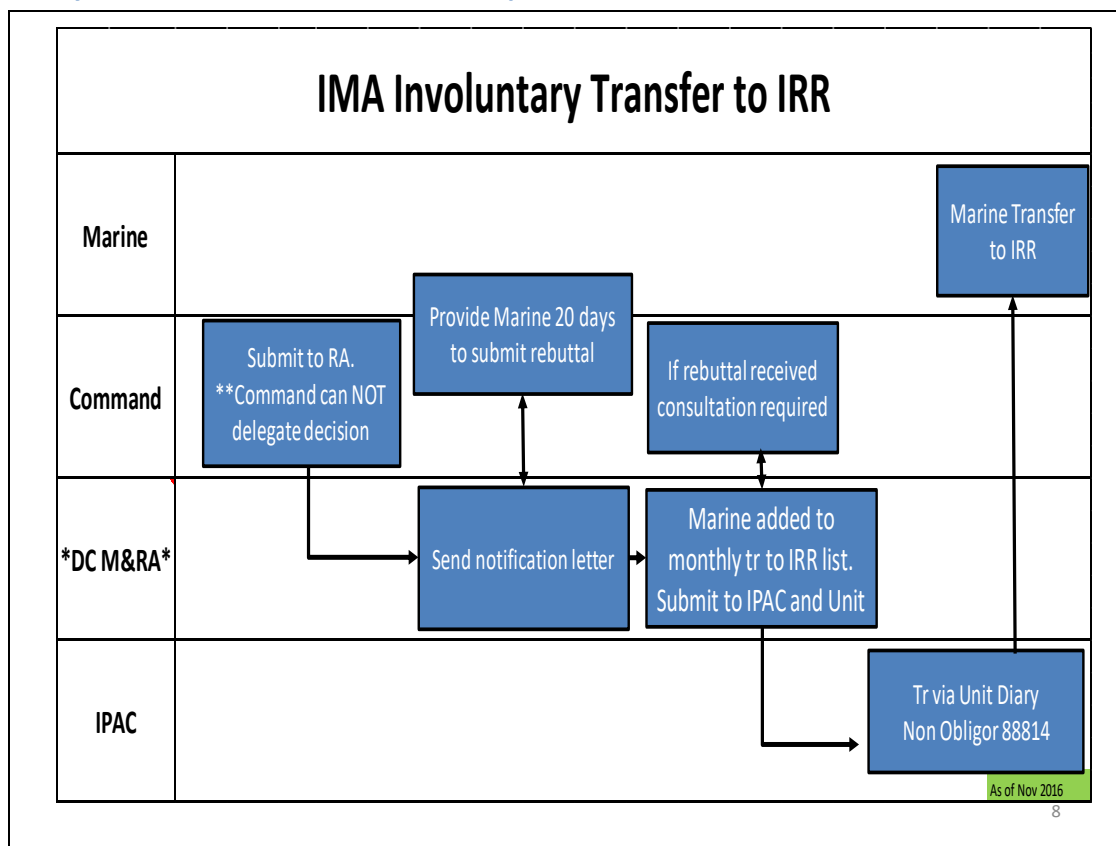


IMA Marine Voluntary Inter Service Transfer Request Process Overview

Timing Considerations: End to End processing within the USMC can take from 10 to 15 Business Days (BDs)

- 1 - Marine contacts service recruiter and submits EPAR with DD 368 that service recruiter completes.
- 2 – Operational Command (normally OpSponsor) endorses and forwards EPAR content to M&RA (Enlisted RA / Officer MMSR-5) via email to SMB_IMA@usmc.mil.
- 3 - M&RA adjudicates request and returns to Operational Command.
- 4 - Command returns completed DD 368 to Marine via EPAR.
- 5 - Marine takes appropriate action with other service recruiter. If approved, Marine joins other service and forwards documentation to CSC at MFR_CSC@usmc.mil.

Involuntary Transition: IMA to IRR Process Map



IMA Marine Involuntary Transfer to IRR Request Process Overview

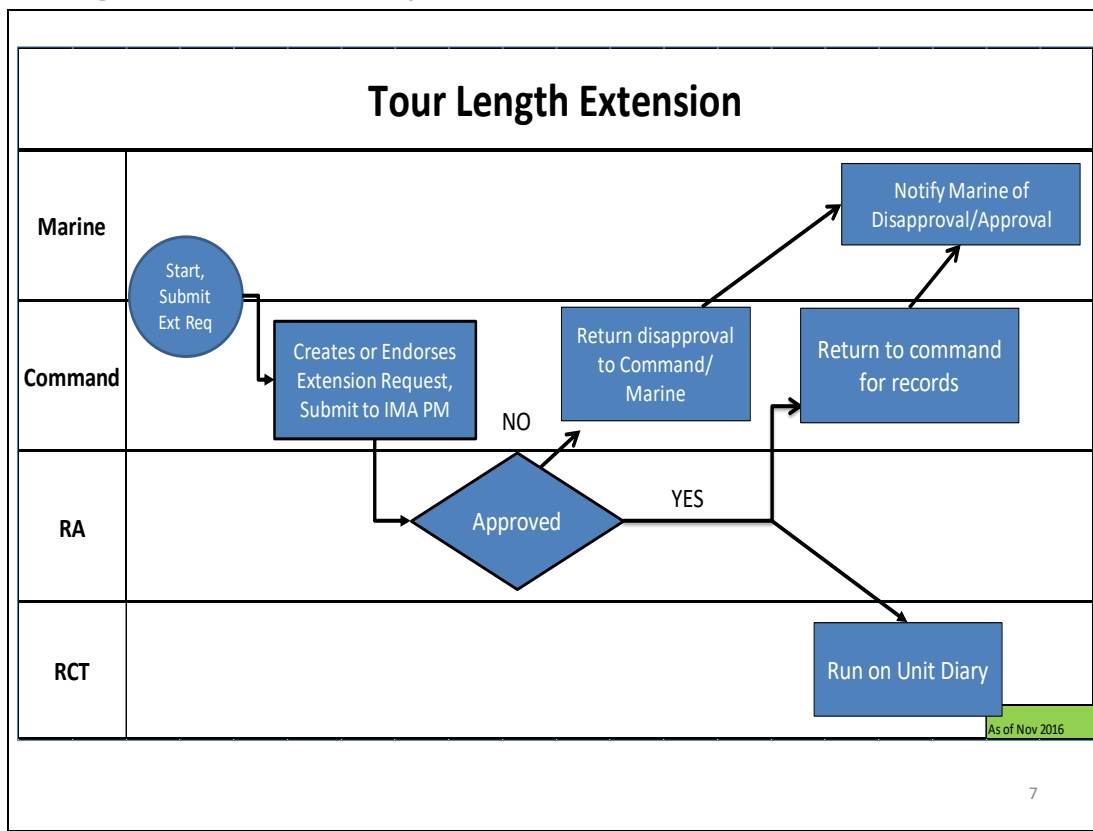
Timing Considerations: End to End can take from 20 to 25 Business Days (BDs)

- 1 – Operational Command (normally via OpSponsor) forwards involuntary transfer to IRR request to RA via SMB_IMA@usmc.mil.
 - 2 - RA IMA Marine Program Manager sends drop notification letter to Marine. Marine is allowed 20 days to submit rebuttal. (20 bus days)
 - 3 - RA reviews rebuttal with Operational Command (OpSponsor) input; if rebuttal approved, Operational Command (via OpSponsor) notified and involuntary transfer request cancelled/disapproved by RA. (Five BDs) If no rebuttal submitted or if rebuttal disapproved, proceed to step 4.
 - 4 - RA routes involuntary transfer to IPAC for action. (One BD)
 - 5 - IPAC involuntarily transfers Marine to IRR via Unit Diary; Marine's record updated. (5-7 BDs)
- *If resubmission is required, process timeline re-starts.

IMA Program Tour Length

MCO 1001.62_ describes the tour lengths and limiting features associated with Marine participation within the IMA Program.²¹ Waivers and extensions can be requested by the IMA Marine, via the Operational Command (OpSponsor) using the following procedure;

IMA Tour Length Extension Process Map



IMA Marine Tour Length Extension Process Overview

Timing Considerations: End to End can take from 15 to 20 Business Days (BDs)

- 1 – Operational Command submits tour length extension request, no later than 90 days prior to end of tour, with justification to Reserve Affairs (RA) via RTAMMS.
- 2 - RA IMA Program Manager processes extension request. (10 BDs)
- 3 - RA IMA Program Manager returns package to Operational Command within RTAMMS. If approved, proceed to step 4. If disapproved Operational Command notifies Marine.
- 4 - RA IMA Program Manager submits tour date changes to RA diary section.
- 5 - RA Diary Section updates Marine's record. (Three BDs) Marine can confirm extension date via Marine Online BIR section.

*If resubmission is required, process timeline re-starts.

IMA Participation Requirements²²²³

Mandatory Participants (Obligors)

Mandatory participants are Marines who still have a contractual obligation to perform 48 drills and an Annual Training each fiscal year.²⁴ Under no circumstances will a mandatory participant be allowed to transfer to the Individual Ready Reserve IRR prior to the Mandatory Drill Participation Stop Date without Commander Marine Forces Reserve approval.

Unsatisfactory Participation for IMA Marine Obligors:

When an IMA Marine with a mandatory participation requirement (Obligor) acquires at least nine unexcused absences from scheduled training within the preceding 12-month period, or is categorized as an unsatisfactory participant for reasons other than excessive absences, the unit commander must pursue one of the following actions:

- Retain the member and authorize EDPs to regain satisfactory participation status.
- Extend the member's Mandatory Drill Participation Stop Date (MDPSD) by a period of time commensurate to the accumulated unsatisfactory participation time. (The number of months that the MDPSD will be extended is determined by calculating the number of missed drills during the period of unsatisfactory participation and dividing by four. For example, sixteen missed drills divided by four equals a four-month extension ($16/4 = 4$). Fractions equal to or greater than $\frac{1}{2}$ of a month are rounded up. Lesser fractions are disregarded.)
 - Extensions will not be granted for periods of less than one month.
- This opportunity will only be afforded once in a Marine's career.

At no time will an extension exceed a Marine's ECC.

The AC Commander is the approval authority for all requests, forward requests to the MARFORRES (SJA Division) via the Marine Forces Reserve, Customer Service Center for approval.²⁵

- Requests will contain the following information on the Marine for which the extension is requested: Name, Grade, last-4 SSN, MDP Start Date, Current MDP Stop Date, Requested MDP Stop Date, Justification, and date of ECC.
- Initiate separation proceedings, per MCO P1900.16_.

Note: The nine unexcused absences do not have to be missed consecutively.

IMA Participation Requirement – ALL IMA Marines

An IMA Marine must perform 12 days, Annual Training (+ 1-day travel for a maximum total of 13 days).

²⁶ That is essentially their main responsibility in terms of participation compliance in this reserve category. However, in order to attain a satisfactory anniversary year an IMA Marine will need to attain the full 15 Membership points plus an additional 22 points by some fashion; drills (most common method), correspondence courses/Professional Military Education (PME), or funeral duty. Additional details provided in the [value of a point](#) section.

IMA Participation via Annual Training (AT)

Per all orders and directives IMA are **required to perform an AT each fiscal year to be considered compliant with directed participation requirements**, for a minimum of 12 days (+1 day for travel).²⁷

Depending on the unit supported, most IMA ATs are 13 days in duration, however with prior approval and justification ATs can extend beyond 13 days.

IMA Participation via Inactive Duty Training (IDT, or also known as *Drills*)

IMA drill requirements vary and are supported command specific with no set DOD or service requirement, but 'regular' drills cannot exceed 48 drills per fiscal year.²⁸ There are opportunities to do other types of participation service (Funeral Honors) and perform more drills (APD) as an IMA, but both of these types require prior approval, and APDs in particular should not be requested until an IMA member has reached the 48-fiscal year drill limit.

IDT is authorized training performed by members of the Ready Reserve not on AD and performed in connection with the prescribed activities of the units with which they are affiliated. IDT consists of regularly scheduled unit training periods, and Additional Paid Drills (APD) which are further categorized as: Additional Training Periods (ATPs), Additional Flight Training Periods (AFTPs), Funeral Honors Duty Allowance (FHDA); and finally, equivalent training (Appropriate Duty). The primary purpose of IDT is to provide individual and/or unit readiness training.

- ATPs may be performed by IMA members and are additional IDT periods intended to improve readiness by providing for individuals and units to receive required and necessary training for attaining and maintaining designated readiness levels. ATPs are performed to accomplish additional required training as defined by a unit's wartime mission or a member's CO/I-I/OIC/OpSponsor.
- AFTPs are authorized for SMCR and IMA aircrew members for conducting aircrew training and combat crew qualifications training. AFTPs will be used to attain and maintain aircrew flying proficiency and sustain mobilization readiness.
- For FHDA, Members are entitled to \$50.00 for a minimum of two hours' inactive duty in support of funerals to honor deceased veterans.²⁹ This allowance entitles the reservist to certain reimbursable travel expenses, a single inactive duty service credit point, and, for FHDA performed on or after 1 October 2000, authorizes members to be paid the amount of one drill or \$50.00, whichever is greater, and is subject to Federal and State Tax Withholding. A maximum of one FHDA is authorized and paid each calendar day, and one reserve retirement credit point is earned for FHD. FHDs may not be performed in conjunction with any IDT period. If a single IDT drill is scheduled for the same day as a FHD, it must be completed prior to or commence after the FHD is performed.

Active Duty, Appropriate Duty, and Inactive (Off Site IDT) Orders Request

Orders writing using Marine Reserve Order Writing System (MROWS) within Marine Online (MOL) is the means by which to authorize your IMA Members to perform the follow types of duty:

- Active Duty for Training (ADT)
- Active Duty for Operational Support (ADOS) (to include mobilization)
- Annual Training (AT)
- Appropriate Duty
- Off-site Inactive Duty for Training (IDT)
- Professional Military Education (PME) & Schools

Unless otherwise specified or directed, order writing is the responsibility of the parent command (OpSponsor and/or support staff). NAVMC 11350 provides a very through template IMA Marines can

follow to submit their orders requests (example provided in [ANNEX B](#)). A MROWS User Guide is available within the MROWS program as the top selection item under each menu. Additionally, hands on training is offered periodically throughout the year, dates can be obtained by contacting the MROWS Help Desk at (317)-200-3399.

Functional rules establishing order-writing parameters can be found in:

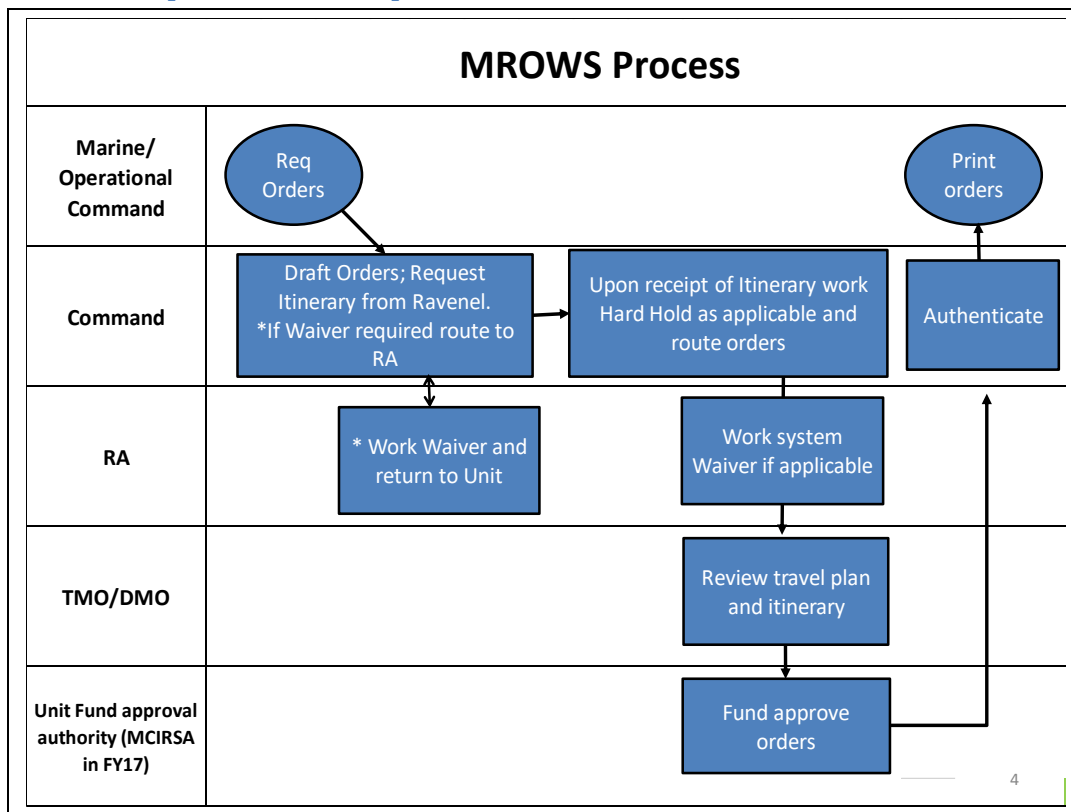
- MCO 1001.59_ Active Duty For Operational Support (ADOS) In Support Of The Total Force (Short Title: ADOS)
- MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
- Joint Federal Travel Regulation (JFTR) Volume 1

Acquiring and presenting documentation or explanations to remove Marines from “Hard Hold”, “RA Waivers”, or “MFR G3 Waivers” is the responsibility of the parent command (OpSponsor and/or support staff). It is highly recommended all orders writers include comments in the justification box to allow for more expedient processing of orders by approvers.

Acquiring funding and ensuring the funds are available upon authentication of the orders is the responsibility of the parent command (OpSponsor and/or support staff).

Fund approval differs based on the type of orders requested.

MROWS Order Request Process Map



MROWS Order Process Overview

For Annual Training, Off Site IDT, and Appropriate Duty Orders Requests

Timing Considerations: If travel included requires 30 Business Days prior to duty start date, no travel actual orders routing End-to-End processing can take from 5 - 10 BDs prior to duty start date.

1 - Marine submits orders request for orders to Operational Command. Format for requests vary by Operational Command but there is a NAVMC 11350 form example in [ANNEX B](#)

2 - Once received, Operational Command drafts orders using appropriate BEA/BESA; and requests itinerary from T3 – which interacts with Ravenel Travel. If waivers are required, Operational Command submits to RA (some required paper package but all approvals done in MROWS). Upon receipt of itinerary, route orders via MROWS. ** (up to five BDs)

3 - Operational Command receives request in MROWS and works hard-holds (i.e., lack of PHA, lack of CEI update, etc.). (Depending on hold can take 2-5 BDs)

4 - Upon receipt of waiver, RA processes. If waiver is approved RA approves orders request via MROWS. (7-10 BDs)

5 - Once hard holds and waivers are rectified, TMO/DMO reviews travel plan and itinerary and forwards to MCIRSA (ONLY in FY 17, in FY 18 it will go to that Unit's designated Funding Approval Authority) in MROWS. (1-2 BDs)

6 - Approval authority fund approves orders. (Two BDs)

7 - Unit authenticates orders; copy of orders available via MOL. (Two BDs)

8 - Operation Command ensures Marine is notified. (One BD) Marine can print orders from Marine Online MROWS module.

*If resubmission is required, process timeline re-starts.

NOTE: Travel for two (2) or more from the same location requires MFR G-4 DMO TOT/TOP database entry (also known as T3) via <https://t3.mcidsus.mcids.usmc.mil>. To gain access to T3, all Operational Command (OpSponsors) must submit the following information to the MFR DMO OIC via official email correspondence:

- Rank, Last Name, First name, MI
- EDIPI
- Email
- Unit
- BEA/BESA

Appropriate Duty may be authorized for IMA members to perform inactive duty on an affiliated basis with a Reserve or Active Component unit. The intent of appropriate duty must be to enhance the Marine's readiness. Pay and allowances are not authorized while performing this duty; however, inactive duty Reserve retirement points are awarded.

Select Reservist Duty Type Comparison Chart per Categories

Type of Duty	Ready Reserve		
	Select Reserve		IRR
Inactive Duty Training (IDT) Categories	SMCR	IMA	
Regular IDT	X	X	
Additional Training Period (ATP)	X	X	
Additional Flight Training Period (AFTP)	X	X	
Readiness Management Period	X		
Associate Duty			X, R
Appropriate Duty	X, R	X, R	
Muster Duty			X
Active Duty Categories			
Active (Annual) Training (AT)	X	X	
Initial Active Duty Training (IADT)	X		
Reserve Counterpart Training (RCT)			X
Active Duty Other than Training (ADOT)			
Active Duty Operational Support (ADOS: AC, RC, CO)	X	X	X
Involuntary Active Duty	X	X	X

X – Available for use

R – Restrictions could apply – check with designated OpSponsor

The value of a point

As you probably surmised by now, points drive a number of critical metrics. Asides being used to denote participation and by what type/category they are also the main driver for retirement – in terms of eventual retirement pay.

Marines beyond their Military Service Obligation (MSO) must earn at least 27 points to remain in an active status - 27-point waivers are unlimited.

Marines, who have earned at least 20 SAT years, must earn at least 50 points each anniversary years to remain in an active status. 50 points waivers (aka “one-time waivers”) can only be granted once in a Marine’s career. MARADMIN 303/08 applies

Drilling is the principle method most IMA Marines cover this gap. While each unit has their own specific requirements in terms of performing drills all IMA Marines are permitted to use up to a maximum of 48 Inactive Duty Training (IDTs) periods; which are a total of 48 four (4) discrete hour periods of inactive duty per FISCAL YEAR (FY). Reserve Retirement Points Caveats;

SAT Year = 50 reserve retirement points³⁰, and you must accrue 50 points by **your** “anniversary date” with the **anniversary date being your AFADBD (Armed Forces Active Duty Base Date)**

Should certify CRCR annually (usually via MOL on login – but during annual AT)

Appropriate Duty Orders also qualify – but unpaid

Correspondence Courses & PME

Only uniformed service - active duty or in a reserve status as a commissioned officer, warrant officer, flight officer or enlisted person in any of the uniformed services - can be credited as qualifying service toward the minimum 20-year requirement. A "creditable retirement year" is any year in which at least 50 retirement points were earned. Retirement points credited for activities other than active service or Funeral Honors Duty may not exceed: 60 for service prior to 23 Sept 1996, 75 between 23 Sept 1996 and prior to 30 Oct 2000, 90 between 30 Oct 2000 and prior to 29 Jan 2008, 130 for 29 Jan 2008 and beyond.

The GOAL: **20 QUALIFYING YEARS**

- Minimum 50 points each anniversary

Retirement Points = Retirement Pay

Formula for calculating retirement pay:

Total retirement points divided by 360 = Years of Service

(Years of Service) X (2.5%) X (average of highest 36 months of Base Pay at time eligible)

Example: 5698 points / 360 = 15.83 years

(15.83) X (2.5%) X (4577.70) = \$1811.62

Total Force Annual Training Requirements

Annual training for the Marine Corps total force are captured in the Marine Corps Bulletin 1500. Enclosure 1 in MCBUL 1500 displays the requirement and delivery method (the source of your training). Please note that most online courses listed are required to be completed on a Calendar Year (CY) basis. However, due to reporting requirements from either the Department of the Navy or the Department of Defense (DoD), there are a few courses required to be completed within the Fiscal Year (FY; from the beginning of October in one year to the end of September in the following year). The most recent MCBUL 1500 will describe the required courses/training.

IMA Training Requirements

Aside the difference in participation, an IMA Marine's BASIC annual and fiscal year training requirements are the same as any other active or reserve Marine. These requirements can vary each calendar and fiscal year and managed/maintained by TECOM – and listing available via MARADMIN & MarineNet.

However, the supporting command may have other training requirements specific to that installation or command. Main point to take away is the drills used for training needs to be training directed by either USMCR or your supported command. Personal pursuits – even CBTs – that are outside your supported command's discretion do not count as the proper usage of drills. See and speak to your command if you need any clarification on what is, and is not drill 'worthy.'

IMA Administration and Records Management

Personnel Audits

Audits are the means by which administration centers ensure complete accuracy within a Marines pay and personnel record. Failure to complete audits during prescribed periods can result in inaccurate payments of basic pay and allowances and travel entitlement. Marines are required to perform an audit of their personnel record on the following occasions:

- Upon joining/rejoining a command
- Within 60 days prior to performing Annual Training
- Whenever there is a change in marital or dependency status
- Every three years (if none of the above situations have occurred)

The IPAC monitors audit occasions, conducts listed audits via EPAR, and solicits assistance through the Operational Command/OpSponsor to achieve completion.

IMA Marine Promotion

Officer Promotions & Promotion Warrants

IMA Marine Officers are screened and board selected (along with Select Unrestricted Reserve Officers) and all Officer Promotions are prepared and mailed by Headquarters Marine Corps

NCO & SNCO Promotion & Select Grade Warrants:

Staff NCO promotion warrants are prepared and mailed by the IMA Marine's AC Command. Specifics on Officer and Staff NCO promotions concerning holding promotions in abeyance or notifying HQMC in when punitive action is pending on the selected member are contained in the applicable selection message and notifications must be routed through the unit's chain of command with an information copy of the correspondence provided to RA.

Promotions to the rank of corporal through sergeant are a shared responsibility between the AC Command, Operational Command (OpSponsor), and IPAC. The Marine Force Reserve IPAC can be reached at (504) 697-7899/7925 for additional support.

Operational Command (OpSponsor) – Reviews "Select Grade" list for final determination of whether or not a Marine will be promoted.

Recommended/Not Recommended for Promotion:

Operational Command (OpSponsor) – Identifies Marines "Not Recommended" for promotion and provides corresponding page 11 entry, complete with the Operational Commanders signature by the 14th of the month per MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions.

Command Administrative Section or IPAC – Provides list of Marines eligible for promotion for OpSponsors' action and runs "Not Rec" entries, on Marines identified by the OpSponsor, on unit diary by the 15th of the month.

Will Not Promotes:

Operational Command (OpSponsor) – Identifies to AC Command select grade Marines the command "Will Not Promote" and provides corresponding page 11 entry, complete with the Operational Commanders signature by the 4th of the month per MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions.

Command Administrative Section or IPAC – Does not prepare promotion warrants on "Will Not Promote" Marines and/or destroys promotion warrants already prepared on "Will Not Promote"

Marines. Runs “Will Not Promote” entries, on Marines identified by the OpSponsor, on unit diary by the fifth of the month and provides RA with the names of “Will Not Promote” Marines.

Proficiency and Conduct Marks:

Operational Command (OpSponsor) – Provides AC Command with Proficiency and Conduct Marks signed by the Operational Commander for every occasion warranting markings per MCO P1070.12_ Marine Corps Individual Records Administration Manual (Short Title: IRAM).

Command Administrative Section or IPAC – Report Proficiency and Conduct Marks on the unit diary to post in the Marine Corps Total Forces System (MCTFS).

Page 11 Entries:

Operational Command (OpSponsor) – Provides AC Command with all Page 11 entries, prepared in accordance with MCO P1070.12_ Marine Corps Individual Records Administration Manual (Short Title: IRAM), for inclusion in the Marines’ service record.

Command Administrative Section or IPAC – Files the Page 11 entries in Marines’ service record.

KEY DATES FOR NCO PROMOTIONS (E4 & E5)

PROMOTION QUARTER	MCTFS DATA CUTOFF	COMPOSITE SCORE COMPUTED	PROMOTION RECOMMENDATION	SELECT GRADE	PROMOTION DATE	WILL NOT PROMOTE
1 st Quarter (Oct, Nov, Dec)	20 August	Between 10-15 September	Between 6-14 September	Between 20-25 September	1 October	Between 1-4 October
2 nd Quarter (Jan, Feb, Mar)	20 November	Between 10-15 December	Between 6-14 December	Between 20-25 December	1 January	Between 1-4 January
3 rd Quarter (Apr, May, Jun)	20 February	Between 10-15 March	Between 6-14 March	Between 20-25 March	1 April	Between 1-4 April
4 th Quarter (Jul, Aug, Sep)	20 May	Between 10-15 June	Between 6-14 June	Between 20-25 June	1 July	Between 1-4 July

MCTFS Data Cutoff Date

The last date for input of composite score data elements into MCTFS. The following information needs to be submitted before the MCTFS Data Cutoff: CURRENT SEMI ANNUAL PFT SCORE, CURRENT SEMI ANNUAL CFT SCORE, CURRENT PRO/CON MARKS, CURRENT RIFLE RANGE SCORE, and COMPLETION OF THE LEADING MARINES MCI.

Composite Score Compute Date

Composite scores generated by this system are ONLY as accurate as the information resident in the MCTFS. It is imperative that commands enter accurate and complete information in a timely manner. If a composite score is not computed because of missing or invalid information, the Marine will receive a "0000" score.

Promotion Recommendation Cutoff Date

Marines whose composite scores are automatically computed by virtue of satisfying TIG/TIS eligibility requirements are recommended for promotion. Marines who are eligible for promotion by TIG/TIS, but are not recommended for promotion, must have a "NOT REC FOR PROM" entry entered in MCTFS via MOL. This entry will prevent their composite scores from being used in the determination of cutting scores for their MOS or Occupational Field. The "NOT REC FOR PROM" entry should be reported in MOL between the 1st and 15th of the month prior to the month for which the Marine is not recommended for promotion during that quarter. An appropriate page 11 counseling entry must be made in the Marine's service record book.

Select Grade

Promotions will be affected quarterly by primary MOS or intended MOS once the monthly promotion authority MARADMIN is received by the command and the "SELECT GRADE" is reflected on the unit's DFR.

Will Not Promote Cutoff Date

If the "NOT REC" MOL entry is not reported by the 15th, a "WILL NOT PROMOTE" entry will be reported on the unit diary. This entry will erase the "SEL GRADE" entry for the month concerned, but will not penalize the Marine for the following month. An appropriate page 11 counseling entry must be made in the Marine's service record book.

IMA Personal Awards

Personal awards submitted through the Improved Awards Processing System (IAPS) website: <https://www.manpower.usmc.mil/iaps/> should be routed through the owning unit's chain of command. Information on awards can be sought from SecNavInst 1650.1H, Navy and Marine Corps Awards Manual, and MCO 1650.19J Administrative and Issue Procedures for Decorations, Medals, and Awards.

Body Composition Program (BCP)

BCP monitors and evaluates the appearance of Marines while providing assistance through focused supervision in order to ensure compliance with established body composition and military appearance standards. BCP is managed by the Marines AC command (via the OpSponsor and/or support staff); conducting the required weigh-ins and adherence to current Marine Corps height and weight standards contained in MCO 6110.3 Marine Corps Body Composition And Military Appearance Program

Bonuses, Affiliation

Marines who are in receipt of an affiliation bonus must meet all requirements outlined in the Statement of Understanding (SOU) the Marine signed prior to accepting the bonus. AC Commands (via the OpSponsor and/or support staff) should be aware of AC & IMA Marines with approved bonuses and what the parameters of their SOU are before authorizing transfers or periods of active duty outside the command beyond 30 days. SOUs will not prevent conducting the transfer or period of active duty, but may result in a pro-rated recoupment of bonus funds already disbursed if the SOU is violated.

Career Planning: Reenlistments and Extensions

Career management is ultimately the responsibility of each Marine; AC Commands and organizations with IMA Marines on their T/O (via the OpSponsor) have an inherent responsibility to ensure each Marine's career is being managed properly. When Marines are nearing their Reserve Expiration of Current Contract (RECC), they need to initiate the reenlistment or extension process with the AC or

Organizations with IMA Marines on their T/O Career Planner if they intend to remain a Marine. This process is similar to any AC or AR Marine assigned to that AC Command. It is recommended that Marines contact the AC or Organizations with IMA Marines on their T/O Career Planner no later than six months prior to their RECC. Initiating the process six months' prior allows the Marine time to fix any problems (i.e. fitness report date gaps or unacceptable medical readiness) the Career Planner identifies that could delay or prevent Headquarters Marine Corps approval.

Re-Enlistment Requirements

1. Certified Height & Weight Standards (< 90 days)
2. Current Passing PFT (Jan-Jun) (MCTFS/Roster)
3. Current Passing CFT (Jul-Dec) (MCTFS/Roster)
4. Certified Career Retirement Credit Report (CRCR) (MCTFS/MOL)
5. Current PHA/Physical (MCTFS Entry)
6. No Fitness Report Date Gaps (MMSB)
7. Verified Security Clearance (as applicable) Security Manager
8. Command Recommendation (OpSponsor)

Retention Process

Marines may reenlist 1 year from Reserve End Current Contract (RECC):

- RECC located in MCTFS on the TBIR & ENLM screen

IMA Marine needs to Communicate Intentions:

- Make contact with the local Career Planner attached to the unit.
- Marines respond to Career Planner's email on intentions

IMA Marine may initiate process by/via:

- MOL: Submitting an EPAR requesting retention under Career.
- Call AC or Organizations with IMA Marines on their T/O Career Planner

Common IMA Issues & Trends Impacting Reenlistment

FITREP Date Gaps:

- #1 reason Marines have to extend
- 31 days or more
- Occasion codes (typically wrong)

Passing PFT & CFT requirements:

- Annual Requirement
- Per MCO 6100.13 w/Ch. 1 (MC Physical Fitness Program)
- Class 4 (Failure/RNT), 5 (Medical), 8 (Partial), 9 (Waiver)

Enlistment Drops

Marines whose Reserve Expiration of Current Contract (RECC) date approaches and they did not execute a reenlistment or extension, will be discharged in the Marine Corps Total Forces System (MCTFS) by the AC Command's Administrative Section or IPAC. Careful visibility must be exercised over enlisted Marines to ensure they execute a reenlistment or extension prior to their RECC if they desire to remain in the Marine Corps. If they are discharged and did not reenlist or extend in time and still desire to be in the Marine Corps, they must seek enlistment as a civilian through a Prior Service Recruiter. Expired RECC rosters are pulled and worked on a regular basis and if a Marine's RECC has expired with no approved reenlistment/extension, the Marine will be dropped from the rolls.

Family Care Plans

Per MCO 1740.13A, all Marines married or single with dependents are required to have a family care plan on file with the unit's commanding officer or his/her designated representative. The family care plan details who assumes responsibility of the Marines child(ren) in the event of the Marine's deployments. Please review MARADMIN 074/13.

Dependency Data

Marines are required to keep their marital status and dependency data current within the (MCTFS). All supporting documentation must be submitted by the member via MOL EPAR whenever there is a change in marital status or dependent data. The EPAR should contain a completed Dependent Package, which can be obtained from the AC Command Administrative Section or IPAC. For unusual cases assistance or answering select reservist questions, contact the Selected Reserve Branch (SelRes), Installation Personnel Administration Center (IPAC), Comm: (504) 697-7922/8921/7979/7923.

Dependent Packages need to contain a copy of the proper source documents to completely process; below are basic documents required for adding or losing a spouse or child(ren) (including stepchildren).

NOTE if adding a spouse who has been previously married, include a divorce decree for each terminated marriage.

Dependent Add

Marriage certificate
Birth certificate
Court ordered child support
Dependency Affidavit
Mother's support statement

Dependent Loss

Divorce decree
Death certificate
Court ordered custody loss

For dependents who are not spouses or children, refer to MCO P1751.3_ (Dependency Determination and Basic Allowance for Housing). Marital status and dependent data has a direct impact on pay, entitlements, and the execution of orders. AC Commands (via the OpSponsor) should ensure their IMA Marines maintain accurate marital status and dependent data and update that data immediately upon a change.

Dual Service Spouses

Marines who are married to another service member offer a unique set of situations for every set of orders they perform except inactive duty for training (IDT). The AC Command Administrative Section or IPAC is required to obtain spouses payment history and compare it to the IMA member has to ensure allowances were paid properly. It is required that audits of all LES's from the service spouse be verified against the IMA Marine's pay account monthly. In order to accomplish this, the service spouse's LES is required to be forwarded to the AC Command Administrative Section or IPAC.

Foreign Travel Notification

Prior to conducting foreign travel (personal or business) all military personnel must complete a Notification of Foreign Travel Form. Completion of the form notifies the command and ensures travelers are fully prepared for any particular security or safety concerns that the foreign travel may introduce. Submit this information to your OpSponsor; see example [APPENDIX G](#).

Other IMA Administration & Support Agencies

NOTE: These are agencies ‘in the background’ that AC Commands (often via OpSponsors) leverage to get unique select reservist administrative requirements done, and are described here for informational purposes **ONLY**. These organizations are NOT the single point of contact for an IMA Marine **UNLESS** directed to do so, often ‘brokered’ by the AC Command Administrative Section or IPAC, and/or OpSponsor. **IMA Marines: should always consult with their OpSponsor or assigned Administrative Section or IPAC for ANY administrative or medical participation topic.**

Customer Service Center (part of Marine Force Reserve IPAC)

The Customer Service Center acts as a single point of contact for MARFORRES, and is capable of coordinating designated personnel/administrative functions and answer related questions from MARFORRES customers.

For most IMA Program participants, the CSC is contacted/consulted via MOL EPAR (preferred method) Email (OMB for unit admin): MFR_CSC@USMC.MIL

CSC Phone Center: 1-800-255-5082

Marine Corps Individual Reserve Support Activity (MCIRSA)

While AC Commands will never, and Organizations with IMA Marines on their T/Os, OpSponsors, and IMA Marines will not have direct contact with MCIRSA moving forward, given MCIRSA’s past role in the IMA Program (and overall capabilities) it is worth knowing how MCIRSA is organized to support administration and operations **PRIMARILY for IRR Marines**. However, MCIRSA does act as an OpSponsor for select IMA Marines and also supports select IMA Marines assigned to RUC 88831 based on unique circumstances.

MCIRSA is divided into two branches:

Manpower Branch

- Personnel Section
- Adjutant Section
- Career Planner Section

Operations Branch

- Training
- Muster
- Medical
- Funds Management
- RSP Program

Core Support Functions

IRR Administration

IRR Medical Administration

IRR Activation Processing

IRR Training

Adjutant Functions for IRR

Career Planning (IRR)

IRR muster support
IRR Administrative Muster Program
Mobilization Training Unit (MTU) Program Management
Funds Management for IMA and Reserve Counterpart Training (in FY17 only)

IMA Marine Medical & Dental Considerations

SERVICE TREATMENT RECORDS (STRs)

STRs are the property of the Department of Defense (DOD). Their availability to Medical and Dental departments is critical to the provision of appropriate medical care and administrative processing, including the successful processing of VA claims. All Commanders and Officers in Charge will notify their personnel and enforce that all STRs in their possession must be returned to the appropriate medical/dental department, until required for delivery to the IPAC/Admin RUC to effect separations actions.

IMA Marines assigned to an AC Command are expected to follow that commands policy and procedures for receiving medical treatment associated with their service participation. The Military Treatment Facility (MTF) that supports the AC Command the IMA Marine is assigned to and performs the preponderance of their service maintain STRs for those assigned IMA Marines no differently than that MTF services the other AC Command assigned Marines/Service members.³¹

It is important to understand that there is NO EQUIVALENT medical record than a Marine's hard copy file STR. Any electronic version is only an unofficial copy and is not considered the source record.³²

IMA Readiness Requirements as per MARADMIN 631-10

1. PHA (Annually)
2. Dental (Annually)
3. Audio Exam (Annually)
4. Immunization (Hepatitis A, Tetanus, MMR, Polio, Hepatitis B (if started), and Influenza (one per season))
5. Medical Readiness Labs (Blood Type and RH, G6PD status, Sickle Cell status, DNA, and HIV)
6. Medical Equipment (Glasses, GMI, and Medical Warning Tags)

PHA (SECNAV INST 6120.3)

The PHA is used to review, verify, and correct Individual Medical Record (IMR) deficiencies

Can be coordinate with any Navy or Marine Corps Reserve Center

Must be documented on NAVMED 6120/8

Starting January 2018 an online Health Risk Assessment is required PRIOR to scheduling your PHA.

Access the assessment via <https://data.nmcphc.med.navy.mil/pha/> and click to register. You can do this with or without CAC access, but CAC is preferred. Once completed contact your PHA site for scheduling an appointment – the health assessment is good for up to 60 days.

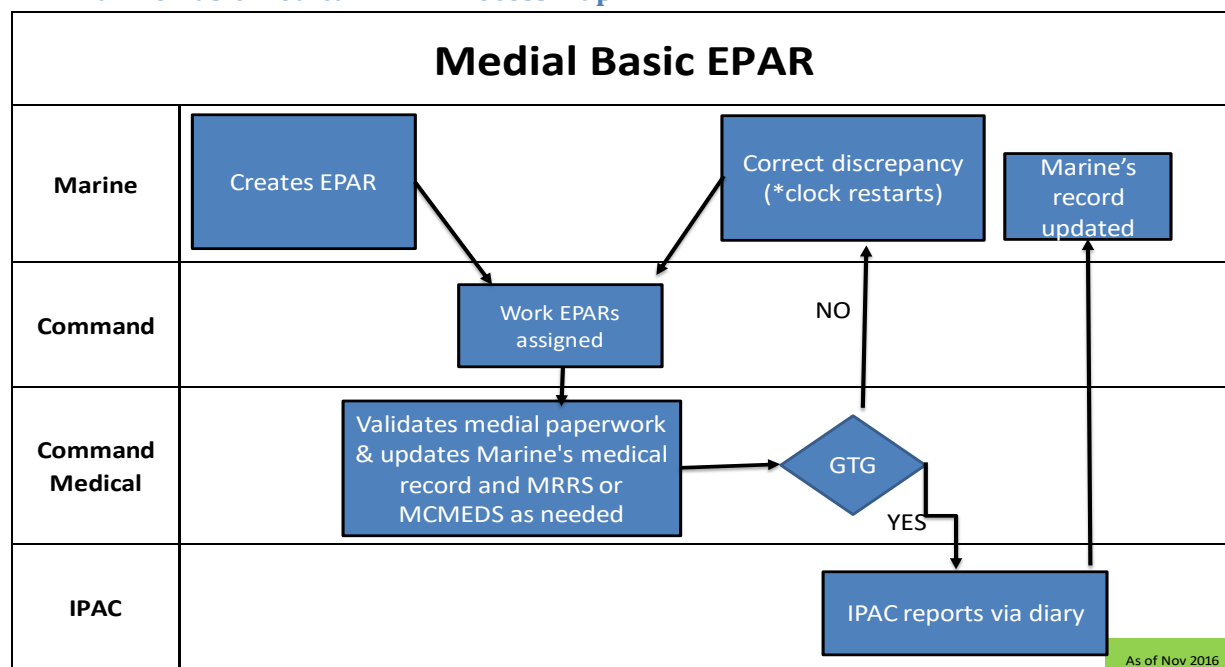
Per SECNAV INST 6120.3 Reservist **may use** their civilian primary care manager only for clinical preventive services and treatment of identified health risk and conditions.³³

Dental (SECNAV INST 6120.3)

Members may use civilian dentist and DD Form 2813 to meet annual requirement but must be examined by a military dental officer at least once in a 3-year period
Forward the completed exam to MCIRSA Medical Section for MRRS update via EPAR.

IMA Marines should ensure a HARD-ORIGINAL COPY is placed in Military Dental Record

IMA Marine Basic Medical EPAR Process Map



Basic Medical EPAR Process Overview

Timing Considerations: End to End can take from 5 to 10 Business Days (BDs)

- 1 - Marine (or OpSponsor on behalf of the Marine) creates EPAR and uploads appropriate medical paperwork (such as Flu shot receipt or Civilian Dental DD Form 2813).
- 2 - Command reviews/works EPAR.
- 3 - If correct, forwards to Command Medical staff. If discrepancy, returns to Marine. (One business day)
- 4 - Medical staff validates medical paperwork & updates Marine's medical record and MRRS or MCMEDS as needed.
- 5 - IPAC reports EPAR via Unit Diary to update Marine's record. (Five business days)
- 6 - Marine can check for medical record update via MOL, as well as confirm closure of EPAR.

*If resubmission is required, process timeline re-starts.

Disposition of Service Treatment Records (STRs)

MARADMIN 559/14 dtd 302035Z Oct 14 outlines the requirement to closeout STRs. Every Marine must submit his or her complete STR to the servicing IPAC/Admin RUC. A complete STR includes: services provided medical and dental documentation, civilian provided medical and dental documentation, Armed Forces Health Longitudinal Technology Application (AHLTA) web print (AWP) information, and the STR Certification Letter (DD2963). STRs will be transferred to the VA within 45 days of separation to ensure VA benefits can be determined in a timely manner. It is of utmost importance the Marine Corps meets the DOD timeline. A separation (STS submission) occurs when a Marine is transferred to the Individual Ready Reserve (IRR), Inactive Status List, or retired from the Active Component, Selected Marine Corps Reserve (SMCR Units), or an Individual Mobilization Augmentee (IMA) Billet.

IMA Marines separating or transferring to the IRR are required to:

1. Retrieve STR from their servicing Military Treatment Facility (MTF) that is maintaining their STR and report to their OPSPONSOR.
2. OpSponsor will take possession of the STR and deliver the STR to the Director, IPAC 2000 OPELOUSAS AVENUE, NEW ORLEANS, LA 70114-1500
3. MCIRSA Medical will close out the STR as per guidance
4. Closeout STR is delivered to MARFORRES IPAC

IMA Marines transferring to SMCR unit or another IMA BIC are required to:

1. Request STR transfer to new SMCR unit or new MTF.

NOTE: STRs must be made available to the VA via this process within 45 days of separation or transferring to the IRR.³⁴

Section 3: IMA Financial Management

This section covers some of the main financial management considerations associated with Marines in the IMA Program. Each Command may have additional handling instructions, but the overall processes and general process flow is described.

Establishing an IMA Marine's Primary Legal Residence

A new requirement is the verification of Primary Residence MARADMIN 204/15 outlines the requirements for all Reserve Marines to validate their Primary Residence. The Primary residence determines the location where the Marine resides day to day; this will determine allowances for travel and BAH when performing duty.

MARADMIN 204/15 indicated this is to be done through submitting an EPAR. For IMA Marines, the AC Command (often via the OpSponsor) must verify the documents and submit an endorsement as further verification. The AC Command Administrative Section or IPAC will not run the Primary Residence entry without the Command endorsement. Information received will only be used to update address and will not be given to anyone for any purpose other than to update Primary Residence.

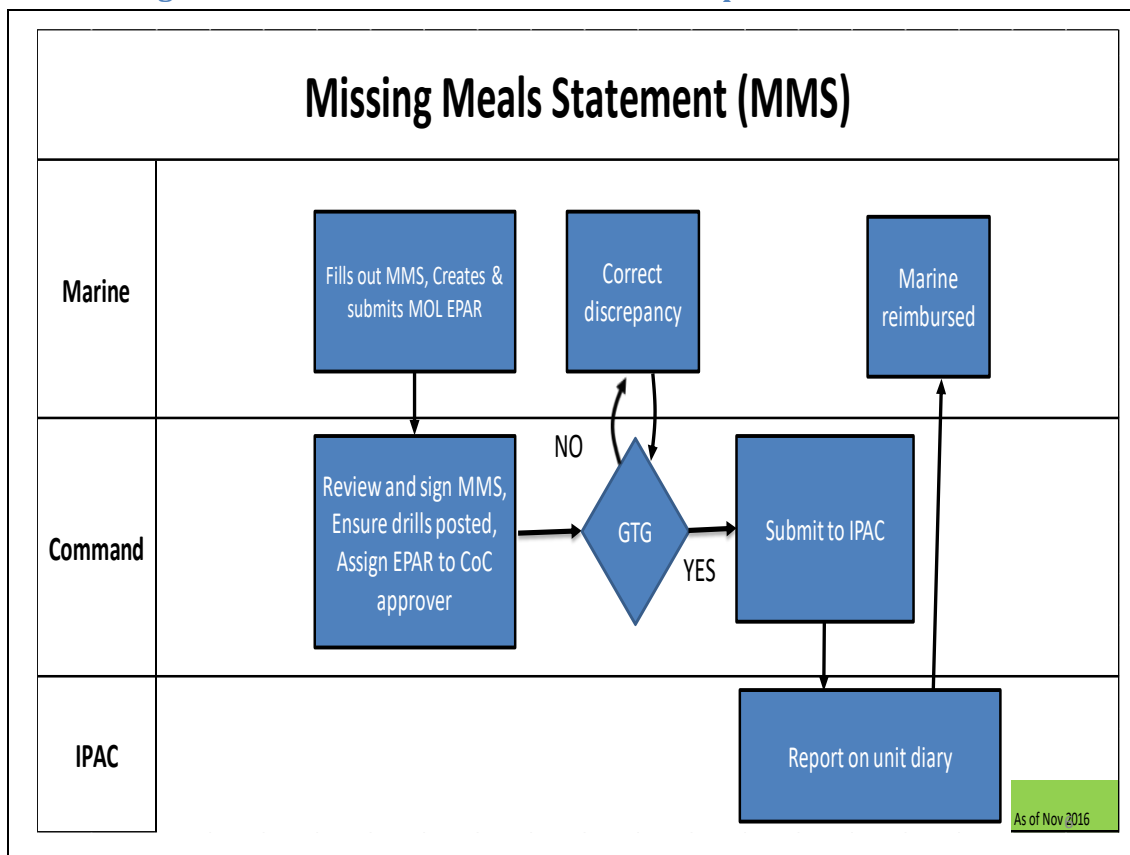
All Marines must send two of the following to their AC Command for verification and endorsement. At least one form must be from items 2 through 7:

- 1) Deed, mortgage, commercial lease agreement, property tax record
- 2) Utility bill
- 3) Place of civilian employment
- 4) Place of abode of member's immediate family
- 5) Driver's license, auto registration, auto insurance, voter registration card
- 6) Enrollment in trade school, university, or other education program
- 7) Mailing address for personal bills, bank or credit union
- 8) Other documentation the validating official deems relevant

Enlisted Meals during Inactive Duty Training (IDT)

ONLY Enlisted IMA Marines rate meals when performing IDTs.³⁵

OF 1164 Missing Meals Statement Submission Process Map



OF 1164 Missing Meals Statement Submission Process Overview

NOTE: This is an entitlement for Enlisted Marines when conducting appropriate inactive duty

Timing Considerations: End to End can take from 15 to 20 Business Days (BDs)

- 1 - Marine fills out OF 1164 form for dates meals missed and creates an EPAR.
- 2 – Operational Command reviews/approves OF 1164, ensures drills post in MCTFS, submits EPAR to IPAC – packaging example in [Appendix E](#). (Five BDs). If correct, proceed to step 3. If incorrect, OF 1164 is returned to Operational Command for corrections and resubmission. (One BD)
- 3 - If correct IPAC will report on unit diary and closes EPAR. (Five BDs) Marine should see disbursement posted approximately 15 BDs post their submission if all documentation correct.

*If resubmission is required, process timeline re-starts.

Travel Claims

IMA Marines need to work the submission of any travel claim (inactive duty training via Optional Form (OF) 1164 or active duty related via DD Form 1351-2) per the direct instructions of their OpSponsor.

Optional Form 1164

NOTE: This is NOT an entitlement, but a benefit afforded Select Reservists performing inactive duty at an appropriate location meeting distance requirement from Marine's HOR for inactive duty the following day (normally 2 consecutive drills day after)

The purpose of a OF1164 is to reimburse lodging expenses during periods of Inactive Duty Training (IDT) at the IMA Marine's HTC or IMA assigned drill location. For IMA Marines who reside over 50 miles (IMA MARINES should check with their OpSponsor to see if they qualify – MapQuest does not count) do not reside in the local commute area for their primary drilling location, or HTC. As such, they are authorized reimbursement for lodging expenses during drill periods.³⁶ IMA Marines need to sign and return to their OpSponsor a signed Statement of Understanding before requesting reimbursement (ideally along with the check to see if you qualify since this is only needed once). An IMA Marine needs to complete an OF1164 for reimbursement. The OF1164 must indicate the location of where the IDT performed.

IMA Marines must complete two (2) drills the day following a night in lodging to be reimbursed. Government Quarters are directed to be utilized. If Government Quarters are not available, a Statement of Non-Availability must be submitted. An IMA Marine must also check in with a designated Government housing office (such as a Base BOQ or Barracks) for availability prior to securing lodging off base (to include private hotels located on a base – such as the Crossroads Inn at MCB Quantico. The IDT location must be 50 or greater than Marine's residence – and that is the PLEAD address aspect described earlier.

COMMON OF 1164 ERRORS

Member must perform two drill periods the day FOLLOWING their stay in lodging:

- If the IMA Marine stay the night of 9/1 then they must perform 2 drills periods on 9/2 to rate reimbursement
Member's drills MUST be reflected in MCTFS:
- AC Command Administrative Section or IPACs must submit a copy of the S981 screen with each claim – drills must reflect

Claiming unauthorized reimbursements:

Parking (or the taxes)	Conference Fees
Fuel for rental car	Rental Cars
Taxi/Shuttles	Movies
Phone Calls	Tolls

Claiming amount above the max per diem rate for lodging

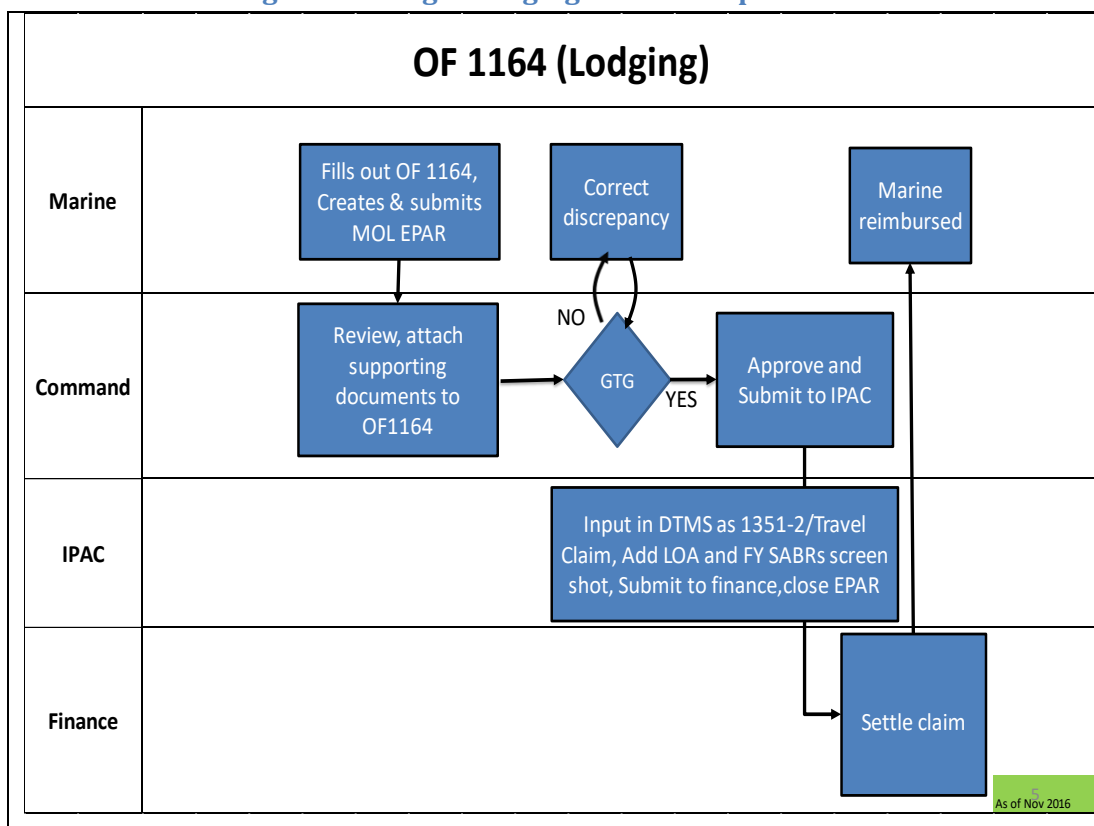
- If an IMA Marine stays at a location that is above the per diem rate, then they must break down the taxes as they apply to the max per diem rate for lodging – not what was charged at the higher rate

The Finance Office can process one OF1164 at a time

- The system utilizes the same LOA and SDN for ALL OF 1164's; two OF 1164's cannot be processed at the same time. Dates can be combined on one OF 1164 if necessary; but DO NOT hold onto all pending claims and submit at one time

Drill location is not identified on the OF1164

OF 1164 Form Processing for Overnight Lodging Process Map



OF 1164 Form Processing for Overnight Lodging Process Overview

NOTE: This is NOT an entitlement, but a benefit afforded Select Reservists performing inactive duty at an appropriate location meeting distance requirement from Marine's HOR for inactive duty the following day (normally 2 consecutive drills day after)

Timing Considerations: End to End can take from 25 to 30 Business Days (BDs)

1 - Marine fills out OF 1164 (in accordance with TAN 14-14), creates an EPAR via Marine Online and uploads OF 1164 documents as applicable.

2 - Command reviews; ensures drills post in MCTFS; signs OF 1164, includes S981 and S191 MCTFS screen shots with memorandum and forwards via EPAR to IPAC – packaging example in [Appendix D](#). (Five BDs)

3 - IPAC reviews OF 1164. (Five BDs) If correct, proceeds to step 4. If incorrect, OF 1164 is returned to command via EPAR for corrections and resubmission.

4 - If OF 1164 package is correct, IPAC inputs into DTMS as 1351-2 (Travel Claim), adds the appropriate line of accounting (LOA) to OF 1164 (ONLY in FY 17, in FY 18 funding command will provide) add SABRS screenshot if applicable, close EPAR and forwards to Finance. (Five BDs)

5- Finance settles claim for Marine payout. (10 BDs) Marine should see disbursement posted approximately 25 BDs post their submission if all documentation correct.

*If resubmission is required, process timeline re-starts.

DD Form 1351-2 May 2011

If an IMA Marine has been issued a set of, Annual Training (AT) or IDT orders (such as off-site drill orders); **a DD Form 1351-2 vice a OF 1164 needs to be submitted to complete/close-out the orders.**³⁷

Travel Claim Submission Order

Original orders and modification to orders

Endorsements from oldest to newest (Receiving and Detaching) with lodging/messing statement

Receipts- Valid receipts explained in TAN 08-11

Zero-balance lodging receipts from oldest to newest

Zero-balance rental car receipts

Any other receipts required

Reimbursable items with receipt (if authorized in orders)

Lodging and taxes

Rental Car and Fuel for the rental only used for duty

Mileage (to/from airport terminal)

Mileage for POC (Must check "Owner/Operator" to receive mileage)

Taxi Fare

Excess Baggage, only if authorized in orders

Conference Fee if authorized in orders and must state whether meals were provided

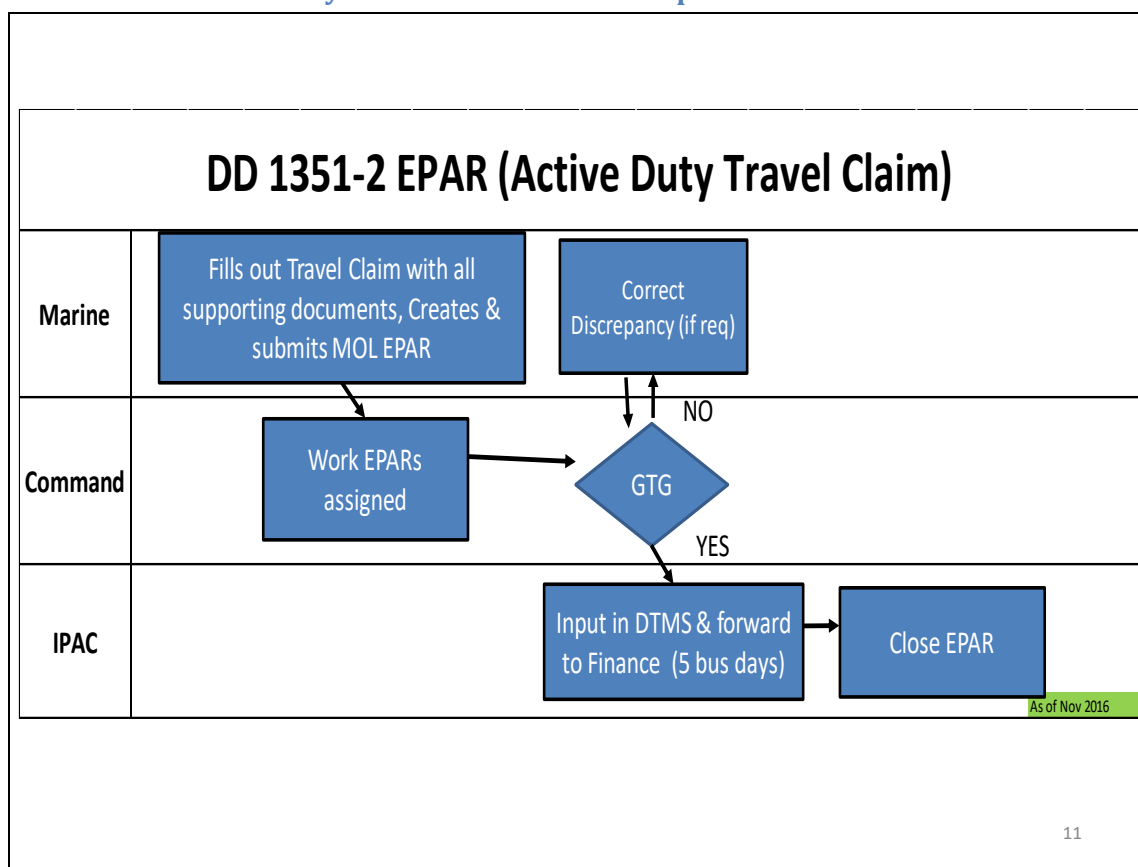
Receipts must show proof of payment or zero balance. Cannot be estimated costs or expressed checkout ("will be settled to" IS NOT A VALID RECEIPT)

Lodging Receipts must be itemized

Rental Car will not be pro-rated by months

Lost receipt statement must include all the same information as actual receipts.

DD Form 1351-2 Active Duty Travel Claim Process Map



DD Form 1351-2 Active Duty Orders Travel Claim Process Overview

NOTE: Completed Active Duty Orders Travel Claim is required to close out any period of Active Duty – even for \$0.00 claims

Timing Considerations: End to End can take from 25 to 30 Business Days (BDs)

- 1 - Marine completes active duty, gets orders endorsement and fills out DD 1351, submits via EPAR module in Marine Online.
 - 2 – Operational Command reviews/works EPAR – packaging example in [Appendix F](#).
 - 3 - If correct, Operational Command (OpSponsor) forwards to IPAC. If discrepancy, returns to Marine for correction(s). (1 -2 BDs)
 - 4 – IPAC works assigned EPARs.
 - 5 - IPAC inputs DD 1351 in DTMS and forwards to Finance. (Five BDs) Marine should see disbursement posted approximately 25 BDs post their submission if all documentation correct.
- *If resubmission is required, process timeline re-starts.

Defense Travel System (DTS)

Briefly, certain Marine Resource Order Writing Service (MROWS) call-to-duty order types will permit using DTS for executing individual Reserve Marine travel and related entitlements. Once you have an authenticated set of MROWS orders, to access DTS you need a CAC, valid DoD & Email certificates, CAC reader, and a DTS Profile (for this guide the emphasis is on the “R” profile) attached to an organization.

Login to DTS and proceed to select the travel and entitlements you rate (per the orders), be sure to enter the MROWS Tracking Number into the LOA Cost Code field, upload the MROWS orders and cover sheet as substantiating documentation to your request, sign and submit. Once approved, execute the travel and duty as captured in your orders, then within five (5) business days after completion of duty submit your DTS travel voucher.

Common Access Card (CAC)

Main DOD site: <http://www.cac.mil/>

Make sure you have BOTH a DOD and Email certificate on your issued CAC, and that you use a CAC personal identification number (PIN) you can remember since you will need to use that PIN to verify your identity for CAC logins and document signatures. **If you enter the wrong PIN three (3) time you will have to get it reset.** If you corrupt or forget your PIN go to the nearest issuance site, where you will be given the opportunity to prove that you are the owner of the CAC by matching your fingerprint against the fingerprint that was stored in DEERS when you were issued the card. If your fingerprint matches successfully, you can select a new PIN. Currently, there is no capability to reset your PIN remotely.

Site locator link: https://www.dmdc.osd.mil/rsl/appj/site.jsessionid=Ce6s3-WdV_XqdsTvwUl8F6Ms4IOYY1Q9bB_FZ4q2QPA0Ci5jfnc4!1173247841?execution=e1s1

Marine Corps Government Travel Charge Card Website:

[http://www.hqmc.marines.mil/pandr/Organization/Resources\(RF\)/FiscalDivision\(RFD\)/FinanceBranch\(RF\)/GTCCP.aspx](http://www.hqmc.marines.mil/pandr/Organization/Resources(RF)/FiscalDivision(RFD)/FinanceBranch(RF)/GTCCP.aspx)

DTS-R Profile

You can have up to two (2) profiles for using DTS, and the DTS-R profile is specifically for members of the Reserves (all services). The main difference between the two is the addition of an “R” after your social security number (SSN) – 10 digit profile ID. A reservist will always have at least a 10- digit (res) profile, but may also have a 9-digit (ACDU) profile for 180d+ ADOS (PCS ADOS), MOB orders, and civil service (if applicable.) The 10-digit profile will reside in the member’s RES ORG, while their 9-digit profile will reside in their ACDU/GS ORG. The “R” profile is the profile you will tend use for the majority of your service related official travel, and ideally is the profile you should have your Government Travel Credit Card (GTCC) you use for **official military** business associated with. This is important since the organization processing your MILITARY RELATED OFFICIAL TRAVEL will also oversee your GTCC card – as well as incorporate your DTS-R profile into their respective DTS organization. For further guidance on the GTCC and USMC policy reference MCO 4600.40_. You will need your Electronic Funds Transfer (EFT) information (routing and account number) for any personal reimbursement (non-GTCC expenses).

MROWS Orders

Your authenticated MROWS orders and Cover Sheet are required and act as THE substantiating documentation for any travel and per diem requested through DTS. You will upload the authenticated set of MROWS orders (including any/all modifications) into your DTS authorization request. Every set of MROWS orders has a unique identifier associated with them – the MROWS Tracking Number. Modification(s) to an original set of orders uses the SAME seven (7) digit tracking number. **You will need**

to enter the MROWS Tracking Number for the actual set of Original orders in your DTS authorization request in order to link your DTS request to that set of orders – covered HERE.

MAIN TAKE-AWAY: Make sure you have the MROWS Tracking Number handy for the set of orders you intend to submit a travel and/or per diem DTS authorization request for – since you will need to enter that seven (7) digit number into the request for processing. The Cover Sheet, only associated with DTS eligible call-to-duty order types for; SCHOOLS, ADOS RC & AC, and Individual Annual Training (AT) - provides all the DTS specific information needed for the DTS Authorizing Official (AO) to review and process your request.

DTS Overall

DOD DTS site: <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view>

The DTS site will tell you if your internet browser is compatible and capable of supporting any use of DTS. Your main concern is the CAC signature (DOD certificate) capability, since that acts as the official means for you to sign and submit a DTS authorization request and later a travel voucher.

DTS Training & Guides

There are a number of aids, guides, and manuals associated with using DTS. For any topic or issue related to using or navigating DTS the most comprehensive site is the DoD's site.

However, there are two service specific sites based on specific approaches Manpower & Reserve Affairs (M&RA Schools, M&RA ADOS, and IMA Program Marines) and Marine Forces Reserve (MFR) have for individual Reserve Marine travel.

DoD Training site:

<https://www.defensetravel.dod.mil/site/training.cfm>

M&RA Resource's site:

<https://www.manpower.usmc.mil/webcenter/portal/DTSSupport/Home>

MARFORRES DTS site:

<https://mfrsharepoint.mcidsus.mcids.usmc.mil/g1/OPS/AAU/DTSR/Forms/AllItems.aspx>

Basic DTS Navigation

The DOD continues to try and make using and navigating the DTS easier, so do not be too concerned if you notice periodic changes in its appearance. However, navigating through the site is fairly straight forward, and for the majority of your needs will begin simply by selecting “[Create New Document](#)” on the initial landing page. A drop-down menu allows you to select the type of request you want to make, and once selected will allow you to proceed sequentially for making your selections and entries.

General DTS Process Flow

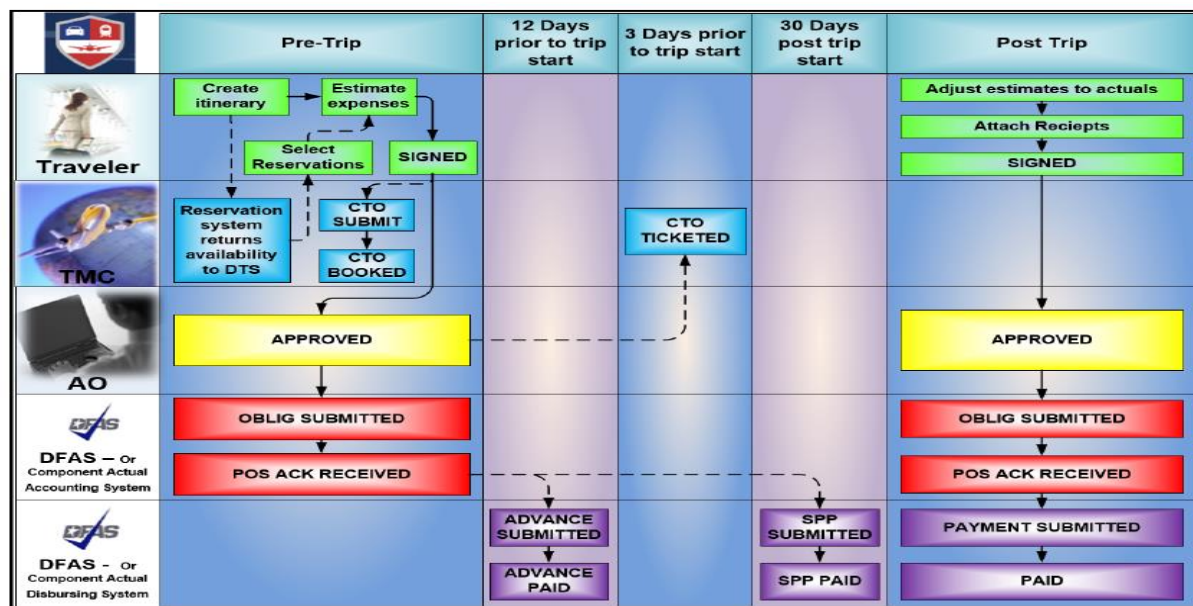


Figure 1-1: DTS Trip Process

A brief explanation of the authorization (pre-trip) process is:

1. Traveler. Logs into DTS using their CAC and PIN. Creates an itinerary. Selects all necessary reservations (air, hotel, rental car, train) or requests TMC help. Enters reimbursable expense estimates and per Diem allowances to create an estimated cost. Requests a travel advance and/or Scheduled Partial Payments (SPPs) if needed and allowed. Digitally signs the authorization. DTS status stamp: SIGNED.
2. TMC. If the traveler requested reservations, books the reservations immediately, and issues tickets after AO approval, but usually no sooner than 3 business days before the trip start date. DTS status stamps: CTO SUBMIT, CTO BOOKED, CTO TICKETED. (Note: DTS calls the TMC a “commercial travel office” or CTO.)
3. AO. Reviews and approves the authorization. DTS status stamp: APPROVED.
4. DFAS (or the servicing finance system). Acknowledges that it made an obligation and scheduled any requested advances and SPPs. DTS status stamps: OBLIG SUBMITTED, POS ACK RECEIVED, ADVANCE (or SPP) SUBMITTED (or PAID).

A brief explanation of the voucher (post-trip) process is:

1. Traveler. Updates estimated expenses with actual costs. Attaches receipts and digitally signs the voucher. DTS status stamps: SIGNED.
2. AO. Reviews and approves the voucher. DTS status stamp: APPROVED.
3. DFAS (or the servicing finance system). Acknowledges that it adjusted to the amount for disbursement and has split disbursed the payment to the traveler's bank account and the GTCC vendor. DTS status stamps: OBLIG SUBMITTED, POS ACK RECEIVED, PAYMENT SUBMITTED, PAID.

Your DTS Authorization Request

Based on the type of authorization request (and later that approved request's voucher) selected you will be able to enter in your desired means of travel and all related entitlements. While you have the opportunity to make a number of selections take the time to ensure ANY selection is authorized and will be supported by your command via the AO overseeing travel and entitlement approval within DTS. Remember, only your command dictates terms within MROWS and DTS, and the MROWS order writer supporting the command may not be the same person authorizing your DTS request for the command. Point being: Coordinate and confirm with your COMMAND.

If you need to make a change to your call-to-duty dates, location(s), authorizations, etc. CHECK TO SEE IF YOU NEED TO FIRST GET THAT DONE via a modification to your MROWS orders. UNLESS instructed by your command DTS should not, and in the majority of Reserve cases cannot act as a means for modifying any aspect associated with your call-to-duty assignment – but can be the single source for changes to travel and entitlements while on duty. However, when in doubt call your command and check it out. The best practice is to have your MROWS orders completed (i.e. as correct with what you expect to do while on duty) **BEFORE** going into DTS and creating an authorization request. If your MROWS orders change after submitting a DTS request prior to executing travel **you will need to adjust the DTS request after the MROWS orders modification is authenticated and official** – and attach that to the DTS request as the substantiating documentation.

Substantiating Documentation

Once you have completed your authorization request – and before submitting/signing the request you should attach (upload) your authenticated set of MROWS orders and cover sheet as substantiating documents. Failure to do so will have your request returned for correction. Example of a cover sheet;

1320
MROWS/2296827/0

FROM: HQ 4TH MEG
TO: [REDACTED]
SUBJ: REFENSE TRAVEL SYSTEM (DTS) COVER SHEET

1. THIS DTS COVER SHEET CONTAINS DATA FOR YOUR TRAVEL AUTHORIZATION AND TRAVEL VOUCHER.

2. YOU ARE REQUIRED TO UPLOAD YOUR MROWS ORDERS AND THIS DTS COVER SHEET INTO YOUR DTS AUTHORIZATION FOR THIS PERIOD OF DUTY! DTS AUTHORIZATION SHALL NOT BE APPROVED WITHOUT A COPY OF THE MROWS ORDERS AND THIS DTS COVER SHEET.

3. THE PRIMARY RESIDENCE ADDRESS (PRA) AS REPORTED IN MCT'S APPEARS IN THE "TO" LINE OF THE ADDRESS ABOVE. TRAVEL AND PER DIEM ENTITLEMENTS WILL BE LIMITED TO TRAVEL FROM THE PRA.

4. YOU DO HAVE A GOVERNMENT TRAVEL CHARGE CARD (GTCC). IF THIS IS NOT CORRECT YOU MUST CONTACT YOUR UNIT AGENCY PROGRAM COORDINATOR (APC) OR GTCC COORDINATOR.

5. ENTER THE FOLLOWING DATA IN DTS TO CREATE TRAVELER'S AUTHORIZATION.

A. ALL TRAVEL MUST START NO EARLIER THAN 20181219.
B. ALL TRAVEL MUST BE COMPLETED NO LATER THAN 20190101.
C. TDY LOCATION: MOBILE, AL
D. TRIP TYPE: AA ROUTINE TDY/TAD
E. PURPOSE: TRAINING ATTENDANCE
F. DESCRIPTION: MROWS TRACKING NUMBER: 2296827

6. LINE OF ACCOUNTING DATA AND SELECTION CRITERIA.

SPECIAL INSTRUCTIONS: N/A

A. FUNDING COMMAND FOR PAY AND ALLOWANCES: NOT AVAILABLE
B. ORDER TYPE: ADOS - RESERVE COMPONENT
C. ORDER SUB-TYPE: MANAGEMENT SUPPORT
D. CC (COST CODE) - ENTER MROWS TRACKING NUMBER AS CC: 2296827
E. FA (BEA): NOT AVAILABLE
F. WC (RESA): NOT AVAILABLE
G. FC (FUND CODE): NOT AVAILABLE
H. CAC (COST ACCOUNT CODE): NOT AVAILABLE
I. BRC (SPECIAL INTEREST CODE): NOT AVAILABLE

Defense Travel System

System Status: ✔ DTS

Home Trips Travel Tools News & Notices

Enter Estimated Travel Expenses

Trip Authorization Info

Doc Name: [REDACTED]

Traveler: [REDACTED]

Edit Itinerary

Reservations

Train (NORFOLK NAVAL ST...)

Train (Quantico, VA)

Lodging (NORFOLK NAVAL...)

Review Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

Review Authorization

Other Auths and Pre-Audits

Sign and Submit

Trip Workbook

Fax Cover Sheet Add File

Add files to your trip workbook. Items added to your Trip Workbook can be attached to an expense or substantiating document by drag and drop.

Reservation Expenses

Expense Name Date Cost Document

Reservation expenses include air, rail, rental car and hotel costs when booked through DTS. They are automatically imported from your document's itinerary.

Other Expenses

Expense Name Date Cost Document

Other expenses include mileage, non-mileage and other excluded transportation costs. CTO fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).

Total: \$0.00

Substantiating Documents

Add Document

Document Notes Submit Date Document Actions

Substantiating documents are additional documentation relevant to my trip which may include Constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.

Travel Request Expenses
Section – Where you
Upload Authenticated
MROWS Orders &
Orders cover sheet

Adjusting Per Diem (if required)

Your daily per diem rate is calculated based on where you are performing duty – your actual physical location. DTS calculates this rate based on your itinerary – which needs to line up exactly with what is written in your MROWS orders. The authorization of travel variations should not be used in place of adequate advance planning, nor must they be used to grant an open travel authorization. Variations must be authorized in the order and are permitted only when considered mission essential in accordance with the JTR, Chapter 1, paragraph 010206. While extremely rare, if variations in itinerary are authorized make sure that is clearly written within your MROWS orders – and recommend you still check with your command on how much ‘variation’ is allowed.

While changing any daily per diem value is a rare need, there may be a need to change the means of payment (reimbursed to your GTCC or personal reimbursement account). You must ensure that any/all charges applied to your GTCC during the period of duty are paid via Split Disbursement when submitting your voucher. Split Disbursement is the process of splitting your trip reimbursement between Citibank (the DoD GTCC vendor) and your personal bank account. Split disbursement is a fast and easy way of paying off your GTCC balance using DTS. DTS automatically sends your reimbursement to Citibank, and split disbursement is required by DoD travel regulations.

ANY adjustments should follow the below approach:

Defense Travel System

System Status: ✔ DTS

Home Trips ▾ Travel Tools ▾ News & Notices

Review per diem amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

☒ Group similar days [Expand all](#) [Collapse all](#)

TDY: NORFOLK NAVAL STATION, VA (3 days)

DATE		LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 12/17/2018	First Day Code: QTRS	\$85.00	\$85.00	\$11.25
> 12/18/2018	Code: MESS (B) (L) (D)	\$85.00	\$85.00	\$11.25
> 12/19/2018	Last Day Code: QTRS	\$0.00	\$0.00	\$41.25

PER DIEM SUMMARY

	Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
	\$170.00	\$170.00	\$101.40

[< Back](#) [Continue >](#)

Selecting a Line of Accounting (LOA)

Arguably, this is the MOST important request selection item, and attention is required by the requestor to ensure the right LOA is selected. You first select a LOA (click on "Add LOA") and values will appear based on what DTS organization is associated with your profile. Selecting an LOA will then present the various categories to choose from. Naming conventions tend to follow a fairly consistent format, but are command generated and ANY QUESTIONS ON WHICH LOA TO SELECT should be directed to your command PRIOR to routing your travel authorization request for approval.

Defense Travel System

System Status: ✔ DTS

Home
Trips
Travel Tools
News & Notices

COLLAPSE

Trip Authorization Info

Doc Name:

Traveler:

Edit Itinerary

Reservations

Train (NORFOLK NAVAL ST...)
Train (Quantico,VA)
Lodging (NORFOLK NAVAL...)
Review Reservations

Finances

Expenses
Per Diem
Accounting

Review

Review Profile
Review Authorization
Other Auths and Pre-Audits
Sign and Submit

Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them

Lines of Accounting (LOA)

No Lines of Accounting (LOA) have been added.

Add LOA

From DM6105MRARAM
Shared LOA
Cross Org LOA

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses
Reimbursable Expenses
Total Expenses

Disbursement Summary

Advances Paid
SPP Paid
Total Prior Payments

Click to Select a Line of Accounting

This box appears

Click LOA to get associated LOA values

Then this box appears

Back
Search

19 RAM (DM6105MRARAM)
19 SCHOOLS AR (DM6105MRARAM)
18 RA SCHLS EN2 (DM6105MRARAM)
18 RA SCHLS ENL (DM6105MRARAM)
18 RA SCHLS OF2 (DM6105MRARAM)
18 RA SCHLS OFC (DM6105MRARAM)

MROWS Tracking Number

Once a LOA is selected the second most important entry concerns the MROWS Tracking Number. Due to the numerous challenges on getting MROWS and DTS to share data (known as Import/Export) manually entering the MROWS Tracking Number into the LOA's Cost Code field is the ONLY way to link your travel authorization request with the call-to-duty orders (and accounting) that authorized your need to travel or rate any daily entitlements.

Please take the time to ensure you enter in the MROWS Tracking Number. If you fail to enter the MROWS Tracking Number, or incorrectly enter it, then your command will have a very hard time linking your call-to-duty orders with any related travel. While DTS offers a more automated, timely, and personalized means towards setting up and executing individual travel, just as found when submitting any type or form of reimbursement claim, attention to small details often pays big dividends and results in everyone realizing the full benefit.

Defense Travel System

System Status: ✔ DTS

Home Trips Travel Tools News & Notices

Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) :
using more than one LOA :

Lines of Accounting (LOA)

ACCOUNTING LABEL ORGANIZATION
19 RAM DM6105MRARAM

Allocations

☑ This trip is 100% allocated to 19 RAM

19 RAM

CATEGORY	ALLOWED	ACTUAL
LODGING	\$170.00	\$170.00
MAJE	\$101.40	\$101.40
Sub Total	\$271.40	\$271.40

Edit LOA

Account 4

AAA (1)

067443 (6)

TTC (2)

2D

Account 5

CC (12)

MAC (6)

M00094

Account 6

Cancel Save

Scroll down to Account 5 section
Then enter 7 digit #
In the Cost Code field (CC)

Once entered SAVE

Enter MROWS Tracking Number (just the 7 digit number) in the Cost Code field (CC). Based on the set of MROWS authenticated orders shared earlier the numeric value that Marine would enter into the CC field would be: **2276513**

Submitting & Signing an Authorization

Using DTS, travelers generally create and sign their own travel documents, although the traveler's organization may designate others (e.g., travel clerks, NDEAs) to enter information into DTS for them.

Changing a document may trigger new other authorizations and pre-audit flags. You must provide remarks and justifications (and possibly reason codes) for them, before you can digitally sign the document.

You must visit the Other Authorization and Pre Audits screen before you may sign the document. After you sign it, DTS routes it for approval.

Other Authorizations are statements that must appear on your printed travel order. DTS adds some, and provides comments for them, based on choices you made elsewhere on the authorization. You cannot remove these, except by changing the selection that caused it to appear. You can add others as needed, and you can remove them at will. Every other authorization requires a Comment. If DTS did not provide one for you, you must add it.

Pre-Audits identify items flagged for exceeding established cost thresholds or that break travel policy without specific AO approval. You must provide a Justification for each flagged item to explain why you selected it and why the AO should approve it. If your justification is insufficient, the AO will return the document to you for correction or further explanation. Some flagged items (e.g., failure to use a contract airfare or required lodging type) also require you to provide a Reason Code to further explain the deviation from policy.

Advisories alert you to items of potential concern or remind you about something you forgot (e.g., you reserved a rental car, but didn't include a gas expense for it). They do not require justification.

When you have provided all required comments, justifications, and reason codes, select Continue to open the Digital Signature screen. After you sign the authorization, it begins the routing process. It may be reviewed, but eventually will go to the AO for approval, then to your supporting financial institution for monetary processing.

DTS Voucher

The DTS travel authorization is the basis for the traveler's reimbursement. Reimbursement for travel is not authorized when travel is performed in anticipation of verbal orders. The right to allowances is established when travel expenses are incurred under call-to-duty orders. Travelers are entitled to travel and transportation allowances only while in a travel status. After official travel ends, a voucher is filed to claim reimbursement of authorized expenses and to split disburse their payments to both their personal bank accounts and the Government Travel Charge Card (GTCC) vendor. Different voucher types are available for local travel and for travel away from the local area.

After your AO approves your voucher, DTS automatically split disburses your reimbursement based on the information you entered on the Payment Totals screen. After that, it may take up to 3 days for the payment to register to your Citibank account.

Federal, State, and Local Taxes

AC Command Administrative Sections or IPACs automatically handles any Federal exemptions for any IMA Marine going on any respective type of orders (ADOS, AT, etc.). Regular drills, any type, are not federally exempt.³⁸

Exemption Evidence for State and/or Local Taxes

Some states and local municipalities do not consider out of state military pay for drills and active duty training (ATs) to be taxable income. Check with your financial advisor or tax accountant/state and local

websites to see if this applies to your particular situation. If so, requesting from your OpSponsor a simple letter stating your assignment and designated drilling location (usually the address of the active duty command you support) which acts as your home training station (HTC). There is no specific format, and check with those mentioned earlier if there is some specific format required to qualify for the respective exemption.

Section 4: Additional IMA Benefits/Services

Tricare Reserve Select (TRS)

TRS is a premium-based plan for qualified Selected Reserve members and their families. The plan provides comprehensive health care coverage when Select Reservists are not activated and covered by active duty TRICARE benefits. Referrals are not required for any type of care, but you may need prior authorization from your regional contractor for some types of service. For enrollments and Tricare Reserve Select cost, visit <http://www.tricare.mil>. **Note: Those members in the Individual Ready Reserve (IRR) do not qualify to purchase Tricare Reserve Select.**

Thrift Savings Plan (TSP)

The Thrift Savings Plan (TSP) is a tax-deferred retirement savings and investment plan that offers Military members and Federal employees the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans. By participating in the TSP, Military members and Federal employees have the opportunity to save part of their income for retirement, receive matching agency contributions, and reduce their current taxes. You can learn more about the Thrift Savings Plan by visiting the Federal Retirement Thrift Investment Board's website at www.tsp.gov or calling 1-877-968-3778. Enrollment can take time, starting with your election percentage (you enter this within myPay), then the service (USMC) processes your election – similar to the way they process allotments only this is going to your TSP account. Your account is established by your service after you make a contribution election using your service's automated system - myPay. You can also submit via EPAR Form TSP-U-1 if you cannot get access to myPay. Once the service processes your election you can then register on the TSP web site for an account access to manage how you have your deferred funds allocated. TSP will send your site access information via regular mail, which can take up to a month. TSP is like any other bureaucratic system, slow yet steady, but once you are setup, it is an excellent augment or stand-alone opportunity for your retirement investment planning. Electing the deductions from basic pay is applied to both active and inactive paid training, and under the same contribution policies of any traditional IRA or ROTH IRA account. In addition, the DOD matches contributions – again, see the TSP web site for additional information.

Section 5: IMA Support Systems & Tools

Required Systems – URL address and Common Access Card (CAC) accessible

Marine Online (MOL)

MOL is the main resource (portal) and primary system for all Marines to use for tracking individual personnel records and getting access to personal official military documentation. Active duty, Reserve, Active Reserve, Inactive Ready Reserve (IRR) and Retired Marines can sign up and maintain an account. Access to MOL only requires an account, user ID and password, but is also CAC accessible.

Marine Reserve Order Writing System (MROWS)

MROWS is available to all Marines via MOL (with a number of other modules in the RESOURCES Section). All Marines can see and access their pending - and historic orders. MROWS access, via MOL, is needed in order to print orders. One additional thing to consider IT compatibility wise is that to access MROWS, the following browser and plug-in are required Microsoft Internet Explorer (version 6 or higher) or Mozilla Firefox (version 1.5 or higher) and Adobe Acrobat Reader.

Electronic Personal Administration Request (EPAR)

EPAR is its own module (MyEPAR) within MOL that Marines use to cover a wide variety of personal administration, claim adjudication, and even official correspondence (such as official record updates). A user can follow the screen prompts after creating a new EPAR and scroll through the SUBJECT section to find the category that best applies to that type of request.

MarineNet

MarineNet is the primary professional military educational (PME) portal all Marines can use to complete electronic courses for grade/rank level PME, fiscal & annual training requirements, and even Inactive Duty Correspondence Points for anniversary year retirement credit. Access to MarineNet electronic courseware is available from any network-connected computer. Please note, however, that some courses contain significant amounts of audio, video, and/or graphics that can increase download times. If you are a civilian or non-DoD individual, you can sign up for a New MarineNet Account. Your eligibility information is verified against the Defense Enrollment Eligibility Reporting System (DEERS). If you are registered in the DEERS, you will likely have access to MarineNet. If you are not in DEERS, an alternate path for MarineNet Account creation is also available through the Sign Up for a New MarineNet Account process. Access to MarineNet only requires an account, user ID and password, but is also CAC accessible.

myPay

myPay is an innovative, automated system that puts you in control of processing certain discretionary pay data items without using paper forms. You can also get your pay and tax statements, and travel advice of payment using myPay. You can use the Internet to access myPay at <https://mypay.dfas.mil> or www.dfas.mil (click on myPay). For additional information or assistance, contact the DFAS Centralized Customer Support Unit toll free at 1-888-DFAS411 or 1-888-332-7411, or call commercial at (216) 522-5096, or use the Defense Switching Network (DSN) at 580-5096. The Customer Support Unit is available Monday through Friday, from 8:00 A.M. until 5:00 P.M. Eastern Standard time.

CAC required systems

Outlook Web Access (OWA)

This is your military USMC.mil or USMC.edu email account, and as such requires having an active USMC email account. If you do not have one consult with your OpSponsor or supporting command to find out what type of email account they prefer you use.

Defense Travel System (DTS)

DTS can only be accessed with a Common Access Card (CAC) holding valid DoD certificates. See the [DTS section](#) for complete information required to leverage DTS. Consult with your OpSponsor or supporting command to understand their expectations concerning using DTS for travel and processing entitlement claims – the command is the ultimate authority and has the fiscal responsibility to manage all funds no matter what tool or system is employed.

Drill Manager (DM)

DM was developed for Marine Forces Reserve (MARFORRES) to provide Marines and units the ability to manage the annual drill schedule, muster Marines, and manage Additional Paid Drills (APDs). DM also provides tools to aid the drill management process;

- Yearly drill schedule calendar provides simplified visibility of the Unit schedule
- Automated workflows and notifications ensure ease of use
- Muster tools allow for efficient muster of many drill periods at once
- Drill validation checks drills for proper exportability ahead of time
- Reports provides full unit information down to a single Marine

DM provides tools and workflow mechanics that make the drill process easier and efficient

Inventory Development and Management System (IDMS)

IDMS is a sub-module within the Requirements, Transition, and Manpower Management System (RTAMMS) that also provides a means for managing your USMCR career. It allows Reserve and Active Component Marines the ability to search and apply for advertised SMCR and IMA billets, including Critical Billets and Investment Opportunities

- View Available Billets
- Reserve Billets – as advertised by Reserve units in IMM
- Advertised Critical Billets and Investment Opportunities
- Submit Application
- Select desired billets and fill out the calling card

IMA Career Development

An IMA Marine can use this module in DM to manage their Reserve Qualification Summary (RQS)

- Complete, save, and edit an RQS in IDMS
- Commanders will be able to view a Marine's RQS as a potential candidate for Critical Billets or Investment Opportunities

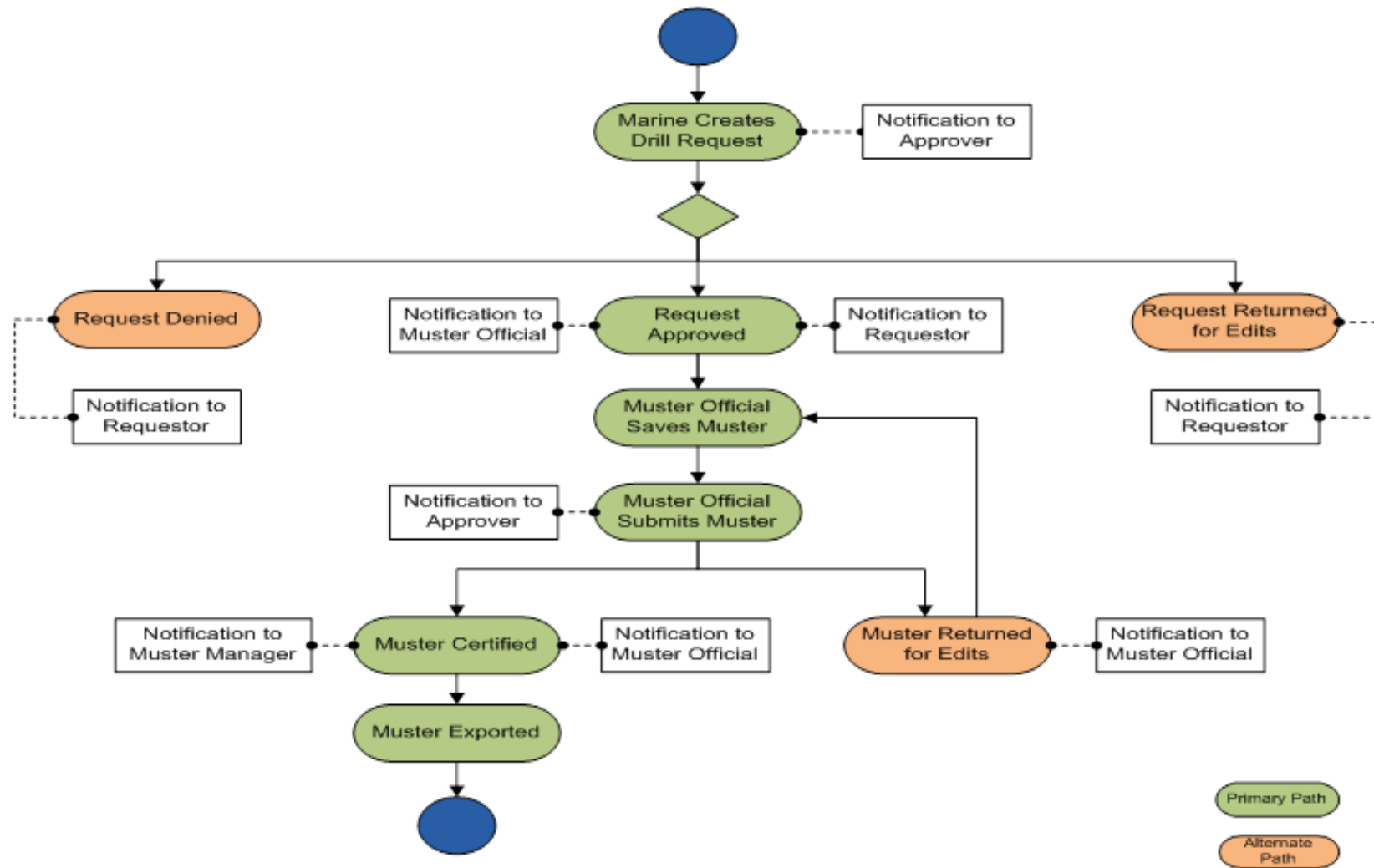
You can also download the Career Self-Assessment Form and access the Reserve Affairs (RA) Career Counseling Self-Assessment form. This module also permits identifying future Billet Assignments – Officers can identify desired plans for future billet assignments

- Identify desired future billet, BMOS, billet location, and BIC
- Indicate if screened for Senior Command Billet
- Indicate if willing to travel outside of reasonable commute

Access to Career Development tools

- Sergeants and above have access to Career Development

Drill Manager Request Flow Diagram



Paid Drill Matrix

Paid Drill Matrix
In order for a drill to be paid Steps 1-6 must be completed.

Step	Status	What Role Initiates This Status	Status Definition	Next Step in the Drill Manager Process	Who can Delete/Cancel This Drill
1	<i>Created/Requested</i>	Individual Marine, Schedule Creator or Proxy	The drill request has been created and submitted to Approver.	Approver is notified and takes action on drill request.	Individual Marine, Scheduler ¹
2	<i>Approved</i>	Approver/Trusted Agent/IMA Drill Approver	The drill request has been approved and the Marine may now attend the scheduled drill.	Once a drill has been approved the Mustering Official is notified to substantiate the attendance at a drill.	Approver/Trusted Agent ²
3	<i>Saved Muster</i>	Mustering Official or Muster Manager	The muster sheet has been created and saved by the Mustering Official or Muster Manager.	After a drill has been completed, the saved muster sheet is submitted to the Approver to be reviewed.	Muster Manager and Approver/Trusted Agent ("Corrective Actions") ³
4	<i>Submitted Muster</i>	Mustering Official or Muster Manager	The muster has been submitted to the Approver for review.	Once a muster sheet has been submitted, the Approver is notified to review and certify the muster sheet.	Muster Manager and Approver/Trusted Agent ("Corrective Actions") ³
5	<i>Certified Muster</i>	Approver/Trusted Agent	The muster sheet has been approved and "Certified".	Once a muster sheet has been certified, the Muster Manager prepares the muster and exports the transactions to MCTFS	Muster Manager and Approver/Trusted Agent ("Corrective Actions") ³
6	<i>Exported Muster</i>	Muster Manager/IMA Exporter	The Muster sheet has been exported to MCTFS	Drill is available to be processed within the Total Force System for pay	Muster Manager and Approver/Trusted Agent ("Corrective Actions") ⁴

^{1.} Drills that are in "Requested" or "Draft" Status can be deleted by the original creator of the drill request, to include the Individual Marine, Schedule Creator or Proxy for the unit.

^{2.} Drills that are in "Approved" status can be cancelled by the Approver or Trusted Agent for the unit.

^{3.} Drills that are in "Muster Saved", "Muster Submitted", "Muster Returned", "Muster Certified" statuses can have a Marine deleted from the Muster Sheet only if one attendee is scheduled on Muster Sheet. Delete Attendee requests are initiated by the Muster Manager and approved by either an Approver or Trusted Agent. Once approved the individual will no longer be required to attend the drill period. Corrective Actions can only be used to delete an individual from a muster sheet; it cannot be used to cancel a Full Unit or Partial Unit drill. Note Corrective Action cannot be used for RIDTs or EDPs, if an individual needs to be deleted from muster sheet for these drill types units must contact MFR AAU for waiver to delete attendee from Muster Sheet.

^{4.} Drills that are in "Muster Exported" status can be updated by Changing Drill Status. Change Drill Attendance Requests are initiated by the Muster Manager and approved by either an Approver or Trusted Agent.

APPENDIX A: EXAMPLE ASSUMPTION OF COMMAND General Letter

The AOC is submitted to MISSO 16/17 at this web site;

<https://eis.usmc.mil/sites/missa/default.aspx> via Problem Incident Reports (PIR).



UNITED STATES MARINE CORPS
MARINE TRANSPORT SQUADRON BELLE CHASSE
400 RUSSELL AVE, BOX 30
NEW ORLEANS, LA 70143

1300
CO
7 Jun 16

SQUADRON ORDER 1300

From: Commanding Officer
To: Distribution List

Subj: ASSUMPTION OF COMMAND

Ref: (a) U.S. Navy Regs 1990, Art, 0703

1. Purpose. To publish an Assumption of Command Order as required by the reference.
2. Directive. I have assumed the duties as Commanding Officer of Marine Transport Squadron Belle Chasse, 4th Marine Aircraft Wing, Marine Forces Reserve, Naval Air Station - Joint Reserve Base New Orleans, LA this date as directed by the reference. All effective orders, directives, and policy letters issued by my predecessors will remain in effect.
3. This appointment will remain in effect until you are properly relieved of this duty for reason of transfer of upon revocation.

A handwritten signature in black ink, appearing to be 'A. CO' followed by a stylized flourish.

A. CO

Copy to:
CO, VMR
CG, 4th MAW
Files



APPENDIX B: EXAMPLE IMA MARINE PROGRAM MANAGER LETTER

UNITED STATES MARINE CORPS

Unit Letterhead

IN REPLY REFER TO:

1000

CO

DATE

From: Commanding Officer, [UNIT NAME]
To: Rank First Name M. Last Name EDIP #/MOS USMC
Subj: APPOINTMENT AS THE IMA MARINE PROGRAM MANAGER
Ref: (a) MCO 1001.62_

1. Per the references, you are hereby appointed as the IMA Marine Program Manager for Unit Name, RES RUC 88XXX.
2. You are directed to become familiar with the references and all other directives pertaining to this assignment.
3. This appointment is automatically revoked upon your transfer or reassignment, and is superseded by the incoming appointment. Upon your relief, you will ensure a proper and complete turnover has been conducted.

CO'S INITIALS LAST NAME

FIRST ENDORSEMENT

From: Rank First Name M. Last Name EDIP #/MOS USMC
To: Commanding Officer, [UNIT NAME]
Subj: LETTER OF APPOINTMENT AS THE IMA MARINE PROGRAM MANAGER

1. I have read and understand all orders pertaining to this appointment.
2. I will assume all duties and responsibilities as the (Unit Name, RES RUC 88XXX) for the IMA Marine Program.

(Type UNIT Rep rank, name)

APPENDIX C: EXAMPLE OPSPONSOR LETTER



UNITED STATES MARINE CORPS Unit Letterhead

IN REPLY REFER TO:

1000

CO

DATE

From: Commanding Officer, [UNIT NAME]
To: Rank First Name M. Last Name EDIP #/MOS USMC

Subj: ASSIGNMENT AS INDIVIDUAL MOBILIZATION AGUMENTEE (IMA) PROGRAM
OPERATIONAL SPONSOR

Ref: (a) MCO 1001.62_ (IMA Program)
(b) MCO P1001R.1J (MCRAMM)

1. Per the references, you are assigned as the Operational Sponsor (OpSponsor) for this command's IMA Program Marines. For administrative identification purposes, the Marine Corps Total Force System (MCTFS) designated RES RUC is 88XXX, MCC (list as required) for all IMA Marines at this command.
2. You will read, familiarize yourself with, and perform all duties required by the references.
3. After endorsing this letter, forward a copy to the IMA Program Manager, RAM-4 at SMB_IMA@usmc.mil.
4. This appointment supersedes all previous assignments of OpSponsor for this command and will terminate upon your transfer from this command, unless sooner superseded or revoked.

CO'S INITIALS LAST NAME

FIRST ENDORSEMENT

From: Rank First Name M. Last Name EDIP #/MOS USMC
To: Commanding Officer, [UNIT NAME]

1. I have assumed the duties and responsibilities of this billet.
2. I have read and will comply with the requirements of the references listed above pertaining to this billet.
3. My contact information is telephone number 000-000-0000 and e-mail address i.am.marine@usmc.mil.

(Type UNIT Rep rank, name)

[Go to Table of Contents](#)

APPENDIX D: EXAMPLE OF 1164 EPAR Package

Submitted by Marine with initial EPAR;

1. Memorandum by command



UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
2000 OPELOUSAS AVE
NEW ORLEANS, LA 70114-1500

1000
S1
16 May 16

MEMORANDUM

From: Director, Marine Corps Individual Reserve Support
Activity
To: Finance Officer, Marine Corps Base, Quantico, VA
Subj: CLAIM FOR REIMBURSEMENT FOR EXPENDITURES
Ref: (a) TAN 14-14

Encl: (1) Standard Form 1164

1. Lieutenant Colonel MARINE performed Inactive Duty Training at Colorado Springs, CO.
2. Government quarters are not available at this location.
3. Member drilled from 20160502 to 20160508. Member's total reimbursement is \$698.39.


J. M. Ellis
By direction

4. Zero Balance Hotel receipt from Marine



2875 Zeppelin Road • Colorado Springs, CO 80916
Phone (719) 574-2701 • Fax (719) 574-2369
Reservations
homewoodsuites.com or 1-800-CALL-HOME

Name & Address

GAINESVILLE VA 20155
UNITED STATES OF AMERICA

Room 320/KHVN
Arrival Date 5/1/2016 9:01:00 PM
Departure Date 5/8/2016 8:05:00 AM

Adult/Child 1/0
Room Rate 91.00
Rate Plan: GVT
HH # 206913048 BLUE
AL:
Car:

Folio

Confirmation Number

5/8/2016

H HONORS
HILTON WORLDWIDE

DATE	REFERENCE	DESCRIPTION	AMOUNT
5/1/2016	797637	GUEST ROOM	\$91.00
5/1/2016	797637	TAXES	\$8.77
5/2/2016	797757	GUEST ROOM	\$91.00
5/2/2016	797757	TAXES	\$8.77
5/3/2016	797896	GUEST ROOM	\$91.00
5/3/2016	797896	TAXES	\$8.77
5/4/2016	798048	GUEST ROOM	\$91.00
5/4/2016	798048	TAXES	\$8.77
5/5/2016	798197	GUEST ROOM	\$91.00
5/5/2016	798197	TAXES	\$8.77
5/6/2016	798352	GUEST ROOM	\$91.00
5/6/2016	798352	TAXES	\$8.77
5/7/2016	798500	GUEST ROOM	\$91.00
5/7/2016	798500	TAXES	\$8.77
5/8/2016	798563	MC *4792	(\$998.39)
		BALANCE	\$0.00
EXPENSE REPORT SUMMARY			
		5/1/2016 5/2/2016 5/3/2016 5/4/2016	
ROOM AND TAX		\$99.77 \$99.77 \$99.77 \$99.77	
DAILY TOTAL		\$99.77 \$99.77 \$99.77 \$99.77	
EXPENSE REPORT SUMMARY			
		5/5/2016 5/6/2016 5/7/2016 STAY TOTAL	
ROOM AND TAX		\$99.77 \$99.77 \$99.77 \$998.39	
DAILY TOTAL		\$99.77 \$99.77 \$99.77 \$998.39	
ACCOUNT NO.		DATE OF CHARGE	
MC *4792		5/8/2016	
CITY & STATE		FOLIO NO./CHECK NO.	
		161435 A	
ESTABLISHMENT NO. & LOCATION		AUTHORIZATION	
		INITIAL	
ESTABLISHMENT AGREEMENT TO TERMS & CONDITIONS OF CARDHOLDER'S AGREEMENT		PURCHASES & SERVICES	
		TAXES	
		TIPS & MISC.	
		TOTAL AMOUNT	
		-998.39	

*MUST BE
ZERO
BALANCE
RECEIPT*



5. Letter of Government Quarters Non-Availability

NO CONFIRMATION LETTER
GOV LODGING AVAILABLE

PIKES PEAK LODGE
125 E. STEWART AVE, PETERSON AFB 80914
719-556-7851 FAX: 719-556-7852

THIS IS AN AUTHORIZATION SHEET FOR A PAYING GUEST - GUEST
RESPONSIBLE FOR PAYING ALL CHARGES INCURRED AT HOTEL

IMA MACQUE

is authorized to be lodged at the

HOMEWOOD SOUTH

Hotel for the period of 05-01-2016
05/02/2016 for 7 nights at the

rate of \$91.00 per night for a total cost of \$546.00

The base lodging must authorize any change to hotel or number of nights.

Please contact our front desk at the above number.

[Signature]
U.S. AIR FORCE Base Desk Clerk Signature

05/02/2016
Date

Guest Account #: 20320546342

Group #: _____

Submitted by Operational Command (OpSponsor) in their IPAC EPAR

1. All Marine submitted content
2. Screen Shot of Reserve Drill Account 981 remark from MCTFS by command

```
TJKPR981          **** RESERVE DRILL ACCOUNT 981 REMARKS ****          05/16/2016
EMG112 ENTER NEXT EDIPI: _____ ENTER CATG: _____ SEQ NBR: _____ 13:32:54
EDIPI:            NAME:
RUC: 88831        COMPANY CODE: R  PRES-GRADE: O5      RECSTAT: E   COMP CODE:
                  PLT CODE: NCOM  TRNGRP: B   R-RECSTAT: 0  RCOMP CODE: KF

  SEQ      KILL  ADJ  DRILL      NBR  TYPE  CHAR  EXCESS      BEG:      END:
  DATE     CODE  DATE    DRILLS DRILLS DRILLS  CODE    TCH DATE  TCH DATE
00075 201605      20160508 ✓    2    REG    S00      20160509 20160509
00074 201605      20160507 ✓    2    REG    S00      20160509 20160509
00073 201605      20160506 ✓    2    REG    S00      20160509 20160509
00072 201605      20160505 ✓    2    REG    S00      20160508 20160508
00071 201605      20160504 ✓    2    REG    S00      20160508 20160508
00070 201605      20160503 ✓    2    REG    S00      20160508 20160508
00069 201605      20160502 ✓    2    REG    S00      20160508 20160508
00068 201601      20160114      2    REG    S00      20160118 20160118
00067 201601      20160107      2    REG    S00      20160118 20160118
00066 201512      20151210      2    REG    S00      20151215 20151215
00065 201512      20151203      1    REG    S00      20151215 20151215
00064 201502      20150208      2    REG    S00      20150209 20150209
00063 201502      20150207      2    REG    S00      20150209 20150209

***** CONTINUED *****
PF: 1-HELP 3-EXIT 7/8-SCROLL BACK/FWD (TOGGLES: 9-RMK/ADR 10-SJM/DTL) 12-PRINT
```

3. Screen Shot of Primary Residence Address 191 remark from MCTFS by command

```
TJWPR191          **** PRIMARY RESIDENCE ADDRESS 191 REMARKS ****          05/16/2016
EMG112 ENTER NEXT EDIPI: _____ ENTER CATG: _____ SEQ NBR: _____ 13:33:11
EDIPI:            NAME:
RUC: 88831        COMPANY CODE: R  PRES-GRADE: O5      RECSTAT: E   COMP CODE:
                  PLT CODE: NCOM  TRNGRP: B   R-RECSTAT: 0  RCOMP CODE: KF

  SEQ      KILL DATE  PRIMARY RESIDENCE ADDRESS      EFFECTIVE DATE
00001  999999      15183 WINDY HOLLOW CIRCLE      20160310
                        GAINSVILLE      VA      201552859

                        ADR TYP-DOC#-YEAR-RUC-DPI-TTC  TCH DATE
                        B: 1-00826-2016-46652-17-0380-20160310
                        E: 1-00826-2016-46652-17-0380-20160310

***** COMPLETED *****
PF1-HELP  PF3-EXIT  PF7/PF8-SCROLL BACK/FWD  PF9-TOGGLE ADR/RMK  PF12-PRINT
```

APPENDIX E: EXAMPLE OF 1164 MISSING MEALS EPAR Package

OF 1164 Submitted by Marine with initial EPAR

1. OF 1164 Missing Meals filled out by Marine and signed by Marine

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE HTC Location: RSU Quantico, VA 22134		2. VOUCHER NUMBER																																																																																																																																																																																																																														
				3. SCHEDULE NUMBER																																																																																																																																																																																																																														
<i>Read the Privacy Act Statement on the back of this form.</i>				5. PAID BY																																																																																																																																																																																																																														
CLAIMANT	4. a. NAME (Last, first, middle initial) IMA Marine		b. EMPLOYEE ID NUMBER EDPI																																																																																																																																																																																																																															
	c. MAILING ADDRESS (Include ZIP Code) 1234 Main St Any Town, US 12345		d. OFFICE TELEPHONE NUMBER 1234567899																																																																																																																																																																																																																															
6. EXPENDITURES (If fare or toll claimed in column (g) exceeds charge for one person, show in column (h) the number of additional persons which accompanied the claimant.)																																																																																																																																																																																																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">DATE</th> <th rowspan="2">C O D E</th> <th rowspan="2">Show appropriate code in column (b): A - Local Travel B - Telephone or Telegraph C - Other expenses (itemized)</th> <th rowspan="2">D. Funeral Honors Detail E. Specialty Care</th> <th rowspan="2">MILEAGE RATE (Enter Whole Numbers Only)</th> <th colspan="4">AMOUNT CLAIMED</th> </tr> <tr> <th>NUMBER OF MILES (e)</th> <th>MILEAGE (f)</th> <th>FARE OR TOLL (g)</th> <th>ADD PERSONS (h)</th> <th>TIPS AND MISCELLANEOUS (i)</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td>(b)</td> <td>(c) FROM</td> <td>(d) TO</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5/2/2016</td> <td></td> <td>Breakfast</td> <td>NOTE: Claim amount is LOCAL BAS rate as follows;</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5/2/2016</td> <td>C</td> <td>Lunch & Dinner</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5/3/2016</td> <td></td> <td>Breakfast</td> <td>Breakfast - 20% daily BAS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5/3/2016</td> <td>C</td> <td>Lunch & Dinner</td> <td>Lunch - 40% daily BAS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5/4/2016</td> <td></td> <td>Breakfast</td> <td>Dinner - 40% daily BAS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5/4/2016</td> <td>C</td> <td>Lunch & Dinner</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td colspan="4">If additional space is required continue on the back.</td> <td colspan="2">SUBTOTALS CARRIED FORWARD FROM THE BACK</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						DATE	C O D E	Show appropriate code in column (b): A - Local Travel B - Telephone or Telegraph C - Other expenses (itemized)	D. Funeral Honors Detail E. Specialty Care	MILEAGE RATE (Enter Whole Numbers Only)	AMOUNT CLAIMED				NUMBER OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)	ADD PERSONS (h)	TIPS AND MISCELLANEOUS (i)	(a)	(b)	(c) FROM	(d) TO						5/2/2016		Breakfast	NOTE: Claim amount is LOCAL BAS rate as follows;						5/2/2016	C	Lunch & Dinner							5/3/2016		Breakfast	Breakfast - 20% daily BAS						5/3/2016	C	Lunch & Dinner	Lunch - 40% daily BAS						5/4/2016		Breakfast	Dinner - 40% daily BAS						5/4/2016	C	Lunch & Dinner																																																																																																																																														If additional space is required continue on the back.				SUBTOTALS CARRIED FORWARD FROM THE BACK				
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8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. Sign Original Only																																																																																																																																																																																																																														
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DATE 5/6/2016				DATE 5/5/2016																																																																																																																																																																																																																														
9. This claim is certified correct and proper for payment. Sign Original Only				11. CASH PAYMENT RECEIPT																																																																																																																																																																																																																														
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ACCOUNTING CLASSIFICATION																																																																																																																																																																																																																																		

Submitted by Operational Command (OpSponsor) in their IPAC EPAR

1. All Marine Submitted Content
2. Screen Shot of Reserve Drill Account 981 remark from MCTFS by command

TJKPR981 ***** RESERVE DRILL ACCOUNT 981 REMARKS ***** 05/23/2016
GGZR9B ENTER NEXT EDIPI: _____ ENTER CATG: _____ SEQ NBR: _____ 11:27:42
EDIPI: " " NAME: " " J
RUC: 000001 COMPANY CODE: G PRES-GRADE: E6 RECSTAT: E COMP CODE:
PLT CODE: MCBQ TRNGRP: B R-RECSTAT: 0 RCOMP CODE: KF

SEQ	KILL DATE	ADJ CODE	DRILL DATE	NBR DRILLS	TYPE DRILLS	CHAR DRILLS	EXCESS CODE	BEG: TCH DATE	END: TCH DATE
00160	201605		20160504 ✓	2	REG	S00		20160509	20160509
00159	201605		20160503 ✓	2	REG	S00		20160509	20160509
00158	201605		20160502 ✓	2	REG	S00		20160509	20160509
00157	201603		20160226	2	REG	S00		20160306	20160306
00156	201603		20160225	2	REG	S00		20160306	20160306
00155	201603		20160224	2	REG	S00		20160306	20160306
00154	201602		20160212	2	REG	S00		20160222	20160222
00153	201602		20160211	2	REG	S00		20160222	20160222
00152	201602		20160210	2	REG	S00		20160222	20160222
00151	201602		20160209	2	REG	S00		20160210	20160210
00150	201602		20160208	2	REG	S00		20160210	20160210
00149	201602		20160207	2	REG	S00		20160210	20160210
00148	201602		20160206	2	REG	S00		20160210	20160210

***** C O N T I N U E D *****
PF: 1-HELP 3-EXIT 7/8-SCROLL BACK/FWD (TOGGLES: 9-RMK/ADR 10-SUM/DTL) 12-PRINT

APPENDIX F: EXAMPLE DD 1351-2 EPAR Package

Submitted by Operational Command (OpSponsor) in their IPAC EPAR

1. All Marine submitted content
2. DD 1351-2 filled out by Marine and signed by Marine and endorsed by Operational Command

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT ☒ Electronic Fund Transfer (EFT) ☐ Payment by Check				SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. ☒ Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 598.39			
2. NAME (Last, First, Middle Initial) (Print or type) MARINE, IMA		3. GRADE 04/MAJ		4. SSN EDP1		5. TYPE OF PAYMENT (X as applicable) ☒ TOY ☐ PCS ☐ Dependent(s) ☒ Member/Employee ☐ Other ☐ DLA	
6. ADDRESS a. NUMBER AND STREET 123 MAIN STREET b. CITY ANYTOWN c. STATE VA d. ZIP CODE 12345		7. PAYMENT TELEPHONE NUMBER & AREA CODE 123-456-7899 8. TRAVEL CARD AUTHORIZATION NUMBER SDN2201001XX01		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 0.00		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER c. PAID BY d. COMPUTATIONS ANNUAL AT GTCC CARD HOLDER	
11. ORGANIZATION AND STATION COMMAND X		12. DEPENDENTS (X and complete as applicable) ☒ ACCOMPANIED ☐ UNACCOMPANIED a. NAME (Last, First, Middle Initial) MARINE, WIFE b. RELATIONSHIP WIFE c. DATE OF BIRTH 2/2/2001		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) 123 MAIN STREET ANYTOWN, VA 12345		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? ☐ YES ☒ NO (Explain in Remarks)	
15. ITINERARY a. DATE 1 May 1 May 12 May 12 May ARR DEP ARR DEP ARR DEP ARR DEP ARR DEP ARR DEP ARR DEP		b. PLACE (Home, Office, Base, Activity, City and State, Air and Country, etc.) 123 Main Street, Anytown, VA 12345 MCB Quantico, VA 22134 123 Main Street, Anytown, VA 12345		c. MEANS/ MODE OF TRAVEL PA PA MC		d. REASON FOR STOP TD MC	
16. POC TRAVEL (Plane) ☒ OPERATE ☐ PASSENGER		17. DURATION OF TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS ☒ MORE THAN 24 HOURS		18. REIMBURSABLE EXPENSES a. DATE 1 May 12 May 12 May b. NATURE OF EXPENSE Toll Lodging Toll c. AMOUNT 1.00 598.39 5.00 d. ALLOWED 1.00 598.39 5.00		19. GOVERNMENT/REDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	
20. CLAIMANT SIGNATURE <i>IMA</i>		21. REVIEWER'S PRINTED NAME OpSponsor Y		22. REVIEWER SIGNATURE <i>Y</i>		23. TELEPHONE NUMBER 703-784-0000 24. TELEPHONE NUMBER 703-784-0001	
25. APPROVER'S OFFICIAL'S PRINTED NAME IMA COMMANDER		26. SIGNATURE <i>IMA</i>		27. DATE 5/13/16 28. DATE 5/15/16		29. ACCOUNTING CLASSIFICATION 30. COLLECTION DATA 31. COMPLETED BY 32. AUDITED BY 33. TRAVEL OFFICE AUTHORIZATION POSTED BY 34. RECEIVED (Payee Signature and Date or Check No.) 35. AMOUNT PAID DD FORM 1351-2, MAY 2011 PREVIOUS EDITION IS OBSOLETE. Exception to SF 1012 approved by CSAA/AFM 13-01 Accts. Designer 8.0	

1. Zero Balance Hotel receipt from Marine



2875 Zeppelin Road • Colorado Springs, CO 80916
Phone (719) 574-2701 • Fax (719) 574-2369
Reservations
homewoodsuites.com or 1-800-CALL-HOME

Name & Address

GAINESVILLE VA 20155
UNITED STATES OF AMERICA

Room 320/KHVN
Arrival Date 5/1/2016 9:01:00 PM
Departure Date 5/8/2016 8:05:00 AM

Adult/Child 1/0
Room Rate 91.00
Rate Plan: GVT
HH # 208913048 BLUE
AL:
Car:

Folio

Confirmation Number

5/8/2016

H HONORS
HILTON WORLDWIDE

DATE	REFERENCE	DESCRIPTION	AMOUNT
5/1/2016	797637	GUEST ROOM	\$91.00
5/1/2016	797637	TAXES	\$8.77
5/2/2016	797757	GUEST ROOM	\$91.00
5/2/2016	797757	TAXES	\$8.77
5/3/2016	797896	GUEST ROOM	\$91.00
5/3/2016	797896	TAXES	\$8.77
5/4/2016	798048	GUEST ROOM	\$91.00
5/4/2016	798048	TAXES	\$8.77
5/5/2016	798197	GUEST ROOM	\$91.00
5/5/2016	798197	TAXES	\$8.77
5/6/2016	798352	GUEST ROOM	\$91.00
5/6/2016	798352	TAXES	\$8.77
5/7/2016	798500	GUEST ROOM	\$91.00
5/7/2016	798500	TAXES	\$8.77
5/8/2016	798563	MC *4792	(\$998.39)
		BALANCE	\$0.00
EXPENSE REPORT SUMMARY			
		5/1/2016 5/2/2016 5/3/2016 5/4/2016	
ROOM AND TAX		\$99.77 \$99.77 \$99.77 \$99.77	
DAILY TOTAL		\$99.77 \$99.77 \$99.77 \$99.77	
EXPENSE REPORT SUMMARY			
		5/5/2016 5/6/2016 5/7/2016 STAY TOTAL	
ROOM AND TAX		\$99.77 \$99.77 \$99.77 \$998.39	
DAILY TOTAL		\$99.77 \$99.77 \$99.77 \$998.39	
ACCOUNT NO.		DATE OF CHARGE	
MC *4792		5/8/2016	
ESTABLISHMENT NO. & LOCATION		FOLIO NO./CHECK NO.	
		161435 A	
ESTABLISHMENT AGREEMENT TO TERMS & CONDITIONS OF CARDHOLDER'S AGREEMENT		AUTHORIZATION	
		INITIAL	
		PURCHASES & SERVICES	
		TAXES	
		TIPS & MISC.	
		TOTAL AMOUNT	
		-998.39	

MUST BE
ZERO
BALANCE
RECEIPT



2. Letter of Government Quarters Non-Availability

NO CONFIRMATION LETTER
GOV LODGING AVAILABLE

PIKES PEAK LODGE
125 E. STEWART AVE, PETERSON AFB 80914
719-556-7851 FAX: 719-556-7852

THIS IS AN AUTHORIZATION SHEET FOR A PAYING GUEST - GUEST
RESPONSIBLE FOR PAYING ALL CHARGES INCURRED AT HOTEL

IMA MACQUE

is authorized to be lodged at the

HOMEWOOD SOUTH

Hotel for the period of 05-01-2016
05/02/2016 for 7 nights at the

rate of \$91.00 per night for a total cost of \$546.00

The base lodging must authorize any change to hotel or number of nights.

Please contact our front desk at the above number.

[Signature]
U.S. AIR FORCE Base Desk Clerk Signature

05/02/2016
Date

Guest Account #: 20320546342

Group #: _____

Submitted by Operational Command (OpSponsor) in their IPAC EPAR

1. All Marine submitted content
2. DD 1351-2 filled out by Marine and signed by Marine and endorsed by Operational Command

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT ☒ Electronic Fund Transfer (EFT) ☐ Payment by Check				SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. ☒ Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 598.39			
2. NAME (Last, First, Middle Initial) (Print or type) MARINE, IMA		3. GRADE 04/MAJ	4. SSN EDPI	5. TYPE OF PAYMENT (X as applicable) ☒ TOY ☐ PCS ☐ Dependent(s) ☒ Member/Employee ☐ Other ☐ DLA			
6. ADDRESS (a. Number and Street) 123 MAIN STREET		b. CITY ANYTOWN	c. STATE VA	d. ZIP CODE 12345			
e. E-MAIL ADDRESS IMAMARINE@GMAIL.COM				18. FOR D.O. USE ONLY			
7. PAYEE TELEPHONE NUMBER & AREA CODE 123-456-7899		8. TRAVEL ORDER AUTHORIZATION NUMBER SDN2201001XX01		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 0.00		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION COMMAND X				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) 123 MAIN STREET ANYTOWN, VA 12345		b. SUBVOUCHER NUMBER	
12. DEPENDENTS (X and complete as applicable) ☐ ACCOMPANIED ☒ UNACCOMPANIED				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? ☐ YES ☒ NO (Explain in Remarks)		c. PAID BY	
a. NAME (Last, First, Middle Initial) MARINE, WIFE		b. RELATIONSHIP WIFE	c. DATE OF BIRTH 2/2/2001	15. COMPUTATIONS ANNUAL AT GTCC CARD HOLDER		d. COMPUTATIONS	
19. ITINERARY				MEANS/REASON FOR STOP		e. SUMMARY OF PAYMENT	
a. DATE 1 May	b. PLACE (Home, Office, Business Activity, City and State, City and Country, etc.) 123 Main Street, Anytown, VA 12345	c. MEANS/REASON FOR STOP PA	d. LOGGING COST 900.00	e. POC MILES 150	(1) Per Diem		
1 May ARR	MCB Quantico, VA 22134	TD			(2) Actual Expense Allowance		
12 May DEP	123 Main Street, Anytown, VA 12345	MC			(3) Mileage		
12 May ARR					(4) Dependent Travel		
ARR					(5) DLA		
DEP					(6) Reimbursable Expenses		
ARR					(7) Total		
DEP					(8) Less Advance		
ARR					(9) Amount Owed		
DEP					(10) Amount Due		
ARR					19. GOVERNMENT/REDUCTIBLE MEALS		
a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS				
20. CLAIMANT SIGNATURE <i>Ima Marine</i>				21. DATE 5/13/16		22. REVIEWER SIGNATURE <i>[Signature]</i>	
c. REVIEWER'S PRINTED NAME OpSponsor Y				d. TELEPHONE NUMBER 703-784-0000		e. DATE 5/14/16	
21. APPROVING OFFICIAL'S PRINTED NAME IMA COMMANDER				f. TELEPHONE NUMBER 703-784-0001		g. DATE 5/15/16	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL OFFICE AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
						28. AMOUNT PAID	

DD FORM 1351-2, MAY 2011

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by CSO/Mail 12-01
 Acosta Designer 8.0

APPENDIX G: EXAMPLE Foreign Travel Notification Form

1. Contact Information

Traveler Last Name:

Traveler First Name:

Middle Initial:

Rank:

Employee Type (MIL, CIV, CTR):

Organization: M&RA

EDIPI:

Work Phone Number:

Indoctrinated to SCI?

2. Type of Foreign Travel (Highlight type of travel)

Official – You are traveling to support official agency business.

Unofficial - You are travelling for personal reasons.

Both – You are travelling for personal reasons and business reasons.

3. Reason For Travel (Highlight Reason, if “OTHER” fill in)

Visiting Family/Friends

Vacation

Meeting/Conference Attendance

Site Visit

Other:

4. Travel Itinerary

Departure Date Travel Mode Arrival Date City Country

(Flight #, Cruise # etc.)

5. Accommodations/Lodging

[Go to Table of Contents](#)

Name/Place	Address	Phone

6. Foreign Contacts

(If traveling with a foreign national or making contact with foreign governments, companies, or citizens upon arrival at destination, list below)

Name of individual/Company Association contact reason	Full address	Citizenship

7. Emergency Contact

Name: Phone: Relationship:

Name: Phone: Relationship:

8. Training

Anti-Terrorism Force Protection Course:

<https://jkodirect.jten.mil/>

Completion Date:

Foreign Travel Brief:

<http://www.hqmc.marines.mil/Portals/137/Site%20Images/Security%20Programs%20Info%20Mgt/HQMC%20FTB.pdf>

DoD Foreign Clearance Guide:

<https://www.fcg.pentagon.mil/>

APACS:

<https://apacs.dtic.mil/apacs/>

ANNEX A: Websites Worth Knowing About (granted, URL tend to change....)

U.S. Marine Corps Forces Reserve Main Website <http://www.marforres.marines.mil/Main.aspx>

IPAC MARFORRES http://www.marforres.marines.mil/General-Special-Staff/G1/Deployment_Section/

Open SMCR & IMA billets & mobilization
<http://www.marforres.marines.mil/About/ReserveCareerBillets.aspx>

Marines Online <https://sso.tfs.usmc.mil/sso/DoDConsent.do>

Thrift Savings Plan website <https://www.tsp.gov/index.html>

Master access (for a variety of Federal & DoD sites with single CAC sign on – need to register but well worth the time); <https://myaccess.dmdc.osd.mil/identitymanagement/authenticate.do?execution=e1s1>

Drill Manager/RTAMMS <https://rtamms.mceits.usmc.mil/>

Joint Knowledge Online (JKO) <https://nemesis.jten.mil/Atlas2/faces/page/login/Login.seam>

Tricare Reserve Select website <http://www.tricare.mil/Plans/New/NewNGRM.aspx>

Navy Directives/Publications/Manuals; www.doni.daps.dla.mil

Per Diem Rates; <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

DoD DTS Training site: <https://www.defensetravel.dod.mil/site/training.cfm>

M&RA DTS Resource's site: <https://www.manpower.usmc.mil/webcenter/portal/DTSSupport/Home>

MARFORRES DTS site:
<https://mfrsharepoint.mcidsus.mcids.usmc.mil/g1/OPS/AAU/DTSR/Forms/AllItems.aspx>

Marine Corps Government Travel Charge Card Website:
[http://www.hqmc.marines.mil/pandr/Organization/Resources\(RF\)/FiscalDivision\(RFD\)/FinanceBranch\(RFF\)/GTCCP.aspx](http://www.hqmc.marines.mil/pandr/Organization/Resources(RF)/FiscalDivision(RFD)/FinanceBranch(RFF)/GTCCP.aspx)

Main DOD Common Access Card (CAC) site: <http://www.cac.mil/>

ANNEX B: NAVMC 11350 Orders Request Form

REQUEST FOR RESERVE OR RETIRED MEMBERS ACTIVE DUTY ORDERS ACTIVE DUTY FOR TRAINING (ADT), ACTIVE DUTY FOR SPECIAL WORK (ADSW), PRESIDENTIAL SELECTED RESERVE CALL-UP (PSRC) AND ANNUAL TRAINING (AT) AND RETIRED RECALL FOR MEMBERS OF THE SELECTED MARINE CORPS RESERVE AND INDIVIDUAL READY RESERVE AND RETIREES NAVMC 11350 (5-98) (EF) For use of this form, see MCO P1001.59; proponent agency is CMC (RA)			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: 10 USC 688, 12301 (d), and 12304			
PRINCIPAL PURPOSE: To determine eligibility and request individuals for Active Duty for Special Work, Presidential Selected Reserve Call-up, Retired Recall or active duty for training on requested dates.			
ROUTINE USES: To identify the requested individual as a Reserve Component or retired member and to issue Active Duty for Special Work, Presidential Selected Reserve Call-up, Retired Recall or Active Duty for Training. The SSN is used to identify the requested individual.			
DISCLOSURE: Completing this form is mandatory for requesting individuals for Active Duty for Special Work, Presidential Selected Reserve Call-up, Retired Recall or Active Duty for Training if not completed, the individual will be ineligible for the requested duty.			
PURPOSE OF THE REQUEST			
THE PURPOSE OF THE REQUEST IS TO:			
☐ INITIATE ORIGINAL ORDERS		☐ INITIATE A MODIFICATION TO ORIGINAL ORDERS	
PART I - REQUESTED INDIVIDUAL (Read instructions prior to completing this form.)			
1. FROM (initiating Command; include address)		2. TO (Approval Authority or Orders Writing Authority)	
3a. POC (Rank and Name)		3b. POC TELEPHONE NUMBER	
4. REQUESTED INDIVIDUAL'S NAME (Last, First, MI)		5. GRADE	6. SSN
7a. PERMANENT HOME ADDRESS		7b. CURRENT ADDRESS	
7c. HOME TELEPHONE NUMBER		7d. WORK TELEPHONE NUMBER	
PART II - ORDERS ELIGIBILITY INFORMATION			
8. RUC	9. MCC	10. PLATOON CODE	11. TRAINING GROUP
12. T/O	13. T/O LINE NUMBER	14. BILLET TITLE	15. PMOS
16. RESERVE COMPONENT CODE	17. REENLISTMENT CODE	18. MARITAL STATUS	19. DATE OF BIRTH
20. RESERVE ECC	21. EAS	22. PEBD	23. AFADBD
24. ACDU POINTS	25. ACDU YEARS	26. DATE LAST PHYSICAL	27. HIV TEST DATE
28. SECURITY CLEARANCE	29. BIRTH CITY/STATE	30. RESERVE RESTAT	
PART II - ORDERS ELIGIBILITY INFORMATION			
31. TYPE OF ACDU REQUESTED (Complete 31a if type is ADSW)			
☐ ADSW ☐ APPROPRIATE DUTY ☐ RETIRED RECALL	☐ ADSW (NON-PAID) ☐ ASSOCIATE DUTY	☐ RCT ☐ AT	☐ ATP ☐ OFF-SITE DRILLS

Archie Designer R 0

31a. ADSW CATEGORY				RC/ADSW	
AC/ADSW					
☐ ADSW-AC (SHORT TOURS/OP TEMPO RELIEF) ☐ ADSW-ES (EXERCISE SUPPORT) ☐ ADSW-TCA (TRADITIONAL CINC ACTIVITIES) ☐ ADSW-CO (CONTINGENCY OPERATION) select one ☐ INVOLUNTARY (IMA) ☐ VOLUNTARY (SMCR/IRR) ☐ ADSW-NC (UNEXPECTED NON-CONTINGENCY) reserved for use by CMC				☐ ADSW-GO (GENERAL OFFICER SHORT TOURS) ☐ ADSW-RC (SHORT TOURS) ☐ ADSW-EP (EXERCISE PARTICIPATION) ☐ ADSW-RR (RECRUITING AND RETENTION) ☐ ADSW-CD (COUNTERDRUG) ☐ ADSW-DD (DEMAND DRUG REDUCTION TASK FORCE) ☐ ADSW-CM (CIVIL MILITARY) ☐ ADSW (C4I RESERVE INTELLIGENCE PROGRAMS) select one ☐ ADSW-GDIP ☐ ADSW-JMP ☐ ADSW-TIARA	
32. START DATE		33. REPORT DATE AND TIME		34. END DATE	
				35. TOTAL DAYS REQUESTED	
36. REPORT TO		37. REPORTING ADDRESS			
38. FOR DUTY WITH		39. RUC (GAINING COMMAND)		40. MCC (GAINING COMMAND)	
41. SECURITY CLEARANCE REQUESTED: ☐ NONE ☐ SECRET ☐ TOP SECRET ☐ TOP SECRET/SSBI/SCI					
42. REQUESTED ORDERS FORMAT		43. ORDERS DELIVERY TYPE		44. MODE OF TRAVEL	
☐ LETTERHEAD ☐ MESSAGE		☐ PICK-UP IN PERSON ☐ MAIL ☐ FEDERAL EXPRESS		☐ COMMERCIAL AIR ☐ POV ☐ GOVT TRANS	
				45. BILLETING AVAILABLE	
				☐ YES ☐ NO DAILY COST: _____	
47. RENTAL CAR AUTHORIZED:		48. DUAL LODGING AUTHORIZED:		49. VARIATION OF ITINERARY AUTHORIZED:	
☐ YES ☐ NO		☐ YES ☐ NO		☐ YES ☐ NO	
				50. EXCESS BAGGAGE AUTHORIZED:	
				☐ YES ☐ NO # OF PIECES: _____	
52. DEPARTING AIRPORT		53. ARRIVAL AIRPORT			
54. DELIVERY ADDRESS		55. PCS MOVE (ADSW orders greater than 139 days continuously)			
PLAD of MSG TYPE ORDERS:		☐ MARINE DECLINES MOVEMENT OF HOUSEHOLD EFFECTS ☐ MARINE DESIRES MOVEMENT OF HOUSEHOLD EFFECTS (Checking this block requires the approval of CMC (RAM-7) prior to submission to the orders writing authority.) ☐ DEPENDENTS TRAVEL (Checking this block requires the approval of CMC (RAM-7) prior to submission to the orders writing authority.)			
ADDRESS/LOCATION FOR ORDER/TICKET DELIVERY/PICK-UP:					

NAVMC 11350 (5-98) (EF) PAGE 3 INSTRUCTIONS,**56. APPROPRIATION DATA**

ACRN	APPN/SH	OBJ/CL	BCN	S/A	AAA	TT	PAAN	COSTCODE

57. FUNDING SOURCE:

58. STANDARD DOCUMENT NUMBER:

59. TRAVEL ORDER NUMBER:

60. COST ESTIMATES:

PAY & ALLOWANCES	PER DIEM	GOVT TRAVEL	OTHER	MISC	TOTAL	ADVANCE AUTH

61. SPECIAL INSTRUCTIONS (Orders writing information to be included in the actual orders that is non standard or more detailed including variation in itinerary)

PART IV - ACTIVE DUTY PREVIOUSLY PERFORMED DURING CURRENT FISCAL YEAR**62. LIST ALL PREVIOUS ADSW IN THE CURRENT FISCAL YEAR:**

FROM	TO	TOTAL DAYS	SUPPORTED COMMAND	DUTY PERFORMED

63. JUSTIFICATION AND BRIEF DESCRIPTION OF DUTY TO BE PERFORMED THIS PERIOD:

64. NAME, RANK, SIGNATURE AND TITLE (Requesting Authority)

65. Date

PART V - APPROVING AUTHORITY ENDORSEMENT☐

APPROVED AS REQUESTED

☐

APPROVED WITH CHANGES (Listed in Remarks)

☐

DISAPPROVED

REMARKS

NAME, RANK AND TITLE (Approving Authority)

SIGNATURE

DATE

REFERENCES

- ¹ MCO 1001.59A for structure, statistics derived from RAP-1 OpSponsor conference presentation 31 August 2015
- ² DoDI 1215.06 UNIFORM RESERVE, TRAINING, AND RETIREMENT CATEGORIES FOR THE RESERVE COMPONENTS, Mar 2014, pg.25
- ³ DoDI 1235.11 MANAGEMENT OF INDIVIDUAL MOBILIZATION AUGMENTEES, May 2007, pg.7
- ⁴ MCO 1001R.1L MARINE CORPS RESERVE ADMINISTRATION MANAGEMENT MANUAL; MCRAMM, in final review, pg. 1-2
- ⁵ MCO 1001.59A ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) IN SUPPORT OF THE TOTAL FORCE, Jan 2011, pg.1-2
- ⁶ MCO 1001.62B INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM, Dec 2017, pg.1
- ⁷ MCO 1800.11 POLICY AND PROCEDURES FOR RESERVE COMPONENT (RC) MEMBER SERVICE BEYOND 16 YEARS OF ACTIVE DUTY SERVICE, Oct 2009, pg.A-2
- ⁸ MCO 3000.19B TOTAL FORCE MOB, ACTIVATION, DEPLOY PLAN, MAID P, Dec 2013, pg.1-8
- ⁹ MCO 5311.1E TOTAL FORCE STRUCTURE PROCESS, Nov 2015, pg. 2-14
- ¹⁰ MCRP 5-12D ORGANIZATION OF THE UNITED STATES MARINE CORPS, Feb 2015, pg. 1-11
- ¹¹ MCO 1001.62B INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM, Dec 2017, pg.2
- ¹² JP 1 DOCTRINE FOR THE ARMED FORCES OF THE UNITED STATES, Mar 2013, pg.xx;
OPCON is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction over all aspects of military operations and joint training necessary to accomplish the mission.
- ¹³ JP 1 DOCTRINE FOR THE ARMED FORCES OF THE UNITED STATES, Mar 2013, pg.xxii;
ADCON is the direction or exercise of authority over subordinate or other organizations with respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations.
- ¹⁴ MCO 3000.19B TOTAL FORCE MOB, ACTIVATION, DEPLOY PLAN, MAID P, Dec 2013, pg.D-1
- ¹⁵ IBID, pg.4-7
- ¹⁶ MCO 1001R.1L MARINE CORPS RESERVE ADMINISTRATION MANAGEMENT MANUAL; MCRAMM, in final review, pg. 4-24
- ¹⁷ IBID, pg. 4-24.
- ¹⁸ IBID, pg. 4-25.
- ¹⁹ MCO 1001.62B INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM, Dec 2017, pg.10
- ²⁰ 10 U.S.C. Sect 10149, 10204, 10205, 12301(a), 12302, and 12304
- ²¹ MCO 1001.62B INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM, Dec 2017, pg.1
- ²² TITLE 10 U.S.C.
- ²³ MARADMIN 303/08 READY RESERVE AND STANDBY RESERVE OFFICER PARTICIPATION REQUIREMENTS
- ²⁴ DoD Instruction 1304.25, "Fulfilling the Military Service Obligation (MSO)," October 31, 2013
- ²⁵ MCO 1900.16 SEPARATION AND RETIREMENT MANUAL (MARCORSEPMAN), 2013, pg. 6-46
- ²⁶ DoDI 1215.06 UNIFORM RESERVE, TRAINING, AND RETIREMENT CATEGORIES FOR THE RESERVE COMPONENTS, Mar 2014, pg.25
- ²⁷ IBID
- ²⁸ DoDI 1215.06 UNIFORM RESERVE, TRAINING, AND RETIREMENT CATEGORIES FOR THE RESERVE COMPONENTS, Mar 2014, pg.25
- ²⁹ MCO 1001R.1L MARINE CORPS RESERVE ADMINISTRATION MANAGEMENT MANUAL; MCRAMM, in final review, pg. 3-17
- ³⁰ DoD INSTR 1215.07 SERVICE CREDIT FOR NON-REGULAR RETIREMENT, Jan 2013, pg.7
- ³¹ DoD INSTR 6040.45 DOD HEALTH RECORD LIFE CYCLE MANAGEMENT, Nov 2015, pg. 12
- ³² IBID, pg. 10

³³ SECNAV INST 6120.3 PERIODIC HEALTH ASSESSMENT FOR INDIVIDUAL MEDICAL READINESS Dec 2009, Enclosure 1, pg.1

³⁴ NAVADMIN 187/14 CORRECTED PROPER TRANSFER OF HEALTH SERVICE TREATMENT RECORDS (STRS) OF TRANSITIONING SERVICE MEMBERS TO THE VETERANS ADMINISTRATION, August 2014

³⁵ MCO 10110.47A BASIC ALLOWANCE FOR SUBSISTANCE (BAS) AND MEAL CARD PROGRAM, pg.3

³⁶ DoDI 5154.3I, Volume 3 Department of Defense DTS Regulations, June 2016

³⁷ IBID

³⁸ DOD 7000.14R, Volume 7A, Chapter 58, PAY AND ALLOWANCES FOR INACTIVE DUTY TRAINING, 2012