



III MEF IMA PROGRAM

IMA (Individual Mobilization Augmentees) & Reserve Integration PROGRAM BRIEF

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III MEF IMA PROGRAM

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*Note: Okinawa is 14 Hours ahead of
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III MEF IMA PROGRAM

III MEF IMA Program Website:

-Explains III MEF IMA Program and is available to the public. The information is also there to assist the active duty billet sponsors as well as IMA Marines.

III MEF IMA Website Link:

<http://www.iimef.marines.mil/ReserveMarines.aspx>

MFR IMA Website Link:

<http://www.marforres.marines.mil/GeneralSpecialStaff/G1/IMA.aspx>



III MEF IMA PROGRAM

RLO office located on Camp Courtney in building 4309 directly across the street from the food court and Navy Federal Credit Union.

IMA program reference is MCO 1001.62 and the Marine Corps Reserve Administrative Management Manual (MCRAMM) order P1001R.1J.



III MEF IMA PROGRAM

IMA Program Mission

The IMA program provides **pre-trained** and **qualified** Select Marine Corps Reserve (SMCR) members who fill individual military billets that augment active component (AC) staffs and missions.

III MEF CE IMA structure is identified on the current III MEF CE Unit TO&E Report with IMA billets identified by Reserve Type Code 'D'.

III MEF IMA structure taken as a whole “is not a detachment”, the IMA program does not provide unit augmentation but rather individual augmentation to the AC. It is not a “TO” fixer for lack of personnel but there to fill a “critical” billet need.



III MEF IMA PROGRAM

III MEF IMA Program Intent/Objectives

The overarching intent/objectives for the III MEF IMA program include ensuring the successful participation of each member while providing the staff augmentation necessary to ensure the successful planning and execution of III MEF exercises as well as filling billets for day to day operations as sections need.

Additionally, to ensure the administrative, medical, and training readiness of each member in the event of mobilization.



III MEF IMA PROGRAM

What the IMA Program provides

1. A Marine who is already trained and ready for to use. All ranks of enlisted and officer with fleet and real world experience. Most IMA Marines are SNCOs and Officers.
2. A Marine can be used for a total of 37 days a year. This includes drill days and their required annual training event. Can be broken up. **More days** are available based on budget and the availability of that reserve Marine. (A different type of orders). Minimum of 60 days lead time required for orders request.
3. There is “NO COST” to III MEF. Everything is paid for by MARFORRES including travel. *Note there are some parameters.
4. If Marine is available and a III MEF need exists, mobilization orders for a year at a time can be requested to fill a critical billet need.



III MEF IMA PROGRAM

What the IMA Program provides you cont.....

5. The Marine and the active duty billet sponsor personally workout when and what that Marine will participate in throughout the year.
6. RLO office takes care of all admin needs so the Marine and the active duty billet sponsor only have to workout what that Marine will do. A ‘plug and play” Marine.
7. IMA Marines are assigned directly to a billet for a particular section and report directly to the active duty billet sponsor. That IMA Marine will work for the billet sponsor and the billet sponsor is responsible for them as they would be for any active duty Marine.
8. Active duty billet sponsor uses the IMA Marine as needed for that section based on actual needs and does not have to match billet description verbatim.



III MEF IMA PROGRAM

What the IMA Program provides you cont.....

9. An IMA Marine can work anywhere in III MEF where there is a need. That can be Div, Wing and MLG. That is up to the active duty billet sponsor. Keep in mind that the MSCs do not have IMA structure only the MEF "TO". Keep in mind if a billet sponsor gives up the IMA Marine to another section then they are giving up their own "TO" to assist someone else.
10. IMA Marines can be mobilized for any period of time. It's not automatic upon joining the IMA program. The billet sponsor and the IMA Marine can request it. Approval solely based on funding availability and a justified requirement. Back to back mobilizations are not a guarantee and Marines should not use mobilizations as a career path.



III MEF IMA PROGRAM

III MEF IMA Program Relationships

Manpower and Reserve Affairs (M&RA) provides overall program policy direction and program resources.

Marine Corps Individual Reserve Support Activity (MCIRSA), Marine Forces Reserve (MARFORRES) exercises administrative control of IMA program members assigned to the III MEF CE.

III MEF IMA members assigned to the III MEF Command Element report to their respective active duty staff section or designated Reporting Senior (RS) for duty. They work for that RS and that RS is responsible for them.



III MEF IMA PROGRAM

III MEF IMA Program Relationships

The RLO branch is part of the G-1.

Part of the RLO branch also includes the Reserve Transition Coordinator, SSgt Brian Joseph (brian.joseph@usmc.mil). In support of any Marine on Okinawa interested in the reserves in whatever capacity.

All reserve type questions/concerns can be handled in one office in Okinawa.



III MEF IMA PROGRAM

III MEF IMA Program Support

The III MEF IMA program is supported by assigned Active Reserve (AR) program members who staff the III MEF Reserve Liaison Office and provide for program management. These 4 billets normally include:

- Reserve Liaison Officer
- Reserve Liaison Chief
- Reserve Administration NCO
- Reserve Supply Chief



III MEF IMA PROGRAM

III MEF IMA Program Administration

Affiliation: Reserve Component (RC) Marines affiliate with the SMCR/IMA program through either a Prior Service Recruiter (PSR) or inter-unit transfer (IUT) for a standard 3 year tour.

III MEF IMA approved manning level consists of 58 funded billets. There are currently *51 IMA* members affiliated with the III MEF IMA program.

**Note*: This number changes monthly*



III MEF IMA PROGRAM

III MEF IMA Application Process

- IMA Applicant will fill out a Reserve Qualification Summary (RQS) and send that to III MEF Reserve Liaison Office for review.

- Phone call with IMA applicant to discuss III MEF IMA Program.

Potential IMA Applications will be screened in 3 stages for:

(1) III MEF needs first and foremost:

a. Is there an actual billet available on the III MEF "TO" for you to fill.

(2) All your admin basics/annual training/basic standards of the Marine Corps are met pre III MEF policy, IMA Order, MCRAMM Order and M&RA:

a. Has your CRCR been certified in MOL this year?



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III MEF IMA Application Process

- b. Enlisted “Only” - You must have a minimum of 4 months left before your End Of Current Contract - ECC . (Anything less requires you to re-enlist before being considered for III MEF IMA Program)
- c. If you have 16 years of active duty service, if you go on active duty orders it will require a “High Active Duty Time” waiver.
- d. Is your HT & WT current.
- e. Do you have a current PFT in MCTFS.
- f. Do you have a current CFT in MCTFS.
- g. Do you have a current HIV Test Complete in MCTFS.
- h. Do you have a current PHA in MCTFS.
- i. You must have a class 1 or 2 Dental in MRRS.
- j. Fully medically Qualified in MRRS.
- k. Civilian Employment Information (“CEI”) data is current in MOL for the current year.
- l. Do you have a security clearance of at least a “Secret” and has not expired. No security clearance is an automatic disqualifier.
- m. If you are a O-6 or E-9 you can only fill O-6 and E-9 billets. You cannot go one down or up.

MCTFS = Marine Corps Total Force System

MRRS = Navy Medical Readiness Report System



III MEF IMA PROGRAM

III MEF IMA Application Process

If these first two steps are a “yes” then a final step of:

(3) A phone/email interview of you and your RQS and any other pertinent data will be done with the active duty billet Op-Sponsor you would work for “IF” they feel you would be a proper/qualified fit for that billet.

a. If the billet Op-Sponsor is satisfied you are compatible and qualified for the billet then you will be selected for the IMA Program. If the billet sponsor does not think you will fit what III MEF needs than the applicant will be turned down.



III MEF IMA PROGRAM

III MEF IMA Join Process

1. If the applicant is with another SMCR drilling unit or IMA Program than a inter unit transfer (IUT) will be done.
2. If the applicant is in the IRR than a local prior service recruiter (PSR) in the applicants area will initiate the package. The applicant must use the PSR.
3. Once one of these two process are started than it will take anywhere from 20-30 days for the applicant to show up on the III MEF's RUC and be officially joined to the III MEF IMA Program.
4. IMA Marines are joined for a 3 year tour. Extensions for a 4th and 5th year are available based on III MEF needs only not the needs of the IMA Marine.



III MEF IMA PROGRAM

III MEF IMA Program Administration

Participation: SMCR affiliation requires that each member complete a total of 24 drill days (48 IDTs) and 13 days Annual Training (AT) for a total of 37 duty days each fiscal year.

Participation beyond the minimum requirement can be accomplished using Additional Training Periods (ATP) and Active Duty Operational Support (ADOS) funds if available.

Mobilizations of any length are available on a case by case justified request and funding availability.



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III MEF IMA Program Administration

An IMA Marine can and will be dropped to the IRR if they “DO NOT” participate based on III MEF needs. Due to so many exercises that III MEF participates in there is little tolerance for non-participation.

If IMA Marines can not participate they are expected to transfer to another unit or drop to the IRR.



III MEF IMA PROGRAM

III MEF IMA Program Administration

Integration: Integration of IMA members is the responsibility of both the active duty division/section Billet Sponsor and the IMA member. In order to ensure the successful integration of IMA members, annual IMA Integration and Training Plans must be completed.

The billet sponsor and the IMA Marine “MUST” communicate with each other to meet both the needs of that section and the IMA Marine.



III MEF IMA PROGRAM

III MEF IMA Program Administration

Requirements: In addition to meeting participation minimums, IMA members must meet basic medical (ex. annual PHA and HIV) and training (ex. PFT, other annual training) requirements, as well as complete an annual audit of their service record.

IMA Members are responsible for doing all annual training requirements like any other active duty or drilling reserve Marine.



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III MEF IMA Program Administration

Active Duty Billet Sponsors and IMA Members should also ensure that required fitness reports or Proficiency and Conduct marks are completed and submitted in accordance with governing directives.

IMA members are held accountable to their Active Duty Billet Sponsors. What they do or don't do is held accountable by the Active Duty Billet Sponsor not the RLO.



III MEF IMA PROGRAM

III MEF IMA Program Administration

Requirements for IMA Marines to come on orders:

- a. PII and IA complete and updated in MCTFS for the current CY.
- b. Your HT & WT is current in MCTFS for the current CY.
- c. You have a current PFT in MCTFS for the current time period.
- d. You have a current CFT in MCTFS for the current time period.
- e. You have a current HIV Test in MCTFS for the current year based off of your last one.
- f. You have a current PHA in MCTFS for the current year based off of your last one.
- g. You have a class 1 or 2 Dental listed in MRRS.
- h. You are Medically Qualified in MRRS.
- i. "CEI" data is current for the current year in MCTFS.
- j. Do you have a security clearance that has not expired per JPAS.



III MEF IMA PROGRAM

III MEF IMA Program Administration

Responsibilities: Marine Corps Individual Reserve Support Activity (MCIRSA) exercises administrative control of all IMA members and maintains service records, issues orders and travel, and all MCTFS entries required for appropriate pay entitlements and allowances.

The III MEF Reserve Liaison Office serves as the liaison between the III MEF CE section billet Sponsors, IMA members and MCIRSA's consolidated administration services.



III MEF IMA PROGRAM

III MEF IMA Program Challenges

Fitness Reports: Reporting relationships must be established for each IMA. Typical reporting occasions for IMA members include:

- Annual Reserve (AR)
- Reserve Training (RT)
- To Temporary Duty (TD)
- From Temporary Duty (FD)
- Change in Status (CS)

The active duty billet sponsor that the IMA Marine works for is responsible for their Fitrep “**NOT**” the RLO.

See MCO P1610.7F, Performance Evaluation System (PES), for detailed explanations of the above reporting occasions