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IN REPLY REFER TO

III MEFO 1001.62

RLO

**III MARINE EXPEDITIONARY FORCE ORDER 1001.62**

From: Commanding General

To: Distribution List

**Subj: INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM**

Ref: (a) MCO 1001.62A (IMA Program)

 (b) MCO 1001R.1L (MCRAMM)

 (c) Travel Advisory Notice (TAN) 1313

 (d) Travel Advisory Notice (TAN) 1414

 (e) Joint Travel Regulations (JTR)

 (f) MCBul 1500 w/admin changes (Annual Training and Education Requirements)

 (g) MCO 1610.7F Ch. 2 (Performance Evaluation System)

 (h) MCO P1070.12K W/CH 1 (Individual Records Administration Manual)

 (i) MCO 1001.61A (Policy and Procedures for Sourcing personnel to meet IA requirements)

 (j) MCO 3000.19B (Mobilization Activation Integration and Deactivation Plan (MAID-P))

 (k) MCO 6100.13 Ch. 1 (Marine Corps Physical Fitness Program)

 (l) MCO 6110.3 Ch.1 (Marine Corps Body Composition and Military Appearance Program)

 (m) SECNAVINST 6120.3 (Periodic Health Assessment for Individual Medical Readiness)

 (n) MCO 1500.54A (Marine Corps Martial Arts Program)

 (o) Installation Personnel Administration Center Marine Forces Reserve Administrative Guide

 (p) MarAdmin 245/12 (Drill Management Module Final Transition Guidance)

 (q) MCO 5000.12E (Marine Corps Policy Concerning Pregnancy and Parenthood)

 (r) MCO 4600.40A (Government Travel Charge Program)

 (s) WESTPAC Medical Alliance Suitability Screening

Encl: (1) New Join Accession Process

 (2) IMA Assignment Letter

 (3) Welcome Aboard Process

 (4) Statement of Understanding

 (5) Orders Request Form

 (6) Annual Training Plan Template

 (7) List of Active Duty Billet Sponsors

 (8) Process Requirements for Involuntary Mobilization

 (9) Blank Muster Sheet

1. Situation. To establish policies and procedures per references (a) through (s) for the effective management and administration of Reserve Marines assigned to the III Marine Expeditionary Force (III MEF) Individual Mobilization Augmentee (IMA) Program.

2. Mission. The mission of the III MEF IMA Program is to provide expeditiously accessible additional manpower under crisis or wartime conditions. IMA Marines are available prior to mobilization of the Individual Ready Reserve (IRR). IMAs are trained in peacetime to perform specific duties and responsibilities when recalled to active duty.

3. Execution

 a. Commander's Intent. My intent is to leverage our IMA Marines to the maximum extent possible in order to increase our responsiveness and operational readiness to “fight tonight.” We will build IMA Marine proficiencies, assign them to challenging roles, and make them full members of the III MEF team. Fulfilling this intent requires deliberate engagement by all active duty sponsors. Such engagement includes development of meaningful relationships with their assigned IMA Marines, leveraging their talents and abilities, and fully integrating them within the III MEF staff.

 b. Concept of Operations. The manpower required to respond to national contingencies exceeds III MEF normal peacetime staffing levels. Substantial personnel augmentation is essential to our rapid response capability, especially during the initial stages of an emerging crisis, well before a partial or full mobilization is declared. When employed correctly, IMA Marines are capable of filling this gap quickly. This augmentation is accomplished through an integrated III MEF Table of Organization (T/O), and pre-assigning trained IMA Marines to billets designated to augment III MEF.

 c. Tasks

 (1) Reserve Liaison Officer (RLO)

 (a) Assume responsibilities as the III MEF IMA Operational Sponsor for Platoon Codes: 3MEF, MCBB and 1MAW.

 (b) Manage Reserve manpower structure assigned to the III MEF T/O and Major Subordinate Commands (MSC).

 (c) Recommend IMA Program authorized manning based on anticipated operational requirements.

 (d) In accordance with reference (i) and (k) and per enclosure (7) identify and validate manpower requirements for the involuntary mobilization of the IMA Detachment.

 (e) During peacetime, identify and validate manpower requirements that necessitate solicitation of Reserve Marines to serve on active duty voluntarily.

 (f) Develop an annual Active Duty Operational Support (ADOS) budget in coordination with billet sponsors and submit to the Marine Forces Pacific Reserve Affairs Branch.

 (g) In accordance with reference (a), communicate authorized manning requirements to Deputy Commandant, Manpower & Reserve Affairs Department (M&RA), Reserve Affairs (RA) Division.

 (h) Manage the apportionment of authorized manning across staff sections in order to support future mobilization requirements.

 (i) As required by M&RA (RA), identify IMA manpower requirements for recruitment and staffing based on authorized manning.

 (j) In coordination with the Active Duty Billet Sponsor, screen and evaluate potential IMA candidates.

 (k) Upon reaching a staffing decision and utilizing enclosure (2), notify the Marine of his or her selection for assignment to the III MEF IMA Program. Require the individual to formally accept joining the III MEF IMA Program. A copy of this document will also be provided to the billet sponsor in order to facilitate coordination. In the event that the decision is to not join the Marine, notify the individual and/or the Prior Service Recruiter of the decision and provide justification in accordance with the prior service recruiting standards.

 (l) During the first IDT period (minimum 4-hr drill), execute an administrative check-in process, per enclosure (4), that ensures Marines are properly joined to the command. Additionally, familiarize Marines with the mission of III MEF, the staff regulations and this order.

 (m) In accordance with reference (b), certify all drill reports within 72 hours of submission of signed muster sheet and/or substantiating documents.

 (n) As required, process requests for lodging reimbursement (SF-1164) and meal reimbursement (NAVMC 11116) in accordance with references (c) and (d).

 (o) As required, and a minimum of 30 days prior, process active duty order requests for Marines performing Annual Training or voluntary active duty enclosure (4).

 (p) At the conclusion of each period of active duty, ensure Marines out-process and submit travel claims within five working days of completion of duty in accordance with reference (e).

 (q) In accordance with references (b) and (f) through (m), conduct periodic administrative, medical, dental, and training deployment and readiness screening in order to ensure that Reserve Marines are ready to mobilize in support of the Total Force.

 (r) During contingency operations (when mobilization is authorized), submit requests for activation in accordance with references (a) and (h) through (j), to Marine Forces Pacific in coordination with DC M&RA (MMIB-2).

 (2) III MEF MSC and Staff Sections with IMA structure

 (a) Consistent with the III MEF T/O, identify IMA manning requirements to III MEF (RLO) and assign an active component billet sponsor as required.

 (b) Review the III MEF T/O and determine security clearance requirements.

 (c) Assign an Active Component Marine to serve as the Billet Sponsor for your section/unit. The billet sponsor shall evaluate potential IMA candidates, conduct phone or personal interviews, and select the most qualified candidate for staffing and assist the Marine in their annual training plan.

 (d) Introduce the IMA Marine to his or her Reporting Senior and Billet Sponsor, orient the Marine to his or her duties and responsibilities, and provide instructions on general administration related to the section and provide the Marine with a computer and a work station.

 (e) Within 60 days of joining a new member to your section, or not later than 1 October of each year, coordinate with the Marine to develop an Annual Training Plan that allocates up to 48 IDT periods and twelve days (thirteen days if they reside within CONUS) of Annual Training (AT) utilizing enclosure (5).

 (f) Ensure each Marine completes IDTs IAW reference (b) and Statement of Understanding. All unsatisfactory participation will be reported to the RLO immediately by the designated billet sponsor.

 (g) In accordance with each Marine's annual training plan, ensure Marines submit AT orders requests 30 days prior to the first day of active duty with enclosure (4).

 (h) In accordance with reference (f), supervise Marines in the completion of service directed annual training requirements.

 (i) In accordance with reference (g), supervise the submission of fitness reports and proficiency and conduct marks as required.

 (j) If applicable, submit and process in the Improved Awards Processing System (iAPS) recommendations for awards for IMA Marines assigned to the staff section.

 (k) During contingency operations, identify IMA mobilization requirements to the RLO.

 (l) Six months prior to an IMA member's end of tour, coordinate with III MEF RLO to recruit/staff a replacement.

 (m) Ensure every IMA member assigned has a valid GTCC prior to travel in accordance with reference (r).

 (n) Billet Sponsors are responsible for coordinating supply and logistics requirements for their IMA Marines. See Paragraph D of this order.

 (3) Individual Mobilization Augmentee (IMA) Members

 (a) In coordination with the published major exercise schedule for III MEF and in coordination with the Billet Sponsor, every IMA Marine shall draft a personal annual training plan and submit it to RLO NLT than 30 September of each calendar year.

 (b) IMA Marines shall manage their IDTs via the Drill Management Module (DMM). Per reference (b), drills shall be coordinated and approved by the operational sponsor prior to execution. All drills planned and executed outside of III MEF AO shall be submitted via DMM by the individual Marine for approval prior to execution.

 (c) When conducting drills outside of III MEF, all IMA Marines, regardless of rank, will submit muster sheets to III MEF RLO administration via enclosure (7) on the final day of your drill period

 (d) IMA Marines shall coordinate with their III MEF staff section and the III MEF IMA Training Chief to accomplish all required annual training.

 (e) Submit requests for AT orders to III MEF RLO administrative staff 30 days prior to the first day of active duty utilizing enclosure (4).

 (f) Submit updates for changes in contact information, dependency status, employer information and medical status per reference (b).

 (g) Conduct annual audits of records in accordance with reference (b).

 (h) Every member of the IMA shall maintain their personal and deployment readiness in accordance with the references.

 (i) IMA Marines shall maintain and utilize their GTCC in accordance with reference (r).

 (j) IMA Marines are required to maintain a CAC reader in order to conduct business from CONUS. An official email will be established for each member. Once that account is established, that will be the primary means of communications from the RLO.

 d. Coordinating Instructions.

 (1) Satisfactory Participation. Chapter 4 of reference (b) establishes minimum satisfactory participation requirements for the Selected Marine Corps Reserve. Satisfactory participation is the responsibility of each individual Marine. The III MEF RLO will monitor participation. Minimum requirements are one 12-13 day AT annually, and sufficient ADOS or drills to obtain no less than 50 points for the year. Failure to complete an AT, obtain 50 points, maintain a security clearance (as required by billet), or to complete annual training requirements (i.e. PFT/CFT) shall constitute unsat participation and result in involuntary transfer to the IRR. Billet sponsors shall provide the IMA member an alternate training opportunity if the member requests it.

 (2) Types of reserve duty

 (a) Inactive Duty Training. In accordance with references (a) and (b), Reserve Marines assigned to the IMA Program may perform up to 48 IDT periods each fiscal year. See paragraph 4.c.1 for additional guidance.

 (b) Additional Training Periods. III MEF RLO retains all allocated ATPs and provides them to staff sections based on demonstrated needs. Requests for additional training periods are submitted by the billet sponsor. Billet sponsors shall request IDTs performed at any other location other that the Primary Duty Station (PDS) to include courtesy drills with other units. Both instances are governed by reference (b).

 (c) Annual Training. In accordance with references (a) and (b), Reserve Marines assigned to the IMA Program must perform twelve or thirteen days of AT each Fiscal Year. AT is typically one continuous period of active duty, inclusive of travel. Reserve Marines that reside within the local commuting distance will perform twelve days while Marines residing outside the local commuting distance will perform thirteen days. Requests to schedule annual training should be submitted 30 days in advance utilizing enclosure (4).

 1. Requests with justification for an extended AT (up to 29 days) may be submitted by staff sections to M&RA (RA), via III MEF RLO.

 2. Requests for a "split" AT may be submitted by the staff sections to III MEF RLO with appropriate justification. In those instances where a "split" AT is approved, the Marine will only receive per diem and travel for one of the two periods of duty. The staff section shall be responsible for providing funding for travel and per diem for the second period of duty.

 (d) Active Duty Operational Support (ADOS). Active Duty orders requests for IMA Members will be initiated by III MEF RLO in accordance with reference (b). All ADOS requirements will be validated and prioritized by the III MEF Assistant Chief of Staffs G-1 and G-3. The III MEF IMA will optimize support to III MEF by using all available funding sources to fill requirements, which will usually require a Marine to deplete drills and annual training periods prior to commencing ADOS orders. .

 (3) Physical Training Requirements. All Marines shall coordinate with the RLO prior to conducting all training requirements. IMA Marines must be in a duty status when performing training requirements such as PFT/CFT, ranges, gas chamber, MCMAP, jumps, etc.

 (a) PFT/CFT. Scores and height and weight reports will be accepted from external commands or agencies with appropriate documentation. Required documentation is the appropriate NAVMC 11622 form as well as the appointment letter of the PFT/CFT monitor in accordance with reference (k). If the Marine’s primary residence is OCONUS and the Marine does not have access to a monitor, it is the responsibility of the Marine to plan/execute his or her drills during the appropriate periods to fulfill required training. Marines over the age of 46 are required to have a medical screening prior to conducting the PFT/CFT.

 (b) Rifle/Pistol range. Corporals and below must qualify with the rifle every two years for composite score computation. All IMA personnel are encouraged to re-qualify with their T/O weapon annually with a unit in CONUS. IMA Marines may schedule ranges through their closest military facility and submit the request to the RLO prior to executing the range as a courtesy drill request.

 (c) MCMAP. Minimum requirements for MCMAP belt achievement are outlined in reference (n). IMA Marines participating in MCMAP training or qualification must be in a duty status.

 (4) Professional Military Education (PME). PME attendance commensurate with grade is the responsibility of each individual Marine and will be requested and coordinated in accordance with reference (b). If selected and approved (as applicable), an orders request will be initiated by the Marine and submitted to III MEF RLO for approval 30 days prior to the course commencing.

 (a) Officer PME. In accordance with reference (b), all Officers are encouraged to continue their PME. In the event that an Officer attends seminar PME without being selected, the officer will not be credited any IDT nor receive any travel entitlements.

 (5) Provisional IMA Program (PIP). IMA Marines filling requirements of active duty periods extending beyond 180 days, will, when feasible, transfer to the IRR and/or use the Provisional IMA Program (PIP) to affiliate with the III MEF IMA.

4. Administration and Logistics

 a. Program Administration

 (1) III MEF IMA Program administration is carried out in accordance with references (a) and (b).

 (2) The III MEF IMA Operational Sponsor is responsible for program administration within III MEF. The IMA Operational Sponsor is assigned in writing, and is responsible for carrying out tasks identified in reference (a) for III MEF, to include 1st Marine Air Wing, 3d Marine Division, 3d Marine Logistics Group, and III Marine Headquarters Group.

 (3) Assignment Policy. In addition to guidance provided in reference (a), III MEF IMA assigns Marines as follows.

 (a) Reserve Marines will be assigned to force structure associated with the integrated III MEF T/O.

 (b) Officer assignments may be made one grade above or below the billet grade on the designated Billet Identification Code (BIC), up to the rank of Lieutenant Colonel. Lieutenant Colonels may not fill billets for which the rank requirement is Colonel. Colonels may only fill a Colonel billet.

 (c) Enlisted assignments may be made one grade above or below the billet grade on the designated BIC.

 (d) Enlisted Marines with grades of E1 to E5 applying for the IMA program will be closely screened for consideration. Given the level of experience necessary to operate successfully at the corps level the RLO will scrutinize the level of maturity of the Marine. Additionally, enlisted Marines with grades of E-1 to E-5 will not be considered for tour extensions, unless the Marine resides OCONUS and this is their closest reserve unit.

 (d) Military Occupational Specialty (MOS) requirements may be waived if the Reserve Marines possesses skills, professional or technical certifications, and/or civilian work experience that contributes to the mission of the command. A staff section that desires to waive MOS requirements will provide MOS waiver justification, via e-mail, to III MEF RLO. The III MEF RLO will submit a waiver request to the IMA Program Manager for approval.

 (4) IMA Tour Lengths

 (a) Standard IMA tours are three years. For company grade officers in combat arms MOSs (0302, 0802, 1302, 1802 and 1803), IMA tour length will be limited to 2 years IAW reference (a). Extensions can be requested, but the total IMA tour length will not exceed five years. Marines may not rejoin the same IMA platoon code for one year after completion of an IMA tour. Periods of voluntary and involuntary mobilization counts against the normal tour length or authorized extension.

 (b) Extensions and Waivers. Per reference (a), officers and enlisted Marines may request an extension of one year via their respective IMA billet sponsor. Extension requests will be submitted to the Commandant of the Marine Corps, Reserve Affairs Division, via the RLO and MCIRSA. Requests for extension must arrive at HQMC 90 days prior to tour expiration. Request for extension must be endorsed by billet sponsor with sufficient justification to show an immediate and critical requirement which mandates the unique skill and experience possessed only by the incumbent IMA including the impact if the request is not approved.

 (c) Junior Enlisted Marines. Enlisted Marines with grades of E-1 to E-5 will not be considered for tour extensions, unless the Marine resides OCONUS and this is their closest reserve unit.

 (5) Mobilization and Activation Procedures. All mobilization, activations and involuntary mobilizations will be processed in accordance with reference (a), (b) and (j). An outline of the involuntary mass mobilization procedures is outlined in enclosure (8). IMA Marines can be voluntarily mobilized based on funding availability, a justified requirement within the parameters set by M&RA and the needs of the command. IMA Marines may be involuntarily mobilized after declaration of a national emergency and submission of justified requirements. III MEF can expect their involuntarily mobilized IMA reservists to arrive no less than 30 days after declaration of the national emergency (90-120 days is a realistic planning factor.)

 (a) Billet sponsors are encouraged to draft mobilization justifications (submitted to the RLO) in advance in cases where augmentation of the IMA Marine(s) is critical to support a national emergency. The advanced written justification will help to expedite processing of the mobilization request.

 b. General Administration. Staff sections have responsibility for initiating fitness reports, awards, recommendations, and all other general administrative issues that require the involvement of the chain of command.

 c. Personnel Administration. In accordance with reference (o), personnel administration for Reserve Marines assigned to the IMA Program is carried out by the U.S. Marine Corps Forces Reserve (MARFORRES) Installation Personnel Administration Center (IPAC). This support includes maintaining service record books (SRB/OQR/medical/dental), providing unit diary management, career planning, security clearances, and GTCC as required. The primary means of communication with MCIRSA is via an Electronic Personnel Administrative Request (EPAR) accessible via Marine Online. The III MEF RLO will assist as necessary.

 d.Communication. The primary means of communicating with the IMA Marines, the RLO and the billet sponsor is via DoD e-mail. All IMA Marines will maintain and check their official government issued email account for official correspondence from their billet sponsor and/or the RLO.

 e. Seasonal Uniform. April through October, the woodland Marine pattern (MARPAT) uniform will be worn with sleeves rolled up and the service “C” uniform will be worn on Fridays. November through March, the woodland Marine pattern (MARPAT) uniform will be worn with sleeves rolled down and the service “B” uniform will be worn on the last Friday of each month.

1. Uniform Replacement. Enlisted IMA members have the option to complete DD Form 604 and submit vial MOL EPAR to request uniform replacements through MARFORRES G-4.

 f. Appropriate Civilian Attire. Marines will ensure that their civilian dress and personal appearance are conservative and commensurate with the standards traditionally associated with the Marine Corps. Civilian attire which is neat, pressed, clean and commensurate with good taste is prescribed for wear in public buildings/facilities and during liberty periods. All Marines will adhere to this standard when traveling on orders.

 g. IDT scheduling and pay. Inactive duty training mustering and reporting will be accomplished in accordance with reference (p) via Drill Management Module (DMM). For IDT’s completed in CONUS, the Marine shall enter their drills into DMM prior to the duty period and submit the plan to the Operational Sponsor/RLO. The Operational Sponsor/RLO will approve the drills. Upon completion of a drill, the Marine submits a signed muster sheet and/or other substantiating document to the RLO for muster and certification. Muster export and payment is normally completed in 3 – 5 business days.

 (1) Billeting and Messing.

 (a) Billeting. For IDT, AT, ADOS, and RCT periods, the use of government quarters is directed if available. It is the responsibility of the RLO to arrange for billeting due to driving restrictions in Okinawa.

 (b) Messing. All Marines will utilize government messing when available on military installations.

 (c) Reimbursement. In accordance with references (c) and (d), claims for lodging reimbursement and enlisted meal reimbursement will be submitted via EPAR to MCIRSA for settlement following IDT periods. Enlisted missed meal reimbursement must be accompanied with an endorsement of the billet sponsor.

 (2) Post AT travel claims. Claims will be submitted via EPAR to MCIRSA utilizing a DD Form 1351-2 within five working days of completion of duty.

 (3) Rental vehicles. Rental vehicles are not authorized for reimbursement while on drills or AT while executing drills at the Marine’s PDS.

 (4) Driving in Okinawa. Personnel not in receipt of an international driver’s license or USFJ SOFA License are PROHIBITED from driving any vehicle while in Japan. Reserve personnel are strongly discouraged from renting vehicles at their expense while in Japan.

 (5) Security clearances. Billet sponsors shall verify the clearance level required during the IMA application process and recertify it annually. The III MEF Security Manager will verify clearances 60 days prior to an IMA Marine executing orders.

 (6) Individual Medical Readiness (IMR). Each Marine must meet the health readiness requirements per reference (j) and (s) before accepting orders. Every Marine can check their personal individual readiness via Marine On Line (MOL) through the IMR page on MOL. Copies of all medical readiness documents completed outside of the III MEF must be submitted to MCIRSA via EPAR.

 (a) PHA. IMA Marines must receive an individualized face-to-face Periodic Health Assessment (PHA) annually as outlined in reference (m). IMA Marines are responsible for scheduling their own PHA.

 (b) Injury. The RLO is the designated Medical Coordinator. All injuries that occur on or off duty or hospitalization must be reported immediately to the RLO.

 (c) HIV. Reference (b) requires Marines to obtain an HIV screening every two years. IMA Marines may obtain the screening at III MEF, a DoD Medical Treatment Facility (MTF), or a Military Entrance Processing Station (MEPS). The medical personnel conducting the HIV screening must be informed to send the lab results to MCIRSA using the Identification Code (UIC) and mailing address (UIC-36005; address-Marine Corps Individual Reserve Support Activity, 2000 Opelousas Ave, New Orleans, LA 70146). Failure to obtain an HIV test will prohibit the Marine from executing orders.

 (d) Pregnancy. Per reference (q), notify the Operational Sponsor in writing within 2 weeks of medical confirmation of pregnancy or 1 month prior to obtaining legal custody of an adopted child. Additional guidance on obligations and entitlements is available in the reference.

 (e) Dental. IMA Marines must be dental class I or II prior to executing orders. Suitable documentation of dental classification is DD Form 2813 or page 1 of DD Form 2808. These forms may be completed by civilian dentists.

 (f) Service Treatment Records. IMA Marine STRs will be maintained by the Military Treatment Facility (MTF) that services the local area where the IMA performs the preponderance of their service. When on duty at III MEF the member shall bring a copy of their STR and Dental Records with them.

 d. Logistics. Billet Sponsors are responsible identifying supply and logistics requirements for their IMA Marines. Such support includes: transportation, billeting, messing, computers, workspaces, personal protective equipment (PPE), and any organizational or field equipment required in order for the IMA Marines to perform their assigned duties.

5. Command and Signal

 a. Command. This Order is applicable to all III MEF IMA Program members.

 b. Signal. This Order is effective the date signed.

 L. D. NICHOLSON

Distribution: A