



# III MEF & Marine Corps Base -MCBB IMA (Individual Mobilization Augmentees) Programs Brief

15 April 2015



# III MEF & MCBB IMA PROGRAM

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# III MEF & MCBB IMA PROGRAM

## III MEF RLO, IMA Programs Website:

-Explains III MEF & MCBB IMA Programs 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 RLO, 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 & MCBB IMA PROGRAM

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

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



# III MEF & MCBB IMA PROGRAM

## IMA Program Mission

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

III MEF CE, 1<sup>st</sup> MAW, MHG, 3<sup>rd</sup> MEB & MCBB (Okinawa, Camp Fuji & Iwakuni) IMA structure is identified on the current Unit TO&E Report with IMA billets identified by Reserve Type Code 'D'.

III MEF & MCBB IMA structure is taken as a whole and “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 & MCBB IMA PROGRAM

## IMA Program Mission

The Reserve Liaison Officer is in charge of the IMA Program.

There is no OIC or SNCOIC of the IMA Program.

Each Marine is responsible for themselves and to the billet sponsor/section they work for “ONLY”.



# III MEF & MCBB IMA PROGRAM

## IMA Program Intent/Objectives

The overarching intent/objectives for the 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 and MCBB objectives 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 & MCBB IMA PROGRAM

## What the IMA Program provides

1. A Marine who is already trained and ready to use. All ranks of enlisted and officers with fleet and real world experience. Most IMA Marines are SNCOs and Officers. Does not have to be.
2. A Marine can be used for a total of 37 days a year. This includes Drill days (IDTs) and their required Annual Training (AT) event. Normally broken up into usable segments based on length of days needed for an exercise but can be used all at once as well. 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 or MCBB. Everything is paid for by MARFORRES including travel. \*Note there are some parameters.
4. If Marine is available and a III MEF/MCBB need exists, mobilization orders for a year at a time can be requested to fill a critical billet need, based on funding availability and requirement parameters.





# III MEF & MCBB IMA PROGRAM

## What the IMA Program provides 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 (except for GTCC accounts) 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. The IMA Marine can be used anywhere needed within III MEF or MCBB with assigned section’s approval.



# III MEF & MCBB IMA PROGRAM

## What the IMA Program provides cont.....

9. An IMA Marine can work anywhere in III MEF/MCBB where there is a need. That can be Div, Wing, MLG and MEB or Base. That is up to the active duty billet sponsor. Keep in mind that the subordinate commands (MSCs) do not have IMA structure only the MEF "TO". MCBB has it's own "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 up to a year. 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 within parameters set by M&RA. Back to back mobilizations are not a guarantee and Marines should not use mobilizations as a career path because that Marine will be sent home at some point.



# III MEF & MCBB IMA PROGRAM

## What the IMA Program provides cont.....

11. IMA Marines “DO NOT PAY FOR THEIR TRAVEL “ in support of any III MEF exercise or MCBB need whether it be on Okinawa or any other location around the world. All funding is paid for by MFR as part of a reserve Marines guaranteed days of 24 drill days and 13 days of annual training.
12. Opportunities exist for IMA Marines to participate in III MEF exercises in many countries throughout the pacific region as well as in real world operations. Also the opportunity for IMA Marines to work within a higher headquarters staff at a MEF level to gain experience in many areas to better understand how the Marine MAGTF works and operates. Opportunities to work within many joint environments with other countries and other military branches will be part of the experience.
13. MCBB opportunities exist at the bases in Okinawa and mainland Japan at Camp Fuji and Iwakuni.



# III MEF & MCBB IMA PROGRAM

## 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 (IPAC) control of IMA program members assigned to III MEF and MCBB.

IMA members assigned to III MEF or MCBB 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 & MCBB IMA PROGRAM

## IMA Program Relationships

The RLO branch is part of III MEF G-1 and reports to the G-1 AC/S and III MEF CG. Also reports to MCBB G-1 for MCBB IMA Program management.

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 or elsewhere interested in the reserves in whatever capacity.

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



# III MEF & MCBB IMA PROGRAM

## IMA Program Support

The III MEF & MCBB IMA programs are 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 NCO Clerk
- Reserve Transition Coordinator



# III MEF & MCBB IMA PROGRAM

## IMA Program Administration

*Affiliation:* Reserve Component (RC) Marines affiliate with the SMCR/IMA program through either a Prior Service Recruiter (PSR) if they are in the IRR or from their current SMCR unit via an inter-unit transfer (IUT) for a standard 3 year tour in the IMA Program.

*The 3 year tour is not a PCS move or a period of mobilization but the length of reserve time (not active duty time) affiliated with the III MEF or MCBB IMA Programs. The Marine is not PCSing or bringing their family to Okinawa.* Based on III MEF & MCBB needs the possibility of extending for a 4<sup>th</sup> and 5<sup>th</sup> year is an option. Thus giving a Marine a total of 5 years that they could participate as a reserve Marine for III MEF or MCBB. 5 years is the limit.



# III MEF & MCBB IMA PROGRAM

## IMA Program Administration

III MEF IMA authorized manning level consists of \*60\* funded billets (39 Officer & 21 Enlisted). (note-1).

MCBB IMA authorized manning level consists of \*4\* funded billets (2 Officer & 2 Enlisted). (note-1).

*\*Note-1\*: MARADMIN 517/13: AUTHORIZED FY14/15 INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) MANNING LEVELS*





# III MEF & MCBB IMA PROGRAM

## 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 or MCBB IMA Program.*
- *Anyone applying who is working in a civilian capacity regardless of DOD affiliation in Afghanistan, Iraq or any other country without access to Marine Corps units for 3-12 months cannot apply due to the inability to meet Marine Corps standards and participation per the IMA order to remain in an IMA Program.*

### Potential IMA Applications will be screened in 3 stages for:

- (1) III MEF / MCBB needs first and foremost:
  - a. Is there an actual billet available on the III MEF / MCBB "TO" for you to fill.
- (2) All your admin basics/annual training/basic standards of the Marine Corps are met pre III MEF / MCBB policy, IMA Order, MCRAMM Order and M&RA:
  - a. Has your CRCR been certified in MOL this current calendar year?



# III MEF & MCBB IMA PROGRAM

## 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 in MCTFS for current CY or last CY.
- e. Do you have a current “full’ PFT in MCTFS for current year, (partial or medical do not count).
- f. Do you have a current “full” CFT in MCTFS for current year, (partial or medical do not count).
- g. Do you have a current HIV Test Complete in MCTFS that is no older than 2 years since date of last one.
- 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.
- n. You must be able to join III MEF within the next 2 months of application date. Billets will not be held for applicants.

MCTFS = Marine Corps Total Force System

MRRS = Navy Medical Readiness Report System



# III MEF & MCBBB IMA PROGRAM

## 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 Sponsor you would work for “IF” they feel you would be a proper/qualified fit for that billet.**

**a. If the billet 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 or MCBBB needs than the applicant will be turned down and notified by the RLO.**



# III MEF & MCBB IMA PROGRAM

## 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 applicant's 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 30-60 days for the applicant to show up on III MEF's / MCBB's RUC/Plt Code and be officially joined to the III MEF / MCBB IMA Program.
4. IMA Marines are joined for a 3 year tour. Extensions for a 4<sup>th</sup> and 5<sup>th</sup> year are available based on III MEF & MCBB and Reserve Affairs needs only, not the needs of the IMA Marine.



# III MEF & MCBB IMA PROGRAM

## IMA Program Administration

Participation: IMA Program affiliation requires that each member “IS REQUIRED TO” 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.



# III MEF & MCBB IMA PROGRAM

## IMA Program Administration

Mobilizations of up to a year are available on a case by case basis, justified request and funding availability within M&RA parameters. There is no guarantee of mobilization. Each request is different and unique and submitted based on III MEF & MCBB needs not the individual Marine's needs.

To drive a car in Okinawa an IMA Marine must have a SOFA status drivers license or can rent a car with an international driver license from AAA from the U.S. Rental cars are paid for by the individual IMA Marine and are not funded by III MEF or MCBB.



# III MEF & MCBB IMA PROGRAM

## IMA Program Administration

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

An IMA Marine's civilian job or location is not an excused reason not to be able to participate. If IMA Marines can not participate they are expected to transfer to another unit or to the IRR.



# III MEF & MCBB IMA PROGRAM

## IMA Program Administration

Integration: Integration into III MEF or MCBB 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 & MCBB IMA PROGRAM

## 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, Weigh-Ins and 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. These are done in the United States at local reserve or active duty units near the Marine's home "NOT" in Okinawa due to the limited time the Marine is in Okinawa available to do actual work. If an IMA Marine actually lives in Okinawa then that training is done with one of the local units in Okinawa.



# III MEF & MCBB IMA PROGRAM

## 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.

IMA Marines "MUST" have a valid, not expired U.S. Passport.

Link to get one:

<http://travel.state.gov/content/passports/english/passports/new.html>



# III MEF & MCBB IMA PROGRAM

## IMA Program Administration

### Requirements for IMA Marines to come on any type of “DRILLS and/or “ORDERS” (Drills, Annual Training Orders, ADOS, Mobilizations, etc...):

- a. PII and IA complete and updated in MCTFS for the current FY. (USMC Cyber Awareness Training, Course Number: CYBERM0000 ) in Marine Net.
- b. Your HT & WT is current in MCTFS for the current CY or last CY.
- c. You have a current PFT in MCTFS for the current period or last required period.
- d. You have a current CFT in MCTFS for the current period or last required period.
- e. You have a current HIV exam in MCTFS for the current year based off of the date of your last one. (every two years)
- f. You have a current PHA in MCTFS for the current year based off of the date of your last one. (every year)
- g. You have a class 1 or 2 Dental listed in MRRS.
- h. You are Medically Qualified in MRRS.



# III MEF & MCBBB IMA PROGRAM

## IMA Program Administration

### Requirements for IMA Marines to come on any type of "DRILLS" and/or "ORDERS" cont:

- i. "CEI" data is current for the current calendar year in MCTFS, not last CY.
- j. Do you have a security clearance that has not expired per JPAS. If it has, have you notified III MEF or MCBBB security branch for verification and to let them know to contact the RLO office so we know that the security branch has validated your expired clearance?
- k. Do you have a IMA statement of understanding (SOU) signed by you and your billet sponsor turned in?
- l. If you have a govt credit card (GTCC card through Citi Bank) you have no balance due.
- m. You have completed the required SAPR course on Marine Net for the current FY and sent in the completion certificate. The MarineNet course is (SAPRAHTP01).
- n. You have read the III MEF/MCBBB Leave and Liberty Regulations and reviewed the Okinawa Cultural Awareness Training (OCAT) and sent an email back to the RLO office acknowledging you have.
- o. Approval email from your billet sponsor approving your drill or orders request.



# III MEF & MCBB IMA PROGRAM

## IMA Program Administration

### Requirements for IMA Marines to come on any type of "DRILLS" and/or "ORDERS" cont:

- p. Have you read the "Counter Intel Brief" for this FY and sent an email back to the RLO office acknowledging you have?
  - q. Have you completed a Family Care Plan and sent it back to the RLO office?
  - r. Have you read the III MEF "Responsible Drinking Brief" and sent an email back to the RLO office acknowledging you have?
- (The exception to this is when you need drills to actually do an annual training event (PFT, CFT, weigh-in, medical items, PHA, HIV and Dental so it can be updated.)
- All "ORDERS & DRILL" requests require at a minimum "10 working days" notification. More is always better..... Due to requirements that have to be met, the reserve admin processes involved and the reserve system constraints we cannot process requests that are under 10 working days.



# III MEF & MCBB IMA PROGRAM

## IMA Program Administration

Responsibilities: Marine Corps Individual Reserve Support Activity (MCIRSA ) exercises administrative (IPAC) 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 & MCBB section billet Sponsors, IMA members and MCIRSA's consolidated administration (IPAC) services.



# III MEF & MCBB IMA PROGRAM

## IMA Active Duty Billet Sponsor Responsibilities:

1. Responsible for picking up IMA Marine at the Okinawa, Naha airport and dropping them off **not** the RLO office. For MCBB billet sponsors in mainland Japan, same for Tokyo airport.
2. Responsible for IMA Marine Fitreps.
3. IMA Marines work for the III MEF / MCBB section assigned to not the RLO office so when they want to use their drills and their Annual Training period (AT) they have to have the approval from their billet sponsor and that email approval needs to come to the RLO office before the RLO staff will run their drills or AT. This ensures IMA Marines are using their drills and "AT" in support of III MEF or MCBB.
4. If IMA Marines need gear they can get a full issue of gear from the CIF in Okinawa with their set of orders. Caveat to that is they are responsible for that gear and if they take it back to the U.S. they still have to make sure they return it to the CIF somehow. If they are going to another country the billet sponsor will have to assist them in attaining gear in that country or drawing gear in Okinawa.
5. Billet sponsors are responsible for their IMA Marine's GTCC (govt credit card) accounts. They fall under the billet sponsors hierarchy, **not** the RLOs.



# III MEF & MCBB IMA PROGRAM

## IMA Active Duty Billet Sponsor Responsibilities cont:

6. All admin issues are done by the RLO office, (travel claims, running drills and AT, pay, lodging, etc...). Billet sponsors don't handle administrative issues other than GTCC accounts. **Billet sponsors are responsible for their IMA Marine's GTCC accounts "NOT" the RLO.**

7. Like any other OIC the billet sponsor determines what is important and what is not when it comes to completing certain training requirements. If the billet sponsor believes the below items are important then the billet sponsor can make the Marine do them.

- a. Swim Qual.
- b. Gas Chamber.
- c. Rifle and pistol qual.
- d. Do you have a at least MCMAP "Tan" belt.
- e. Annual Training Classes for FY on Marine Net

None of these items will prevent an IMA Marine from getting orders to participate, they will still get orders. Now, like any other active duty Marine a billet sponsor has working for them it's up to you (billet sponsor) on what you want to hold IMA Marines accountable to. The RLO branch makes sure that IMA Marines have certain basic items complete to come on orders, (medical, PHA, PFTs, etc...). Bottom Line is for the billet sponsor to not have to worry about the basic stuff and the RLO branch will take care of that so a Marine can get to III MEF & MCBB ready to participate.





# III MEF & MCBB IMA PROGRAM

## IMA Active Duty Billet Sponsor Responsibilities cont:

8. As billet sponsors planning for the FY exercises, projects and work you must plan for an IMAs participation in the billets that need filled. That is why the IMA program exists to fill those critical billets within III MEF / MCBB. The billet sponsor is the RS, and is responsible for ensuring the IMA Marine in their sections have a "reasonable" opportunity to get their required participation in.
9. The billet sponsor is responsible for submitting any ADOS requests to the RLO office that the billet sponsor and the IMA Marine have agreed to. A simple email saying what the billet sponsor is approving for that IMA Marine to do will suffice so it can be reviewed to see if it can be funded first before anyone commits to anything. Once reviewed by the RLO then an answer can be given and the individual IMA Marine will submit the orders request.
10. When reviewing IMA applicants the billet sponsor has "10 working days" to review a potential IMA's information and do a phone interview to make a decision on whether or not you want to join the applicant. This is per the IMA order.
11. Billet sponsors are responsible for working with any IMA Marines assigned to them in assisting them in gaining and maintaining access to classified networks.



# III MEF & MCBB IMA PROGRAM

## 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



**E N D**

**III MEF RLO, IMA Website Link:**

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