



III MEF IMA ORDERS/FLIGHT REQUEST FORM

IMA MARINE <i>AS THE NAME APPEARS ON GOVT ID</i>				GENDER	EDIPI#	DOB
RANK	LAST NAME	FIRST NAME	MI	M/F	10-DIGIT	DD/MMM/YYYY
CURRENT PHYSICAL ADDRESS				PHONE	EMAIL	
TYPE OF ORDERS REQUESTED						
AT <input type="checkbox"/> DRILLS <input type="checkbox"/> ADOS <input type="checkbox"/> PME <input type="checkbox"/>						
BILLET SPONSOR APPROVAL						
PRIMARY BILLET POC				DUTY DESCRIPTION		
NAME/SECTION:				EXERCISE SUPPORT	YES <input type="checkbox"/> NO <input type="checkbox"/>	
BILLET SPONSOR APPROVED				NAME OF EXERCISE:		
YES <input type="checkbox"/> NO <input type="checkbox"/>				OTHER (DESCRIBE):		
ORDERS						
ORDERS START DATE (DD/MMM/YYYY)					ORDERS END DATE (DD/MMM/YYYY)	
DUTY LOC (BASE/CITY/COUNTRY)						
FLIGHT INFORMATION						
ORIGIN				DESTINATION		
CITY:				CITY:		
STATE:				STATE:		
COUNTRY:				COUNTRY:		
DEP DATE: (DD/MMM/YYYY)				DEP DATE: (DD/MMM/YYYY)		
ROUND TRIP:		YES <input type="checkbox"/> NO <input type="checkbox"/>				
ADDITIONAL DUTY LOCATION(S)?				YES <input type="checkbox"/> NO <input type="checkbox"/>		
ORIGIN (AIRPORT)				DESTINATION (AIRPORT)		
CITY:				CITY:		
STATE:				STATE:		
COUNTRY:				COUNTRY:		
DEP DATE: (DD/MMM/YYYY)				DEP DATE: (DD/MMM/YYYY)		
ADDITIONAL LOC IN SUPPORT OF:						
LODGING/VEHICLE						
GOVERNMENT QUARTERS		HOTEL <input type="checkbox"/> BEQ/BOQ <input type="checkbox"/> FIELD <input type="checkbox"/> GOVT QTRS NOT AVAILABLE <input type="checkbox"/>				
LOCATION: (BASE/CITY/STATE)					DATES:	
CAR RENTAL REQUIRED:		YES <input type="checkbox"/> NO <input type="checkbox"/>				
LOCATION: (CITY & STATE)					DATES:	
AUTHORIZED PERSON(S):						
NOTES						
<ul style="list-style-type: none"> All information must be completed and filled out correctly. IMA Marines will be assigned BEQ/BOQ at <u>no cost</u> rooms first. If BOQ/BEQ options exhaust, lodging <u>at cost</u> will be requested. Order Requests are submitted to IIIMEF_RLO@usmc.mil. Please verify that all IMA requirements are met prior to the request of orders (see IMA SOU). For additional information, please visit the III MEF Reserve Marines Website Orders in support of a III MEF exercise will be drafted in accordance to the reporting instructions/directions provided. 						