



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON DC 20350-3000

MCO 1001.62C  
M&RA (RAM-3)  
11 AUG 2021

MARINE CORPS ORDER 1001.62C

From: Commandant of the Marine Corps  
To: Distribution List

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM

Ref: See enclosure (1)

Encl: (1) References

1. Situation. This Order establishes the policies, roles, and responsibilities for the management of the IMA Program as prescribed in references (a) through (y). Reference (i) provides overall guidance for the administration of members of the Marine Corps Reserve. Administration of the IMA Program not specifically addressed within this Order will be conducted in accordance with reference (i).

2. Cancellation. MCO 1001.62B

3. Mission. 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 trained and qualified members of the Selected Reserve (SELRES).

4. Execution

a. Commander's Intent

(1) Purpose. The IMA program facilitates the rapid expansion of AC Marine Corps organizations, DoD entities, and other departments and agencies of the U.S. Government to meet military manpower requirements, particularly during the initial stages of an emerging crisis. As means to blunt the impact of a continually fluctuating operational environment on static organizations, the IMA program and IMA Marines provide a capability that is integrated and can be rapidly mobilized in case the operational environment requires it to respond to emergent crises or contingencies. Per reference (b), IMA billets will be related to one of four categories listed below.

(a) Service mobilization requirements. Billets that facilitate the mass mobilization of the Individual Ready Reserve (IRR) during a time of war.

(b) Service contingency operation requirements. Billets that are meant to expand the capacity of AC units to plan, support, and/or conduct contingency operations.

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(c) Service operations other than war requirements. Billets that provide capabilities required for Stability Operations, as defined in Joint Publication 3-07.

(d) Other specialized or technical service requirements. Billets that provide military personnel with specialized or technical skill sets that are vital to the mission of the Service but not required on a full-time basis. These billets may or may not be aligned with mobilization requirements.

(2) Method. AC Commanders are responsible for IMA Marines within their command in the same manner they are responsible for the active duty Marines within their command. As the IMA Program Manager, the Director of Reserve Affairs (Dir, RA) has established an administrative hierarchy designed to support AC Commanders and ensure their IMA Marines meet Reserve specific administrative requirements. Operational Groups (OpGroups) have been established at the Component Commander (MARFOR) and HQMC level. Each OpGroup will encompass all units with IMA structure within that organization's operational chain of command. Reserve administration will be facilitated by a Program Manager at the OpGroup level and Operational Sponsor (OpSponsor) at each subordinate unit. Figure 1 is a generic representation of the organizational relationships inherent to IMA Program management.

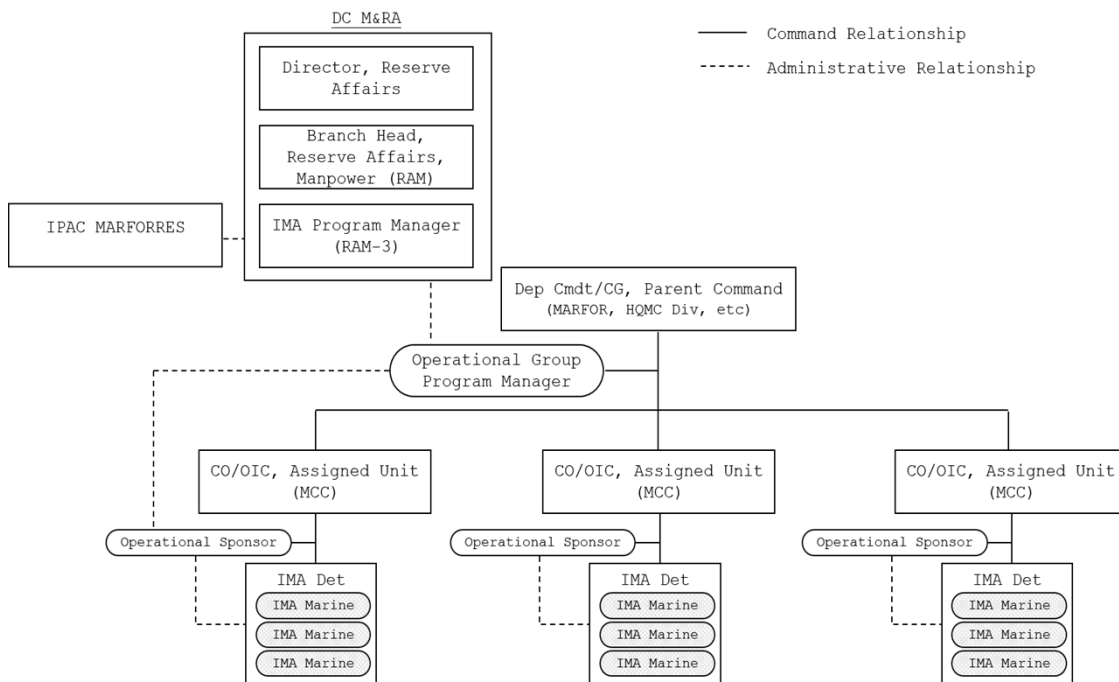


Figure 1 - IMA Organizational Relationships

(3) End State. The IMA Program provides sufficient Reserve Component (RC) manpower to meet AC requirements for mobilization, contingency operations, operations other than war, or other specialized technical requirements as prescribed in reference (b).

b. Tasks

(1) Director, Reserve Affairs Division (Dir RA) shall:

- (a) Serve as the IMA Program Manager.
- (b) Ensure Marine Corps IMA Program management policies and procedures are consistent with references (a) through (y).
- (c) Serve as an advocate for the IMA Program on behalf of the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA).
- (d) Provide guidance regarding processes, procedures, and training required to execute IMA program management.
- (e) Designate an IMA Program Management Officer.
- (f) Support Total Force Structure Division (TFSD) in conducting a review of all IMA Program structure for the purpose of validating and prioritizing structure in accordance with reference (p). Structure reviews will generally be conducted biennially.
- (g) Review and approve IMA Program authorized manning. Conduct an annual review of IMA Program authorized manning in support of prioritization criteria contained in reference (p). Reallocate authorized manning as necessary to sustain program end-strength.
- (h) Enable assignment and recruitment of personnel for validated IMA structure using automated systems functions.
- (i) Assist Marine Corps Recruiting Command (MCRC) with recruiting plans. Review and provide recommendations on rejection of accessions (ROA) for Prior Service Recruiters (PSR).
- (j) Review and process end of tour transfers, involuntary transfer to the IRR, inter-unit transfers (IUT), tour extensions, and waiver requests for IMA Marines.
- (k) Coordinate annual Additional Training Period (ATP), Funeral Honors Duty (FHD), and Additional Flight Training Period (AFTP) programming requests and distribution through the OpGroup Program Managers, to the Monitored Command Code (MCC) level.
- (l) Plan, program, and budget for IMA Annual Training (AT) and Inactive Duty Training (IDT) requirements. This will include AT and off-site IDT travel requirements as well as meal and lodging reimbursements for IMAs in IDT status, in accordance with reference (i).
- (m) Supervise the management of user roles within Requirements, Transition, and Manpower Management System (RTAMMS).
- (n) Conduct annual IMA Program management training for organizations and commands with IMA structure.
- (o) Publish IMA OpGroup structure. This structure should mirror AC organizational hierarchies to the extent possible. Dir RA will coordinate IMA Program management with an appropriate manpower directorate or agency

(for example, a MARFOR G1) within that defined OpGroup. Each organization designated as an OpGroup will appoint an OpGroup Program Manager to serve as the primary interface between their organization and RA. The OpGroup Program Manager shall be a full-time officer (normally an Active Reserve or Reserve Liaison Officer assigned to the organization) or federal employee GS-12 or above. Appointment letters must be signed by the head of the organization or by direction authority of the head of the organization. Appointment letters with the appointee's signed endorsement of acceptance will be submitted to Dir RA. This management dynamic is summarized in Figure 1.

(2) DC, Combat Development and Integration, Total Force Structure Division shall:

(a) Review IMA structure in accordance with reference (p) and in conjunction with Dir RA.

(b) Review and adjudicate, in coordination with Dir RA, all requests to modify IMA Program structure.

(3) DC, Programs and Resources, Budget and Execution Division shall:

(a) Support RA in the development of the annual Program Objective Memorandum (POM) for the IMA Pay Group.

(b) Develop detailed budget exhibits for the IMA Pay Group in coordination with program data provided by RA.

(c) Issue funding and planning estimate letters for Reserve Personnel Marine Corps (RPMC) funding for travel and pay and allowances (1108 appropriation), in accordance with reference (y), to IMA OpGroup Program Managers and their respective comptrollers.

(d) Transfer RPMC travel funding through appropriate Enterprise Resource Planning (ERP) systems to IMA OpGroup designated comptrollers, using the RPMC appropriation.

(e) Issue funding and planning estimate letters for Operation and Maintenance, Marine Corps Reserve (OMMCR) funding for lodging reimbursements (1107 appropriation), in accordance with reference (y), to IMA OpGroup Program Managers and comptrollers.

(f) Transfer OMMCR funding through appropriate ERP system to IMA OpGroup designated comptrollers, utilizing the OMMCR appropriation. This OMMCR funding will support lodging reimbursements for IDTs in accordance with reference (x).

(g) Transfer OMMCR funding through appropriate ERP systems to Marine Corps Forces Reserve (MARFORRES) comptroller, utilizing the OMMCR appropriation. This OMMCR funding will support meal replacement for enlisted Marines performing IDTs in accordance with the Joint Travel Regulations.

(4) Commanding General, Marine Corps Recruiting Command shall:

(a) Identify qualified Marines to join the IMA Program.

(b) Coordinate an interview between the applicant and the OpSponsor and complete all billet-specific requirements.

(c) Submit complete join package to OpSponsor for endorsement of qualified Marine that meets billet requirements.

(d) Ensure OpSponsor or authorized representative approves endorsement, and upon approval, forward completed join package and endorsement to the MARFORRES Installation Personnel Administration Center (IPAC).

(e) Submit ROA requests to the IMA Program Manager for review on qualified Marines disapproved for joins, per the Prior Service Joint Credit Policy.

(5) Commander, Marine Corps Forces Reserve (COMMARFORRES) shall:

(a) Submit appropriate unit diary entries upon receipt of documentation following an audit conducted per reference (f).

(b) Upon receipt of approved missing meal requests from enlisted IMAs, submit appropriate unit diary transactions for proper payment.

(c) Ensure In Progress Payments (IPP) for periods of active duty 30 days or less are appropriately reported on the unit diary.

(d) Ensure appropriate "Transfer to Active Duty" unit diary entries are reported for periods of duty 31 days or more.

(e) Maintain electronic service record book information per references (d) and (f). Update Official Military Personnel Files with audited documents utilizing Optical Digital Imaging.

(f) Perform unit diary reporting for all IMA RUCs per reference (f). Perform all actions required for failed transactions, error messages, and advisories received via the diary feedback report. IMA members transferred and joined for duty to a command for a period of active duty greater than 30 days will utilize the unit's servicing IPAC for all administrative support.

(g) Upon receipt of a valid travel claim, submit to the appropriate disbursing office for settlement.

(h) Process and route approved uniform replacement requests.

(i) Support OpGroups, OpSponsors, and individual IMAs with guidance and funding to support professional military education and MOS enhancing schools.

(j) Review and process end of tour transfers, involuntary transfer to the IRR, inter-unit transfers (IUT), tour extensions, and waiver requests for IMA Marines.

(6) IMA Operational Group (OpGroup) Program Managers shall:

(a) Manage and provide oversight for all IMA structure of units within the OpGroup's organizational hierarchy.

(b) Act as the primary advocate for the IMA Program and Reserve equities within their organization.

(c) Manage all authorized manning allocated to the OpGroup from Dir RA. OpGroup authorized manning may be reduced if unable to staff to allocation.

(d) Budget for and distribute ATPs, FHDs, and ATFPs within the OpGroup.

(e) Work with applicable comptroller to manage and/or act as a conduit for fiscal resources as a subject matter expert regarding Reserve personnel management. Specific tasks include:

1. Coordinate budget requirements for the OpGroup and attend annual working groups.

2. Coordinate with OpSponsors to reconcile unliquidated travel orders.

3. Perform or delegate, as appropriate, fund approval and authentication functions in the Marine Resource Order Writing System (MROWS) for Active Duty Operational Support (ADOS), Active Duty Training (ADT), AT, and off-site IDT.

4. Perform or delegate, as appropriate, Defense Travel System (DTS) Authorizing Official functions for all DTS eligible orders types.

5. Coordinate with appropriate comptroller to ensure there is sufficient AT pay and allowance funding for all IMA personnel to conduct a minimum of 12 days of AT (exclusive of travel). Request additional AT pay and allowance funds to support the organization's extended AT requirements.

6. Coordinate with appropriate comptroller to ensure there is sufficient funding to reimburse all IMA personnel residing outside of 50 miles of their home training center for lodging expenses incurred during periods of IDT, in accordance with reference (a) and the Joint Travel Regulations. Claims for reimbursement shall be submitted in DTS as a local voucher.

7. Manage RTAMMS permissions for the OpGroup.

(7) Commanding Officers of units with IMA structure. IMA personnel are members of the RC who serve in billets on an AC unit's T/O. As such, IMA personnel are answerable to the commander of the AC unit to which they are assigned. AC Commanding Officers are responsible for and will exercise full command authority over any IMA Marines assigned to their command.

(a) Appoint an IMA OpSponsor for every Monitored Command Code (MCC), or RUC if all MCCs fall within the same RUC, within the command that has assigned IMA structure. The OpSponsor shall be a active duty officer, Staff Non-Commissioned Officer, or Federal employee (GS-9 or above). Appointment letters can be signed by the head of the specific organization (MCC) or by direction. Appointment letters with the appointee's signed endorsement of acceptance will be submitted to Dir RA via the corresponding command.

(b) Ensure IMA Marines perform a minimum of 12 days (exclusive of travel) of AT each fiscal year (FY) per reference (b), or the equivalent or greater amount of ADT/ADOS per reference (i).

(c) Ensure IMA Marines perform all annual requirements to include physical fitness test (PFT) and combat fitness test (CFT) as required by reference (u). Per reference (w), the height/weight is a calendar year annual requirement for all IMA Marines.

(d) Establish unit policy for drill and AT scheduling to support unit requirements. Ensure drills are mustered and exported in a timely manner.

(e) Assign permissions for the unit's Reserve RUC in applicable manpower systems, including Marine Online (MOL), RTAMMS, MROWS, Command Legal Action (CLA), and Marine Corps Training Information Management Systems (MCTIMS).

(f) Appoint personnel authorized to perform RTAMMS and DTS responsibilities using DD Form 577. This form is required for all roles except standard user.

(g) Ensure completion of requirements for mandatory participants in accordance with reference (i).

(h) Submit information and reports as required by Dir RA and COMMARFORRES for IMA Program administration, management, and execution.

(i) Ensure assigned IMA Marines comply with all statutory and DoD information submission requirements, i.e., Civilian Employment Information, per references (a) and (c).

(j) Maintain responsibility for completion of travel vouchers.

(k) Serve as authentication authority for orders requests via MROWS and reconcile issues precluding execution of orders. Authenticate all MROWS orders requests for IMA Marines conducting AT, ADT, ADOS, or off-site IDT.

(l) Process lodging reimbursement requests via DTS local voucher and route approved meal reimbursement requests to MARFORRES IPAC for processing.

(m) Process ill and injured Marines in accordance with reference (i). Utilize Marine Corps Medical Entitlements Determination System (MCMEDS) and the Command's active duty Limited Duty Coordinator to assist in the processing of Temporarily Not Physically Qualified (TNPQ) and Line of Duty (LOD) cases.

(n) Ensure there is a separate, Reserve specific organizational hierarchy established within DTS in accordance with reference (x). Each IMA Marine will have a DTS Reserve profile managed under the Command's DTS Reserve organizational hierarchy.

(8) IMA Operational Sponsor

(a) Coordinate IMA manpower management concerns with the OpGroup Program Manager and owning Commands.

(b) Review organizational requirements and submit data in conjunction with IMA Structure/Manning Review or as needed to modify existing Billet Identification Codes (BIC).

(c) Submit officer and enlisted authorized manning requirements to the IMA Program Manager via the OpGroup Program Manager.

(d) Manage on-hand staffing to ensure IMA manpower does not exceed 100% of officer and enlisted authorized manning. OpGroups may temporarily surge to 110% of authorized manning in order to accommodate turnover and transfers. Advertise BICs, via RTAMMS, three to six months prior to the end of a current tour. Ensure all mandatory billet qualifications are listed in the advertisement remarks. Failure to list a necessary qualification is not sufficient justification to reject an otherwise qualified candidate.

(e) Facilitate interviews with potential new joins and Marines requesting IUTs.

(f) Advertise BICs as required. Provide an acceptance or rejection decision upon presentation of a complete new join package and ensure the Marine is properly joined to the unit before participation if accepted.

1. If a qualified candidate is disapproved, the PSR may apply for ROA credit. In cases where the candidate was qualified in accordance with the billet advertisement, and there were no extenuating circumstances preventing the join, the IMA Program Manager will concur or non-concur with the ROA.

2. The OpSponsor or designated representative will scan and email the signed MCRC PSR Form 10 to RAM-3 via the organizational mailbox within (10) working days of being presented the join package by a PSR. The email must include the specific reason(s) for the ROA.

3. If OpSponsors repeatedly reject qualified joins or fail to maintain authorized manning levels, the IMA Program Manager may reduce the OpGroup's authorized manning accordingly.

(g) Schedule and support AT and other training requirements as necessary. Initiate any required coordination, to include submission of waivers, when appropriate (e.g., extended AT, high active duty time, sanctuary, additional AT, AT in hostile fire, imminent danger, or combat zone tax exclusion, etc.).

(h) Oversee drill schedule in compliance with a satisfactory anniversary year. Develop and publish AT plans for all mandatory participants.

(i) Submit activation requests to CMC (MMIB) in accordance with references (h) and (k).



- (j) Ensure Marines complete travel vouchers with proper documentation.
- (k) Manage and facilitate approval of telecommute requests in accordance with reference (i).
- (l) Provide historical data support for the development of annual budgets for off-site IDT, and additional/split AT requirements to the OpGroup Program Manager or designated fund manager.
- (m) Coordinate submission of annual ADOS requirements to HQMC via OpGroup Program Manager to facilitate planning, programming, budgeting, and subsequent allocation of funding.
- (n) If allocated fiscal resources, perform fund approval function in MROWS for ADOS, AT, off-site IDT, and medical orders.
- (o) Draft and route ADOS, AT, off-site IDT, and medical orders via MROWS. Requests for extended or additional ATs will be initiated in MROWS and submitted to the IMA Program Manager with justification, to include the reason for the additional days. Requests with inadequate justification will be disapproved.
- (p) Review and process lodging reimbursement requests via DTS local voucher.
- (q) Review and route approved meal reimbursement requests to MARFORRES IPAC for processing. Ensure associated periods of IDTs are properly processed prior to submitting requests.
- (r) Facilitate medical and dental requirements including an annual Periodic Health Assessment (PHA), per reference (e), and dental exam as directed by the command. Assist the Command Limited Duty Coordinator in the processing of TNPQ and LOD cases.
- (s) Assist IMA Marines in coordinating travel in accordance with current guidance from appropriate Distribution Management Office (DMO)/Traffic Management Office (TMO).
- (t) Endorse requests for IUTs, extensions, and voluntary transfers to the IRR. Ensure appropriate checklists for IUTs and extensions are completed and endorsed. Ensure assigned IMA are educated on assignment requirements, limits, and opportunities.
- (u) Submit requests for involuntary transfer of IMA personnel to the IRR to Dir RA, via OpGroup Program Manager.
- (v) Review and submit all administrative requests via MOL Electronic Personnel Action Request (EPAR) to MARFORRES IPAC.
- (w) Conduct records audits for all required occasions per reference (f) and forward via EPAR to MARFORRES IPAC.
- (x) Submit requests for inter-service transfer to Dir RA.
- (y) Assist IMA Marines in the coordination of uniform replacements with COMMARFORRES G-4.

(z) Coordinate with the command to facilitate the accomplishment of command tasks. This includes, but is not limited to, administrative, promotion, career retention, legal, medical, dental, awards, PFT, CFT, and command sponsored training.

(9) Individual Mobilization Augmentee (IMA) Marines shall:

(a) Perform a minimum of 12 days of AT (exclusive of travel) each FY per reference (b). In accordance with reference (i), the annual AT requirement may be fulfilled by performing the equivalent or greater amount of ADT or ADOS. Failure to comply will classify the IMA as an unsatisfactory participant and will result in an involuntary transfer to the IRR or consideration for administrative separation per references (i). IMAs classified as an unsatisfactory participant or have failed to perform a minimum of 12 days of AT, ADT, or ADOS (exclusive of travel) each FY during their tour will not be permitted to extend their IMA tour or conduct an IUT to another IMA billet. IMAs who join within 90 days of the end of the fiscal year will not be required to perform an AT in that fiscal year. For example, a Marine who joins the IMA in August will not be required to perform AT prior to 1 October.

(b) Perform IDT periods, not to exceed 48 regular drills, as required by parent command and in accordance with reference (i).

(c) Perform all annual requirements to include annual PFT, CFT, and height/weight, in accordance with references (u) and (w). Failure to comply will classify the IMA as an unsatisfactory participant and will result in an involuntary transfer to the IRR or consideration for administrative separation per references (i) and (v). IMAs classified as an unsatisfactory participant or have failed to perform all annual PFTs, CFTs, and height/weight requirements during each calendar year during their tour will not be permitted to extend their IMA tour or conduct an IUT to another IMA billet.

(d) Obligors will coordinate with the OpSponsor to accomplish the parent command's published AT plan.

(e) Coordinate with parent command and OpSponsor before accepting ADOS orders with any command.

(f) Coordinate with OpSponsor to submit requests for voluntary transfer to the IRR and requests for retirement via MOL EPAR.

(g) Submit requests for IUT via the Inventory Development and Management System (IDMS) module inside RTAMMS.

c. Coordinating Instructions

(1) Billet Priorities. The criteria and priority for creating and funding IMA Program billets is established in reference (p). IMA billet prioritization ensures upon mobilization, those billets deemed critical are filled over a shorter time span and that the limited IMA authorized manning is allocated based on service prioritization. Priorities for IMA authorized manning are. Priorities are:

(a) Priority I (Warfighting). Augmentation of warfighting commands and force providers (e.g., Combatant Commanders, Marine Forces, etc.) to meet critical, skill intensive, or time sensitive requirements associated with mobilization or contingency operations.

(b) Priority II (Contingency Support). Augmentation of USMC, DoD, and other Government agencies to enable and enhance pre-mobilization, mobilization sustainment, and demobilization capabilities.

(c) Priority III (Peacetime Augmentation). Augmentation of USMC, DoD, and other Government agencies to indirectly support capabilities or meet other specialized requirements, which may be essential during times of mobilization.

(2) Assignment Policies

(a) IMA Marines will be assigned against valid BICs on AC force structure documents, in accordance with the references. This includes assignment of IMA billets on COMMARFORRES Site Support Unit Identification Codes in support of mobilization.

(b) IMA Marines will not be assigned to Selected Marine Corps Reserve (SMCR) force structure units or vacant BICs designated for fill by AC, Active Reserve, or civilian personnel.

(c) IMA Marines will be assigned to billets commensurate with their grade and training and in accordance with assignment policies released by Dir RA via MARADMIN.

1. Officer assignments may be made in grades one above or below the billet grade on the designated BIC, up to the rank of lieutenant colonel. Colonels may not fill billets for which the rank requirement is lieutenant colonel or below. Lieutenant colonels who are promoted to the rank of colonel while holding a lieutenant colonel billet will have their end of tour date adjusted to 90 days from their new date of rank. Newly promoted colonels may be moved into a vacant colonel billet in the same command, if available, or submit an IUT. Colonels that remain in lieutenant colonel billets past 90 days from their date of rank will be transferred to the IRR.

2. With the exception of Sergeant Major billets, enlisted assignments may be made in grades one above or below the billet rank on the designated BIC.

3. Sergeants Major/First Sergeants will only serve in 8999 BICs. Dir RA will assign all Sergeants Major/First Sergeants.

(d) Obligors are not normally assigned to IMA BICs. However, in cases where an obligor cannot drill due to SMCR unit availability within reasonable commuting distance per reference (i), obligors may complete their mandatory participation period as a drilling IMA if an appropriate billet exists. Assignment of obligors is coordinated with Dir RA, and applied against authorized manning levels and managed according to reference (i).

(e) Non-Prior Service applicants cannot be recruited to IMA BICs.

(f) Per reference (q), IMA Marines who are also DoD civilian employees may not hold an IMA assignment in the same section that they hold as a civilian employee.

(3) Joins and Transfers to the IMA Program

(a) Marines in the IRR can request to join an advertised billet in the IMA Program by contacting a PSR.

(b) Marines in the IMA Program or SMCR may request an IUT by contacting the OpSponsor associated with that billet.

(c) All IUTs will be submitted via RTAMMS and approved by Dir RA. Requests for IUTs must be submitted to RA no later than 15 days from the Marine's end of tour date.

(d) IUTs will not be approved for unsatisfactory participants in accordance with reference (i).

(e) IMAs involuntarily transferred to the IRR for unsatisfactory participation are prohibited from joining a billet in the IMA Program for one year from the date of the transfer.

(f) Marines in a temporary not physically qualified (TNPQ) status or pending CLA are not eligible to conduct an IUT.

(4) IMA Program Tour Length

(a) The standard IMA Program tour length is three years. Command slated BICs will be set at two years in accordance with the issuing MARADMIN.

(b) Commands may request extensions, in one year increments, to Dir RA. All requests are considered on a case-by-case basis and must provide adequate justification for the extension. All extension requests will take into consideration the staffing health within the SMCR for the individual Marine's rank and MOS as delineated in periodic assignment policy MARADMINs released by Reserve Affairs. Requests for extensions shall be initiated by the Marine's OpSponsor within RTAMMS and forwarded to RA. Requests may arrive at RA 90 days from the end of the Marine's IMA tour, but must arrive no later than 15 days from the Marine's end of tour.

(c) Extensions will not be approved for unsatisfactory participants in accordance with reference (i).

(d) IMA Program tour lengths will not exceed five consecutive years in the same MCC. IMA Marines may not rejoin the same MCC for one year after completion of their IMA Program tour but may join a different MCC or OpGroup.

(e) Unless an extension or alternate SMCR/IMA assignment is approved, Dir RA will transfer IMA Marines to the IRR upon completion of their three year tour or authorized extension.

(f) Detailed assignment policies may be released via MARADMINs by Reserve Affairs.

(g) Commands may request to adjust the initial standard IMA tour length for their command. Approval of an extension to the standard tour length will apply to all IMA Marines under the sponsoring command or organization. Requests must provide sufficient justification (low density/high demand, unique and lengthy training requirements, etc.) to include the impact if the request is not approved. OpSponsors should submit requests via the OpGroup Program Manager to Dir RA for decision.

(h) All periods in which an IMA Marine serves on active duty, in accordance with reference (a), will count against the normal tour length or authorized extension. IMA Marines who exceed their tour length while in an activated status will receive an automatic extension for up to 90 days after their release from active duty.

(5) Transfers to the IRR

(a) Voluntary Transfers. IMA Marines may request a voluntary transfer to the IRR. Requests should be submitted to MARFORRES IPAC via EPAR with OpSponsor endorsement. Endorsement must indicate if a Marine is pending CLA.

(b) Involuntary Transfers. Commands may submit requests to Dir RA via the OpGroup Program Manager to involuntarily transfer to the IRR any assigned IMA Marine. Units may only request an involuntary transfer to the IRR for an IMA Marine who:

1. Fails to maintain billet proficiency; or
2. Performs unsatisfactorily in accordance with reference (i), to include failure to complete a minimum 12 days of AT, ADT, or ADOS per FY, annual PFT, CFT, and height/weight; or
3. Fails to meet unit established policies that further refines participation requirements specific to that unit; or
4. Extends active duty orders beyond a period of more than 12 total months with a command other than the one assigned to.

(c) Units may not request an involuntary transfer to the IRR for assigned IMA Marines that do not meet the above criteria.

(d) IMA Marines will not typically be transferred to the IRR while serving on active duty orders. If the command is not willing to retain the Marine while on active duty, the parent command is not required to authenticate the subsequent orders. The Marine must first transfer to the IRR and then request orders through Marine Corps Individual Reserve Support Activity (MCIRSA).

(6) Transfers while on ADOS Orders. IMA Marines will not typically be permitted to conduct an IUT or be transferred to the IRR while serving on ADOS orders.

(a) IMA Marines may request a voluntary transfer to the IRR or an IUT while on ADOS orders when:

1. The Marine is currently on ADOS orders with a command other than assigned to;

2. The current or subsequent ADOS orders do not expire within a month of the requested transfer date; and

3. A transfer to the IRR would have a detrimental effect to the Marine's benefits such as loss of Transfer of Education Benefits (TEB) or healthcare benefits.

(b) Requests meeting the above criteria will be initiated by the Marine, endorsed by the OpSponsor or OpGroup Program Manager, and submitted as a trouble ticket through the Trouble Ticket Service module in MOL.

(7) Training. IMA Marines provide the command with readily accessible additional manpower under crisis or wartime conditions; therefore, the training of IMAs should be targeted to the specific requirements of their individual billets.

(a) Per reference (i), IMA Marines will perform 12 days of AT (exclusive of travel) per FY. At no time will AT exceed 29 days, inclusive of travel, in a FY.

(b) An AT period will normally be performed in one consecutive period. In accordance with reference (i), organizations may authorize a single split in the AT, subject to the provisions of reference (i), within associated funding restraints.

(8) Provisional IMA Program (PIP). The purpose of the PIP is to assist the AC in meeting wartime manpower requirements, with trained and qualified personnel, by pre-assignment of IRR Marines to unfunded IMA BICs.

(a) PIP personnel remain members of the IRR. PIP personnel will not be joined to an IMA BIC via unit diary entry. Instead, the IMA BIC will be entered on the mobilization data screen in MCTFS.

(b) PIP personnel will be encouraged to support the demands of the Command through the use of Reserve Counterpart Training (RCT) orders per reference (m), or in conjunction with non-paid IDT periods for retirement point credit.

(c) The Command will provide associate duty orders for PIP personnel to approved unfunded IMA BICs only. Associate duty orders for PIP personnel will normally be written for a period of one year.

(d) PIP personnel are subject to all provisions of AC augmentation under Sections 12301(a), 12302, and 12304 of reference (a).

(e) Per reference (m), PIP members may request up to 28 days of ADT on RCT orders per FY via their command to Dir, RA.

(f) IMA Marines not extended in a funded IMA BIC may request PIP placement associated with an unfunded IMA BIC with the same command.

## 5. Administration and Logistics

a. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper

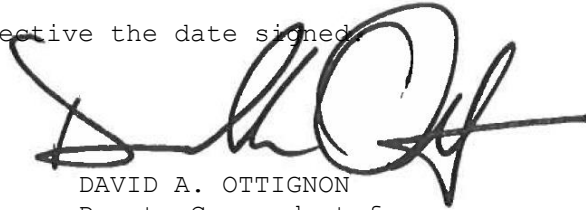
maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at:  
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

c. Recommendations. All feedback and recommendations may be sent to M&RA, RAM-3, through the proper chain of command.

6. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. Signal. This Order is effective the date signed.



DAVID A. OTTIGNON  
Deputy Commandant for  
Manpower and Reserve Affairs

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References

- (a) 10 U.S.C. Secs. 10149, 10204, 10205, 12301(a), 12302, 12304, and 12604
- (b) DoDI 1235.11, "Management of Individual Mobilization Augmentees (IMAs)," July 10, 2015
- (c) Under Secretary of Defense, Personnel & Readiness Directive Type Memorandum "Civilian Employment Information," March 21, 2003
- (d) SECNAV M-5210.1
- (e) SECNAVINST 6120.3A
- (f) MCO P1070.12K W/CH1
- (g) MCO 1610.7A
- (h) MCO 3000.19B
- (i) MCO 1001R.1L w/CH1
- (j) MCO 1001.59A
- (k) MCO 1001.61A
- (l) MCO 1040R.31
- (m) MCO 1510R.39B
- (n) MCO 4600.40B
- (o) Marine Corps Total Force System Personnel Reporting Instructions User's Manual (Short Title: MCTFSPRIUM)
- (p) MCO 5311.1E
- (q) DoDD 1200.7
- (r) MCRP 1-10.1
- (s) 5 U.S.C. 552a
- (t) SECNAVINST 5211.5F
- (u) MCO 6100.13A w/CH2
- (v) MCO 1900.16 w/CH2
- (w) MCO 6110.3A w/CH1 and Admin CH
- (x) The Joint Travel Regulations (JTR)
- (y) MCO 7300.21B