



DEPARTMENT OF THE NAVY  
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MCO 1001.62A  
RAM-5

MARINE CORPS ORDER 1001.62A

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From: Commandant of the Marine Corps  
To: Distribution List

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM

Ref: (a) 10 U.S.C. Sect 10149, 10204, 10205, 12301(a), 12302, and 12304  
(b) DOD Instruction 1235.11, "Management of Individual Mobilization Augmentees (IMAs)," May 24, 2007  
(c) Under Secretary of Defense, Personnel & Readiness Directive Type Memorandum "Civilian Employment Information," March 21, 2003  
(d) SECNAV M-5210.1  
(e) SECNAVINST 6120.3 W/CH 1  
(f) MCO P1070.12K W/CH 1  
(g) MCO P1610.7F W/CH 1-2  
(h) MCO 3000.19A  
(i) MCO 1001R.1K  
(j) MCO 1001.59A  
(k) MCO 1001.61 W/CH 1  
(l) MCO 1040R.35  
(m) MCO 1510R.39B  
(n) MCO 4600.40A  
(o) Marine Corps Total Force System Personnel Reporting Instructions Users Manual (NOTAL)

1. Situation. This Order establishes the policies and responsibilities for the administration and personnel management of the IMA Program as prescribed in references (a) and (b).

2. Cancellation. MCO 1001.62.

3. Mission. The mission of the IMA Program is to provide a source of pre-trained and qualified members of the Selected Marine Corps Reserve (SMCR) to fill individual military billets which augment Active Component (AC) units of the Marine Corps, Department of Defense (DOD) entities and other departments or agencies of the U.S. Government possessing IMA structure on their Tables of Organization, hereafter referred to as "Commands."

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. IMA Program management will be executed to meet or augment those most skill intensive or time sensitive requirements and critical billets to increase the operational readiness, responsiveness, and skill proficiency of Reserve Component (RC) members assigned in support of AC commands and staffs. Back to back assignments within the IMA program are highly discouraged. Marines should serve in both SMCR and IMA billets in order to enhance their professional knowledge and further develop their career progression.

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(2) Concept of Operations. Establish and manage IMA Program billets and manning in support of mobilization (including pre-and/or post-mobilization), contingency operations, operations other than war, or other specialized technical requirements of the sponsoring Commands.

b. Tasks

(1) Director, Reserve Affairs Division (RA). The Director RA is the IMA Program Director and will:

(a) Ensure Marine Corps IMA Program management policies and procedures are consistent with references (a) through (o).

(b) Validate and approve IMA Program billet priorities.

(c) Program and budget for IMA Program funding.

(d) Maintain oversight of IMA Program billet opportunities and availability through automated systems functions.

(e) Approve/disapprove all IMA Program billet extension requests.

(f) Conduct a review of all IMA Program billets, in conjunction with the Commands' and Total Force Structure Division (TFSD), for the purpose of validating each billet every three (3) years. IMA Program billets will not be manned until an approved Billet Identification Code (BIC) has been established by TFSD under the appropriate Unit Identification Code (UIC).

(g) Determine IMA Program manning levels. Conduct an annual review of IMA Program billet manning in support of program requirements and recruiting. Reallocate unfilled funded billets as may be required based on IMA Program priorities.

(h) Conduct an annual meeting for the Commands' new and existing Operational Sponsors (OpSponsor) for the purpose of addressing current and emerging issues associated with the staffing, administration, training, and management of the IMA program.

(i) Coordinate annual programming requests for and distribution of Additional Training Periods (ATPs), and Additional Flight Training Periods (AFTPs) for the IMA Program. Establish priorities for actual or projected shortfalls with regards to ATPs and AFTPs.

(j) Establish priorities for any actual or projected Annual Training (AT) Travel Order shortfalls.

(k) Manage and assign user roles for Commands' OpSponsors or their designees in Drill Manager (DM) for Inactive Duty Training (IDT), and additional IDTs, i.e. ATP, AFTP, processing.

(l) Establish, assign and disestablish IMA Platoon Codes (PltCde) for commands/Agencies authorized assignment of IMA Marines.

(m) Develop input for IMA manpower/mission requirements for the recruiting mission.

(n) Assist and advise TFSD on issues related to IMA structure.

(2) TFSD. TFSD is responsible for the development, validation, and management of all force structure in the Marine Corps. TFSD will review and approve, in coordination with Director, RA, all requests for the addition, deletion, or modification of IMA Program billets.

(3) Commanding General, Marine Corps Recruiting Command (CG MCRC). Marine Corps Recruiting Command will:

(a) Screen applicants from the Individual Ready Reserve (IRR) to ensure they are qualified to join an appropriate IMA Program billet. Once the applicant is found to be qualified, assist in the preparation of the IMA application and schedule an interview between the applicant and the OpSponsor.

(b) Upon qualification for duty determination and OpSponsor approval, forward all completed applications to the Commander, U.S. Marine Forces, Reserve (COMMARFORRES) Customer Service Center (CSC) for join processing to an approved IMA BIC.

(4) Commander, U.S. Marine Corps Forces, Reserve (COMMARFORRES). COMMARFORRES provides administrative support to all Marines joined to authorized IMA BICs. Administrative support is defined as those administrative functions determined to be routine in nature that is or cannot be otherwise addressed by the active component command to which assigned. COMMARFORRES will:

(a) Provide consolidated administrative support to all IMA Marines within established manning levels.

(b) Create, assign and manage MOL user roles for Commands' OpSponsors or their designees for access to Automated Performance Evaluation System (APES) for Fitness Reports; Marine Reserve Order Writing System (MROWS) for orders generation; Proficiency and Conduct Module; Training Readiness Module and Reports module.

(c) Maintain service records per reference (d), provide unit diary reporting and update career retirement credit records for IMA Marines per reference (f). Medical records may be maintained by a local Military medical Treatment Facility (MTF), if available. This may require agreements between COMMARFORRES and the pertinent MTF. Ensure assigned IMA Marines' Medical Readiness Reporting System (MRRS) data is maintained.

(d) Maintain Medical and Dental Records and readiness for those IMA Marines assigned to units at HQ Commander, U.S. Marine Corps Forces, North, per reference (d).

(e) In accordance with requests and documentation submitted by OpSponsors, issue active duty orders; process travel claims; and execute DM actions as required.

(f) Coordinate security clearances for IMA Marines when requested by the OpSponsor.

(g) Coordinate and approve the utilization of off-site IDT orders (CAT B) in support of IMA Marines and mission accomplishment.

(h) Coordinate and fund approve all Annual Training (AT) and Active Duty Training (ADT) travel orders in support of IMA Program participation.

(i) Authenticate Marine Reserve Order Writing System (MROWS) order requests submitted by Commands for IMA Marines conducting AT, Active Duty for Training (ADT), Active Duty Operational Support (ADOS) or Off-site IDT.

(j) Provide historical data support for the development of annual budgets for off-site IDT and additional/split AT requirements.

(k) Provide Reserve career retention and development support to enlisted IMA Marines in accordance with reference (l).

(5) Commands authorized IMA manning. Designated Commands will:

(a) Designate a single point of contact, in writing, as the OpSponsor for all matters concerning the IMA Program. The OpSponsor shall be an AC, Active Reserve (AR) officer or Federal employee (GS-9 or above) who is available on a daily basis and familiar with the duty requirements of the IMA Program billets assigned to that command/organization. Designation letters with the appointee's signed endorsement of acceptance will be submitted to CMC (RAM-5) and the COMMARFORRES CSC.

(b) Develop manpower/mission requirements in conjunction with CMC (MP/RA) per reference (h).

(c) Submit, on an annual basis, as requested by CMC (RA), authorized manning requirements by both officer and enlisted.

(d) Submit requests to add, delete, or modify existing IMA BICs in Marine Corps force structure or on joint-manning documents to TFSD.

(e) Appoint in writing the appropriate individuals to manage the unit's DM responsibilities. This can be accomplished in the OpSponsor appointment letter or in separate correspondence. With the exception of Commanding Officers, a NAVMC 11119 and DD Form 577 is required for the Drill Management Manager, Trusted Agent, and Approver Roles. With the exception of standard users, all other DM roles require a DD Form 577. NAVMC 11119s will be issued per reference (o).

(f) Approve the assignment of Reserve Marines to funded IMA Program billets.

(g) Ensure interviews are conducted, within ten (10) business days, with all IMA Program applicants. Such interviews will be conducted at no expense to the U.S. Government.

(h) Advertise current and projected billet vacancies, based on annual Authorized Manning and current On/Hand Staffing, of your IMA Program billets, in automated/web-based systems, unit websites and other appropriate mediums, as directed by CMC (RA), six (6) months prior to the end of the current tour of billet holders. Advertised BICs will be, at a minimum, equal to 110% of Authorized Manning minus current On/Hand Staffing.

(i) Ensure submission of proficiency and conduct marks on corporals and below per reference (l). Ensure submission of required fitness reports on sergeants and above per reference (g).

(j) Submit reports as required by CMC (RA) and COMMARFORRES for IMA Program administration, management, and execution.

(k) Submit requests for AT, ADT, or ADOS to COMMARFORRES CSC at least thirty (30) days prior to the start of duty.

(l) Submit requests for activation, in accordance with references (h) and (k), to the CMC (MMFA).

(m) Facilitate appropriate annual training, relevant to the mission assigned, and provide other training support as necessary or required. In accordance with reference (i), develop and publish annual training plans for all mandatory participants (obligors) who have an SMCR drilling obligation based on their initial enlistment contract.

(n) Determine the security clearance requirement for each IMA billet and ensure clearances are current and appropriate for respective assignments. Process Top Secret/Special Compartmented Information (TS/SCI) clearance requirements through your active duty Special Compartmented Information Security Officer (SSO).

(o) Ensure IMA Marine medical, including annual PHAs and dental readiness is current and maintained in accordance with references (e) and (i). Coordinate maintenance of medical/dental records at a local MTF or SMCR unit medical section which may require Memorandums of Understanding between the Command and the MTF. Contact COMMARFORRES IMA Medical, if MTF is unavailable. Ensure assigned IMA Marines' MRRS data is maintained.

(p) Coordinate submission of annual ADOS budget requests to CMC (RAP) per reference (j).

(q) Plan, prepare, and submit an annual budget for all anticipated off-site IDT and additional/split AT requirements to COMMARFORRES (Comptroller).

(r) Maintain legal jurisdiction and request mast authority, as prescribed in reference (i), over the IMA Marines assigned to their commands.

(s) Ensure IMA Marines' Government Travel Charge Card Accounts are administered by the appropriate authority within the Command per reference (n).

(t) Ensure Reserve career retention and development counseling of enlisted IMAs per reference (l) and paragraph 4.b(4)(j).

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

(v) Coordinate with Command's servicing Personnel Administration Center to facilitate all promotion and retirement actions for assigned IMA Marines.

(w) Review, validate and coordinate settlement of assigned IMA Marines' claims for Reimbursement of Expenditures on Official Business (SF 1164).

(x) Ensure timely review of member IMA Marine IDT requests in DM.

(6) IMA Marines. IMA Marines will:

(a) Perform AT and IDT periods to meet participation requirements as directed by reference (i). IMA Marines will coordinate required IDT and AT with their respective OpSponsor.

(b) Report for duty as directed in activation orders in support of a contingency.

(c) Participate in training activities with the command/organization to which assigned or attached. Obligor will coordinate with the OpSponsor to accomplish the published annual training plan.

(d) Coordinate with their parent command OpSponsor before accepting orders which preclude them from participating as an IMA and supporting their respective commands/organizations.

c. Coordinating Instructions

(1) Billet Priorities. The criteria and priority for establishing and funding IMA Program billets will be based on, but not limited to, the Commandant's planning guidance/priorities and Marine Expeditionary Forces/force providers' contingency support and peacetime augmentation requirements.

(2) Assignment Policies

(a) IMAs will be assigned against valid BICs on Active Component force structure documents. This includes assignment of IMA billets on COMMARFORRES Site Support UICs for the conduct of mobilization support functions.

(b) IMAs will not be assigned to SMCR force structure units.

(c) IMAs will be assigned to billets commensurate with their grade and training.

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.

2. With the exception of Sergeants Major/First Sergeant 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 approved 8999 BICs. CMC (RA) will assign all Sergeants Major/First Sergeants.

4. Company Grade Combat Arms Officers may only be allowed to serve two cumulative years in an IMA BIC. Waivers may be granted by the CMC (RA) based on the needs of the Service.

5. Restricted officers will not normally be joined to unrestricted officer BICs. Grade waiver requests will be submitted to CMC (RA).

(d) Marines may not be assigned as IMAs to vacant BICs designated for fill by Active Component, AR, or civilian personnel.

(e) IMAs may be assigned to the Office of the Secretary of Defense, the Office of the Chairman of the Joint Chiefs of Staff, Defense agencies, the Selective Service System, and the Federal Emergency Management Agency per reference (a) and other approved structure.

(f) Mandatory Participants (obligors) will not normally be assigned to IMA BICs. However, in cases where an obligor cannot drill because an SMCR unit is not available 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 to IMA BICs will be coordinated with CMC (RA) before being joined. Obligors, so assigned, will be applied against authorized manning levels and will be managed in accordance with reference (i).

(g) In consonance with the preceding paragraph, Non-Prior Service applicants will not be recruited to IMA BICs.

(h) Commands may not internally reassign IMAs to different BICs without prior coordination with the MARFORRES CSC and CMC (RA).

### (3) IMA Program Tour Length

(a) The standard IMA Program tour length is three (3) years.

(b) The total IMA Program tour length will not exceed five (5) consecutive years. Back to back assignments within the IMA program are highly discouraged. Marines should serve in both SMCR and IMA billets in order to enhance their professional knowledge and further develop their career progression.

(c) Unless an extension or interunit transfer is approved, COMMARFORRES will transfer Marines to the IRR upon completion of their 3-year tour or authorized extension.

(d) Marines may not rejoin the same IMA PltCde for 1 year after completion of their IMA Program tour. However, they may be joined to a different PltCde under the same OpSponsor.

(e) Commands may request extensions, in 1-year increments, for attached IMA Marines. CMC (RA) will consider all requests on an individual basis. All requests must provide adequate justification (unique skill set requirements, project continuity, etc.) for the extension. Requests for extensions should be forwarded through the Operational chain of command, to CMC (RA) for approval/disapproval. Requests should arrive at CMC (RA) no later than ninety (90) days before the end of the Marine's IMA tour. Fitrep date gaps while assigned to the requesting command or noncompliance with appropriate annual training will normally result in disapproval of extension requests.

(f) Commands may request an extension of the standard 3-year tour length for their Command. Approval of an extension to the standard tour length will apply to all IMA Program members under the sponsoring command/organization. Requests must provide sufficient justification (low density/high demand, unique and lengthy training requirements, etc.) for the extension, to include the impact if the request is not approved. OpSponsors should submit requests through the chain of command, to CMC (RA) for approval/disapproval.

(g) Commands may submit involuntary transfer requests to the IRR, from CMC (RA), for any assigned IMA Marine who fails to maintain billet proficiency or otherwise performs unsatisfactorily. Unsatisfactory participation is defined in reference (i).

(h) Periods in which an IMA Program member involuntarily serves on active duty under Sections 12301(a), 12302, or 12304 of reference (a), at the request of the command/organization to which assigned, 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 to remain in the billet for up to ninety (90) days after their release from active duty.

(4) Training. IMAs provide the Command with expeditiously 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) The IMA Marine's Reserve Training Center (RTC) or IDT site is the sponsoring command/organization. A temporary waiver or RTC reassignment may be requested through the Operational chain of command, to CMC (RA) for review. Requests must provide adequate justification (unique and critical mission requirements, etc.) for waiver consideration, to include the impact if the request is not approved.

(b) IMA Program members will normally perform twelve (12) days of AT (exclusive of travel) per fiscal year. AT will not exceed thirty (30) days, inclusive of travel, in a fiscal year.

(c) AT will normally be performed in one consecutive period. COMMARFORRES may authorize a split AT, subject to the provisions of reference (i), within associated funding restraints.

(d) Annual individual training requirements (e.g., PFT/CFT, Marksmanship) will normally be conducted with the Command to which assigned as designated. The Command will report annual training completion via the appropriate web-based application.

(5) IMA Program Organization. IMA billets are assembled under PltCdes, designating a sponsoring command or organization, to support the administration of the assigned IMA Marines. These platoons do not have any internal organization and are not operational in nature or function. CMC (RA) will direct the establishment and deactivation of PltCdes as necessary to meet program requirements.

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

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

(b) As requested by the Command, COMMARFORRES 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 (1) year. PIP members will perform a minimum of twenty-four (24) non-paid IDT periods per year under associate duty orders.

(c) PIP personnel are not members of the SMCR. They remain members of the IRR. PIP personnel will not be joined as an IMA via unit diary entry.

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

(e) Per reference (m) PIP members may request up to twenty-eight (28) days of RCT per FY via their Command to COMMARFORRES.

(f) IMA Marines not extended in a funded IMA BIC are eligible to apply for PIP placement in an unfunded IMA BIC with the same Command.

#### 5. Administration and Logistics

a. 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).

b. Commands, and their OpSponsors and IMA Program Managers will submit all requests for administrative support (i.e. DM support, MROWS orders requests, travel claims, etc.) to COMMARFORRES CSC, for IMA members not transferred to the Command for duty in excess of thirty (30) days. IMA members transferred and joined for duty to a Command for a period of active duty greater than thirty (30) days will utilize the unit's servicing Installation Personnel Administration Center for all administrative support.

c. Commands will be responsible for the oversight of all routine IMA Marine administration including, but not limited to, fitness reports, proficiency and conduct marks, award recommendations, and all other chain of command correspondence submissions.

d. Records created as a result of this directive shall include records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (d).

#### 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.

  
R. E. MILSTEAD JR  
Deputy Commandant for  
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