



U.S. MARINE CORPS FORCES, EUROPE AND AFRICA

IMA HANDBOOK

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## Introduction

Welcome to U.S. Marine Corps Forces Europe and Africa (MARFOREUR/AF). The command relies heavily on every element of the Total Force to have the capacity to complete a diverse and demanding mission profile. During your tour you will undoubtedly find yourself involved in very relevant and meaningful work.

The MARFOREUR/AF Individual Mobilization Augmentee (IMA) Administrative Handbook implements policy and procedures establishing participation requirements for satisfactory membership. It also provides guidance for all aspects of individual administrative responsibilities.

MARFOREUR/AF is the Marine Corps Component Command under U.S. European Command (EUCOM) and U.S. Africa Command (AFRICOM). Accordingly, Commander, MARFOREUR/AF is responsible for all Marines and dependents residing and operating on the European and African continents. All Marines, except for State Department Marines, in the MARFOREUR/AF AO are administratively attached to MARFOREUR/AF.

This Handbook applies to:

- IMA members
- Reserve Component Marines on active duty orders supporting MARFOREUR/AF, EUCOM, and AFRICOM

The MARFOREUR/AF Reserve Liaison Office provides the administrative support outlined in this handbook. We look forward to working with you.

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**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 pre-trained and qualified members of the Selected Marine Corps Reserve (SMCR).

## **1000. MARFOREUR/AF IMA MEMBERSHIP REQUIREMENTS**

a. IMA members must:

- Perform a minimum of 12 days of Annual Training (AT) per fiscal year
- Complete 48 Inactive Duty Training (IDT) per fiscal year
- Support their assigned Staff Division
- Complete PFT and CFT annually IAW MCO 6100.13A w/CH3
- Maintain medical and dental readiness
- Meet body composition and military appearance standards IAW MCO 6110.3 w/CH3
- Submit Fitness Reports IAW MCO 1610.7A
- Submit travel claims IAW the Joint Travel Regulations (JTR)
- Ensure Primary Residence Address (PRA) is accurately reflected in Marine Corps Total Force System (MCTFS)
- Ensure dependent information is accurately reflected in MCTFS
- Ensure conduct on and off duty aligns with requirements to hold an active security clearance
- Have a current Government Travel Charge Card (GTCC)
- Submit a yearly IMA support plan

b. Failure to meet the above requirements may result in dismissal from MARFOREUR/AF IMA program.

## **2000. ADMINISTRATIVE SUPPORT**

2001. **RECORD AUDIT.** A record audit consists of reviewing, at the very least, a member's Basic Individual Record (BIR), Record of Emergency Data (RED), Career Retirement Credit Report (CRCR), Primary Residence Address (PRA), and Mobilization Data (MMOB). Record Audits must be performed before executing AT, when changes are made to one's Dependency Application (NAVMC 10922), or when updating your PRA. Record Audit may be conducted in person or via the Electronic Personnel Administrative Requests (EPAR) module in Marine Online (MOL).

2002. **UPDATING PRIMARY RESIDENCE.** Per MARADMINS 204/15, Marines must have a valid PRA in MCTFS. When accepting MROWS orders you are confirming that your PRA is accurate, and if it is not you must correct it immediately. Primary Residence Address can be changed after a member completes a PRA Form and submits two source of documents showing the member's name and the new address via EPAR. One of these source documents is required to be the Member's Deed, Mortgage, Valid Commercial Lease, or Property Tax Record.

2003. **DRILL MANAGER.** Drill Manager (DM) is used to schedule and process all IDT, Appropriate Duty, and Additional Training Periods (ATP). Drill Manager can be accessed at [MANPOWER.USMC.MIL](http://MANPOWER.USMC.MIL) under the "Top Requests" tab and selecting "RTAMMS". The RTAMMS site can only be accessed via your military Common Access Card (CAC). It is the member's responsibility to schedule their drills via the RTAMMS module.

a. **SCHEDULING DRILLS.** Drills will be requested via RTAMMS drill management (DM) module prior to the performance thereof. IMA Marines are authorized to perform no more than 48 IDT drills per fiscal

year. Each IDT must be **at least** 4 hours long and at max only 2 IDT periods per day. It is the Marine's responsibility to ensure they do not request/perform more drills than the allotted amount without prior authorization. The completion of drills will be approved by the Reserve Liaison Office only after they are performed and a signed muster sheet is uploaded to the drill period in DM.

b. SUBMITTING MUSTER SHEETS. Once a Marine has executed drills and requested them via DM module, a muster sheet must be associated to each drill period. Muster sheets must be signed by the Marine who executed the drill periods and then signed as certified by one of the following from a Marine's Section:

- 1) Assistant Chief of Staff (AC/S)
- 2) Deputy
- 3) Senior Enlisted Advisor (SEA)

The time on the muster sheet must reflect the same time requested in DM. Once the member has notified the Reserve Liaison Office of completion of a drill period and has uploaded the muster sheet into DM, the Reserve Liaison Office will then verify there are no discrepancies, and take appropriate action to approve, submit muster, certify, and export each drill period for payment. **Muster sheets must be submitted within 5 working days after each drill period.**

2004. UPDATING MEDICAL READINESS REQUIREMENTS IN MCTFS. MOL and MCTFS do not always correlate with one another. Therefore, if a member's PHA and HIV dates are up-to-date within your Individual Medical Record (IMR), they will still need to be manually updated in MCTFS. In order to update your PHA and HIV, a "Printer Friendly" version of your IMR must be submitted via the EPAR module.

2005. DEFENSE TRAVEL SYSTEM. All members of the IMA will have a DTS-R account that will need to be associated to the IMA hierarchy in the case of any active duty training/orders requiring travel. The RLO can assist with receiving DTS-R profiles. At a maximum of every 3 years, the following TraX training courses are required to be completed by the member:

- 1) DTS Basic – About DTS
- 2) DTS Basic – DTS Travel Documents (DTS 101)
- 3) Programs and Policies – Travel Card Program (Travel Card 101)

2006. GOVERNMENT TRAVEL CHARGE CARDS. The RLO does not handle GTCCs. Government Travel Charge Cards are handled by the command respective Account Program Coordinator (APC). Your APC can also assist in pulling your account into our hierarchy as well as getting you a new card upon expiration of your current. Additionally, members are required to complete the following TraX training certs at a maximum of every three years: The "Programs and Policies – Travel Card Program (Travel Card 101)." All DTS and GTCC training certs along with a signed GTCC Statement of Understanding will need to be submitted via the EPAR module to the Reserve Liaison Office's IMA Organizational Defense Travel Administrator (ODTA).

2007. LOCAL VOUCHERS. In accordance with MARADMIN 033/21, Marines who live outside the established commuting distance rate lodging for the duration of drill periods. Reimbursement for this lodging is handled via a Local Voucher (LVCH) through DTS-R only after your drills have been exported in DM. Local Vouchers must have a signed copy of the member's MROWS orders stating either drills in

conjunction of AT or IDT orders, zeroed out lodging receipt, and signed OF-1164 Form. A Certificate of Non-Availability, GTCC statement, and Statement in Lieu of Receipts may be needed if lodging on a U.S installation is not provided, a foreign currency is charged to your account, or a receipt is in a foreign language. Ensure the dates on your LVCH and OF 1164 Form match the dates of your IDT period. Additionally, in order to keep track of the amount of LVCH submitted for the FY, please annotate any previous local vouchers submitted. Example: “Local Voucher 3 or FY22.”

2008. EXTENSION REQUESTS. The standard IMA tour is 3 years for all grades except for O-3s who are permitted 2-year starting tours. Extension possibilities are permitted with HQMC-RAM 3 approval per year up to a maximum 5-year tour. IMA tour extensions are requested by the member to their section for justification. Once approved, then the section will submit to the Reserve Liaison Office via IDMS module in RTAMMS. Extensions are not guaranteed and a member can be denied for unsatisfactory participation within their tour by HQMC RAM. Extension must be requested by the member **at least 90 days** prior to end of tour date. Failure to submit an extension will result in an IMA member being transferred to the Individual Ready Reserve (IRR) upon the end of their tour date, which can be seen on MOL.

2009. RETIREMENT REQUESTS. Marines requesting to transfer to the “Retired Reserve Awaiting Pay at Age 60” List must complete the Retirement Request form found on the RLO page. Request Form may only be submitted within 4-14 months prior to the date the Marine request to retire. Any retirement outside of this window will require an Administrative Action (AA) Form submitted to MMSR-5.

2010. TRAVELER BEST PRACTICES. At a minimum when traveling on orders, ensure to do the following:

- GTCC is active and current
- Hard copy of your orders
- Hard copy of e-Ticket. Contact airline 24 hours prior to travel
- Keep all receipts associated with travel cost
- Passport and Military CAC are valid
- Contact on-base lodging prior to start of orders. If not lodging is available a CNA is required to authorize off-base lodging
- APACS (Aircraft and Personnel Automated Clearance System) Request

### **3000. MARFOREUR/AF IMA PARTICIPATION**

3001. ANNUAL SUPPORT/TRAINING PLANS. Before the start of each Fiscal Year a Support Plan will be signed by a member’s AC/S, Deputy, or SEA and then provided to the Reserve Liaison Office. The support plans are written in coordination with your section AC/S, Deputy, SEA, or billet sponsor. Your available support dates, to include both AT and IDTs, need to be coordinated to ensure both you and your section are aligning your execution dates with MARFOREUR/AF, EUCOM, or AFRICOM operations, activities, and investments (OAI). In addition, all of your ATs and IDTs should be in direct support of your section/command requirements. This includes our IMA Marines that drill exclusively at EUCOM and AFRICOM. The annual support plan also allows the RLO to help a member to optimize their AT and available drills while also ensuring they will have a satisfactory year.

3002. ANNUAL TRAINING. Per MCO 1001R.1L, IMA members must perform a minimum of 12 days of AT (13 days, including travel) per fiscal year (FY) to satisfy IMA program participation requirements.

The primary purpose of AT is to provide unit readiness training. AT must be in direct support of EUCOM, AFRICOM, or MARFOREUR/AF OAI.

a. REQUESTING ORDERS. Coordinate with your respective Staff Division and submit an orders request via your chain of command using the MARFOREUR/AF RLO Orders Request Form 4-22. Orders requests must be signed by the division AC/S, Deputy, or SEA and received by the RLO **no later than (NLT) 30 days** prior to the orders start date. **If executing Appropriate Duty Orders, submit your NAVMC 799 within 5 working days upon completion of approved event/meeting.**

- Due to the IMA detachment's location OCONUS, Reserve Affairs has authorized a 13 day AT to account for travel. Annual Training pay is automatically computed upon approval of orders to AT.
- LODGING. Lodging will be reimbursed. Individual Mobilization Augmentee member must obtain CNA from Panzer Lodging prior to obtaining lodging out in town.
- RENTAL CAR. Not authorized.
- TRANSPORTATION. Local public transit and taxis to/from the airport will be reimbursed. Daily transportation between lodging and workplace will not be reimbursed. It is between the member and their section to arrange transportation around the duty location.

b. MEDICAL. Reservists performing Annual Training are eligible for medical care at the Patch Barracks Medical Clinic. Reservists are required to present a valid CAC ID and a copy of their orders. When on AT, reservists are not eligible for routine dental services, but can receive emergency dental care (sick call).

c. TRAVEL VOUCHERS. Must be submitted within five working days after completion of orders. Your final payment installment will not be issued until the Travel Voucher is signed and submitted. Per the IMA-Det OIC, if not submitted within 30 days after completion of orders, the entire AT pay will be checked.

d. EXTENDED AND SPLIT AT. Extended ATs require additional funding, and as such, all associated requests will be approved or disapproved on a case by case and subject to budgetary constraints. ATs will not exceed 29 days, inclusive of travel, in a FY. AT normally is performed in a single period due to additional costs associated with multiple trips. Split AT periods may be authorized if required to meet training missions; however, AT can only be split once. Both extended and split AT requests must contain a thorough written justification, to include the reason for the additional days and/or separating AT into two segments. Requests with inadequate justification will be disapproved.

### 3003. INACTIVE DUTY TRAINING (IDT)

a. IMA members are allocated 48 Regular IDTs per fiscal year. Each IDT will consist of a minimum of four hours to be awarded one point towards Reserve Retirement. All IMA participation, including IDTs, must be coordinated with the staff divisions. However, IDTs are not to be performed in a designated imminent danger area or hazardous duty location.

b. MARFOREUR/AF, EUCOM, and AFRICOM assigned reservists may perform all paid drills back-to-back without Service Policy restrictions.

c. IMA members are responsible for scheduling their drills in the DM module of RTAMMS. For those new to the IMA, this is a departure from how SMCR units utilize DM as they schedule the entire unit for mandatory weekend drills. Along with the flexibility, the IMA offers to use drills in a less rigid framework comes with the responsibility to enter the intended drills into DM.

- d. IMA members may schedule one drill period for a block of time at least four hours in duration, yet not to exceed 6 hours for any individual period. If the total training period lasts for eight hours or more, the service member may schedule two drill periods. Members cannot schedule more than two IDTs per any one calendar day.
- e. Due to Reserve Affairs Policy Decision and MARADMIN 193/23, IMA members, unless holding a command screened billet, are no longer entitled to travel pay to or from HTC location. Transportation is only authorized for off-site IDT.
- f. Off-site IDTs provide the flexibility for sections to send their IMA members to locations other than the HTC in order to attend planning conferences, exercises, or other events associated with MARFOREUR/AF operations, activities, and investments. The MARFOREUR/AF budget provides obligated funding to cover both travel and per diem associated with off-site drill execution. Due to budget constraints, each off-site IDT request will be approved or disapproved on a case by case basis.
- f. IMAs cannot perform IDTs within the dates of Annual Training, school, or ADOS tours.
- g. LODGING. IMA members conducting drills at a Home Training Center (HTC) or primary drilling location are entitled to lodging reimbursement if their PRA is outside of the reasonable commuting distance. Lodging reimbursement is authorized on the day preceding multiple scheduled drills. For example, if two drills are conducted on Thursday and one drill on Friday, lodging may only be reimbursed for Wednesday night. In this example, lodging reimbursement for Thursday night is not authorized because the member conducted a single drill on Friday. Due to travel non-availability, members conducting drills in Europe are exempt from the multiple scheduled drill requirement on the final day of drills. Members need to complete only one drill period on the day of travel and will be reimbursed for lodging the preceding day.
- h. RENTAL CAR. Not Authorized during AT or IDT periods.
- i. MEDICAL. While performing IDTs, no matter the period of time, reservists are eligible for medical care at the Patch Barracks Medical Clinic. Reservists must present a valid CAC and a memorandum signed by the RLO verifying they are performing IDTs. Reservists are not eligible for routine dental services but can receive emergency dental care (sick call).

#### 3004. COURTESY DRILLS

a. Courtesy drills are not authorized and are only permitted for SMCR Marines. The similar procedure here to allow a Marine to complete drill periods for the case of PFT/CFTs is to obtain pre-authorization from your section's AC/S, Deputy, or SEA. The off-site muster sheet must have the signature of the CO or a Responsible Officer (RO) of the grade O-3 or above, E-8 or above, or GS-7 or above, at the site where the IDT was performed.

#### 3005. OFF-SITE IDT ORDERS

Individual Mobilization Augmentees may be authorized to perform a portion of their IDTs at an off-site location. Off-site IDTs provide the flexibility for sections to send their IMA members to locations other than the HTC in order to attend planning conferences, exercises, or other events associated with MARFOREUR/AF operations, activities, and investments. The MARFOREUR/AF budget provides obligated funding to cover both travel and per diem associated with off-site drill execution. Due to budget constraints, each off-site IDT request will be approved or disapproved on a case by case basis.

The following criteria must be met:



- The IMA member must continue to coordinate with their section's AC/S or Deputy to perform drills outside of Stuttgart.
- The IMA member's duties must provide significant and direct benefit to the accomplishment of the MARFOREUR/AF mission.
- The CO/RO of the alternate duty site must approve this arrangement.
- JEPES and Performance Evaluations remain with the MARFOREUR/AF staff division.

b. Marines authorized or directed to perform IDT periods away from their normal HTC may be entitled to Temporary Additional Duty (TAD) allowances (Per Diem and Travel) prescribed in the JTR. IDT credit will not be authorized while in a travel status under TAD orders. Orders will be issued to those Marines in the performance of the off-site drill. Off-site IDTs must be pre-approved by the staff division. The off-site muster sheet must have the signature of the CO or a Responsible Officer (RO) of the grade O-3 or above, E-8 or above, or GS-7 or above, at the site where the IDT was performed.

### 3006. ACTIVE DUTY OPERATIONAL SUPPORT (ADOS)

- a. The decision to apply ADOS funding allocated to MARFOREUR/AF rests with the Chief of Staff. For consideration, the Reserve Marine should submit an orders request via the chain of command to the RLO. The orders request must be signed by the appropriate division AC/S, Deputy, or SEA.
- b. IMA Marines must use their AT and 48 drills before consideration for ADOS orders. If not, the staff division must develop and submit a plan to the RLO for drills and AT execution (see para 2001. Annual Support/Training Plan) before the end of each FY to ensure the member has a satisfactory anniversary year.
- c. If an IMA Marine has completed 31 days or more of ADOS, this period will be considered as a completion of IMA AT and satisfactory participation in the IMA program.

### 3007. PRIMARY MILITARY EDUCATION (PME) ORDERS.

- a. For Officer PME opportunities, go to [www.manpower.usmc.mil](http://www.manpower.usmc.mil), refer to MCO P1553.4B, and research MARADMINS as applicable.
- b. For Enlisted PME, please refer to MCO P1510.94 and research MARADMINS as applicable.
- c. When arranging school seats, note that you are only allowed schools within your zone. MFEA's schooling zone is Quantico, Virginia.

## **4000. EXECUTING ORDERS/IDT**

4001. PREPARATION PRIOR TO ARRIVAL. It is between the member and their section to ensure any necessary lodging along with transportation to, from, and around the duty site is arranged before they arrive for duty.

4002. TRAVELING TO THE PRIMARY DUTY STATION (PDS). Travel associated with AT or Active Duty Operational Support (ADOS) orders that do not contain Drills in-conjunction will create a DTS Coversheet within your MROWS Orders. Login to DTS-R, ensure your profile is up to date with your personal and GTCC info, and create an authorization using the information provided on your DTS coversheet. Submit your authorization to the Reserve Liaison Office in a timely manner to allow room for any adjustments that may need to be corrected.

Travel containing any kind of drills in conjunction will not create a DTS Coversheet within your MROWS Orders. In this case, any unauthorized bookings in DTS will displace the funds associated to your orders and will ultimately delay travel booking. No later than 5 working days before the start of your orders, the Reserve Liaison Office will contact SATO to book your flights. Due to SATO's operating procedures, you will receive your Official E-Ticket between 24-48 hours before your travel.

4003. AIR MOBILITY COMMAND. For any IMA member that desires to complete an IDT period not associated with travel orders, the Air Mobility Command (AMC) offers space available travel. Per DODI 4515.13, IDT falls under category IV, which authorizes members of the Reserve Component to utilize AMC transportation in support of drill periods. The EUCOM associated terminal is Ramstein AB, Germany. Information can be found at the following link: <https://www.amc.af.mil/AMC-Travel-Site/Terminals/EUCOM-Terminals/Ramstein-AB-Passenger-Terminal/>. CONUS AMC Terminal locations can be found at the following link: <https://www.amc.af.mil/AMC-Travel-Site/>.

4004. CHECK IN REQUIREMENTS. For those IMA Marines attending their first AT, IDT period, or whichever event is scheduled first, **they are required to check-in wearing their Service Alpha uniform**. Reserve Marine are required to conduct a record audit upon join to a new command and while executing any Active Duty type orders. Schedule an appointment with the Reserve Liaison Office to conduct your audit in-person. If your orders are not at the HTC, the Reserve Liaison Office will send you instructions for a self-audit via the EPAR Module.

- MEDICAL to verify medical readiness
- SECURITY MANAGER for badges and security clearances
- RLO for administrative assistance/guidance
- G-8/DTS ensure you have all requirements to be added to DTS-R IMA organization, and that your GTCC is active, valid, and managed by the correct command.

4005. LEAVE AND LIBERTY. Marines are **NOT AUTHORIZED** to take leave while performing AT or IDT periods. Leave and liberty is only authorized while on Active Duty Operational Support (ADOS) orders over 31 days and as permitted by the member's work section.

## 5000. BRILLIANCE IN THE BASICS

5001. READINESS. Every Marine must be administratively and medically ready to step into the fight at a moment's notice. In order to execute orders, regardless of type, all annual medical and administrative actions must be complete. AT, IDT, or ADOS orders will not be authenticated unless medical and administrative records are up to date. Moreover, if a MARFOREUR/AF IMA Det member is more than 180 days overdue in medical actions, he or she will be dropped from the program into the IRR.

## 6000. HELPFUL LINKS

- a. MARFOREUR/AF Reserve Liaison Office <http://www.marforeur.marines.mil/Welcome-Aboard/Reserve-Liaison-Office/>
- b. Drill Manager (DM) <https://rtamms.mceits.usmc.mil/>
- c. Government Travel Charge Card (GTCC) <https://home.cards.citidirect.com/>
- d. Marine Resource Orders Writing Service (MROWS) <https://mcors.tfs.usmc.mil/mrows/InitializeApplication.do>

- e. Joint Travel Regulation <http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- f. MARFORRES IA Global Billets <http://www.marforres.marines.mil/General-Special-Staff/G1/Global-Billets/>
- g. Marines.mil <http://www.marines.mil/>
- h. U.S. Army Garrison Stuttgart <http://www.stuttgart.army.mil/>
- i. MARFOREUR/AF SharePoint Portal <https://eis.usmc.mil/sites/mfe/default.aspx>
- j. MARFOREUR/AF Public Website <http://www.marforeur.marines.mil/>
- k. MilConnect <https://milconnect-pki.dmdc.osd.mil/milconnect/>
- l. Joint Knowledge Online (JKO) <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>
- m. Marine Net <https://www.marinenet.usmc.mil/my.policy>
- n. Defense Travel System (DTS) <https://www.defensetravel.osd.mil>
- o. Prior Service Recruiting (PSR) <https://www.mcrc.marines.mil>
- p. Defense Finance Accounting Service (DFAS) <https://www.dfas.mil>
- q. Defense Travel Management Office (DTMO) <https://www.defensetravel.dod.mil>
- r. Marine Online (MOL) <https://www.mol.usmc.mil>
- s. Manpower & Reserve Affairs (M&RA) <https://manpower.usmc.mil>

## 7000. ACRONYMS.

AA	ADMINISTRATIVE ACTION
AC	ACTIVE COMPONENT
AC/S	ASSISTANCE CHIEF OF STAFF
ADOS	ACTIVE DUTY FOR OPERATIONAL SUPPORT
AFRICOM	AFRICA COMMAND
AMC	AIR MOBILITY COMMAND
APACS	AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM
APC	ACCOUNT PROGRAM COORDINATOR
APPR	APPROPRIATE DUTY
AT	ANNUAL TRAINING
ATP	ADDITIONAL TRAINING PERIOD
AY	ANNUAL YEAR
BIR	BASIC INDIVIDUAL RECORD
CAC	COMMON ACCESS CARD
CEI	CIVIL EMPLOYMENT INFORMATION
CG	COMMANDING GENERAL
CNA	CERTIFICATE OF NON-AVAILABILITY
CO	COMMANDING OFFICER
CP	CAREER PLANNER
CRCR	CAREER RETIREMENT CREDIT REPORT
DFAS	DEFENSE FINANCE ACCOUNTING SERVICE

DM	DRILL MANAGER
DOD	DEPARTMENT OF DEFENSE
DTMO	DEFENSE TRAVEL MANAGEMENT OFFICE
DTS	DEFENSE TRAVEL SYSTEM
EAS	END OF ACTIVE SERVICE
ECC	END CURRENT CONTRACT
ENCL	ENCLOSURE
EPAR	ELECTRONIC PERSONNEL ADMINISTRATIVE REQUESTS
EUCOM	EUROPEAN COMMAND
FY	FISCAL YEAR
GTCC	GOVERNMENT TRAVEL CHARGE CARD
HADTW	HIGH ACTIVE DUTY TIME WAIVER
HDP	HAZARDOUS DUTY PAY
HIV	HUMAN IMMUNODEFICIENCY VIRUS
HQMC	HEADQUARTERS MARINE CORPS
HTC	HOME TRAINING CENTER
IDMS	INVENTORY DEVELOPMENT AND MANAGEMENT SYSTEM
IDP	IMANENT DANGER PAY
IDT	INACTIVE DUTY TRAINING
IMA	INDIVIDUAL MOBILIZATION AUGMENTEE
IMR	INDIVIDUAL MEDICAL RECORD
IPP	IN PROGRESS PAYMENT
IRAM	RECORD ADMINISTRATION MANUAL
IRR	INDIVIDUAL READY RESERVE
IUT	INTER-UNIT TRANSFER
JKO	JOINT KNOWLEDGE ONLINE
JTR	JOINT TRAVEL REGULATIONS
LVCH	LOCAL VOUCHER
MCRAMM	MARINE CORPS RESERVE ADMINISTRATIVE MANAGEMENT MANUAL
MCTFS	MARINE CORPS TOTAL FORCE SYSTEM
MFE/A	MARINE CORPS FORCES EUROPEA AND AFRICA
MFR	MARINE FORCES RESERVE
MISSA	MANPOWER INFORMATION SYSTEM SUPPORT ACTIVITY
MISSO	MANPOWER INFORMATION SYSTEM SUPPORT OFFICE
MMRP	MANPOWER MANAGEMENT RECORDS AND PERFORMANCE
MMSR	MANPOWER MANAGEMENT SEPARATION AND RETIREMENT BRANCH
MOL	MARINE ONLINE
M & RA	MANPOWER AND RESERVE AFFAIRS
MROWS	MARINE RESERVE ORDER WRITING SYSTEM
MBS	MASTER BRIEF SHEET
NLT	NO LATER THAN
ODTA	ORGANIZATIONAL DEFENSE TRAVEL ADMINISTRATOR
OMPF	OFFICIAL MILITARY PERSONNEL FILES
PCS	PERMANENT CHANGE OF STATIONS
PHA	PERIODIC HEALTH ASSESSMENT
PME	PRIMARY MILITARY EDUCATION
POC	POINT OF CONTACT
PRA	PRIMARY RESIDENCE ADDRESS
PSR	PRIOR SERVICE RECRUITER

RA	RESERVE AFFAIRS
RAM	RESERVE AFFAIRS MANAGEMENT BRANCH
RAP	RESERVE AFFAIRS POLICY
R-ECC	RESERVE END OF CURRENT CONTRACTION
RED	RECORD OF EMERGENCY DATA
RLO	RESERVE LIAISON OFFICE/OFFICER
RPAC	REGIONAL PERSONNEL ADMINISTRATION CENTER
RTAMMS	REQUIREMENT, TRANSITION AND MANPOWER MANAGEMENT SYSTEM
SEA	SENIOR ENLISTED ADVISOR
SGLI	SERVICEMEMBERS' GROUP LIFE INSURANCE
SMCR	SELECTED MARINE CORPS RESERVE
SOES	SGLI ONLINE ENROLLMENT SYSTEM
T/O	TABLE OF ORGANIZATION
TAD	TEMPORARY ADDITIONAL DUTY