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7 Mar 18

U.S. MARINE CORPS FORCES, EUROPE AND AFRICA ORDER 1001.1A

From: Commander, U.S. Marine Corps Forces, Europe and Africa
To: Distribution List

Subj: RESERVE INTEGRATION AND MANAGEMENT

Ref: (a) MCO 1001R.1L
(b) MCO 1001.59A
(c) MCO 1001.61A
(d) MCO 1001.62A
(e) MCO 1610.7
(f) MCO 3000.19B
(g) SECNAVINST 1001.32C
(h) DoD Instruction 1215.06 Uniform Reserve, Training, and Retirement Categories for the Reserve Component May 9, 2015
(i) DoD Instruction 1235.11 Management of Individual Mobilization Augmentees May 24, 2007

Encl: (1) Glossary
(2) Emergent Requirement and Contingency IA Billet Approval Process
(3) IMA Recruiting/Hiring Process
(4) IMA/IA Mobilization Process
(5) ADOS Request Process
(6) ADOS Screening Guidelines
(7) IMA Candidate Interview Sheet
(8) Position Description Guidance

1. Situation. Headquarters, U.S. Marine Corps (HQMC) has updated policies and procedures in the management of reserve programs. This Order updates and codifies policies and procedures for effective management and administration of Marines in the Individual Mobilization Augmentee (IMA) Operations Group or Individual Augment (IA) program under the operational control of the Commander, U. S. Marine Corps Forces, Europe and Africa (MARFOREUR/AF).

2. Cancellation: MARFOREUR/AF Order 1001.1

3. Mission. To provide a source of qualified and pre-trained Marines from the IMA Operations Group or IA program to support priority staffing and mission requirements.

4. Execution

a. Commander's Intent. To support our warfighting functions and operational requirements through the employment and seamless integration of our well trained and proficient reserve Marines throughout MARFOREUR/AF staff divisions.

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b. Concept of Operations. MARFOREUR/AF staff will integrate and employ reserve Marines to support operational requirements through:

(1) The deliberate identification of reserve manpower requirements.

(2) Execution of thorough screening and joint procedures of IMA or IA Marines.

(3) Proper planning of mobilization, drill, or Annual Training (AT) execution to optimize training opportunities, augmentation, and billet proficiency.

c. Subordinate Element Tasks

(1) MARFOREUR/AF G-1 Reserve Liaison Office (RLO)

(a) Provide subject matter and manpower sourcing expertise for all reserve personnel to support command staffing and operational requirements.

(b) Manage the command IMA program and IA mobilization billets.

(c) Manage the IMA and IA mobilization joint process per enclosure (4).

(d) Coordinate IMA and IA mobilization priorities through the command manpower requirements board.

(e) Screen all application packages for IMA and IA mobilization positions for administrative accuracy per enclosure (3), before dissemination to staff divisions for review.

(f) Coordinate all orders and travel itineraries with the IMA or IA Marine and staff division sponsors.

(g) Coordinate requests for mobilization with Manpower and Reserve Affairs (M&RA) in accordance with references (b), (c), and (g).

(h) Identify and request additional funding for IMA or IA programs to support projected budget shortfalls or emerging requirements.

(i) Advertise IMA and IA mobilization billets per reference (f) in order to meet command timeline and personnel requirements.

(j) Designate in writing all individuals authorized to certify drill muster sheets for the command. Conduct Inactive Duty Training (IDT) accounting and muster sheet certification in accordance with reference (a).

(k) Plan, prepare, and submit a fiscal year budget for Active Duty for Operational Support (ADOS); Military Personnel, Marine Corps (MPMC) and Overseas Contingency Operations (OCO) as available. Submit mid-year review budget requirements to M&RA (RA) per reference (a) and enclosure (5).

(l) Manage the orders request process for reserve personnel on orders for 30 days or less following the guidelines listed in enclosure (6).

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(m) Provide drill summary reports, AT status, and anniversary dates for IMA members to appointed staff division representatives on a quarterly basis.

(n) Notify staff division representatives of IMA or IA member's rotation date six months prior to completion of tour at MARFOREUR/AF.

(o) Provide new IMA members and mobilized IAs with welcome aboard material pertaining to policies and procedures of HQMC and MARFOREUR/AF policies, procedures, and program requirements.

(2) MARFOREUR/AF Staff Divisions

(a) Identify a single staff division representative to manage staff division reserve personnel and manpower requirements.

(b) Identify reserve manpower requirements through the command manpower requirements board. If the command manpower requirements board is not available to review reserve priorities, RLO will conduct reserve manpower requirements board with staff divisions to identify reserve requirements and priorities.

(c) Marines identified for join as IMA members or IAs through the Manpower Resource Requirement Board will be submitted to RLO for sourcing and join per enclosure (3).

(d) Develop position/billet descriptions for all IMA or IA Marine Billet Identification Codes (BICs) per enclosure (8).

(e) Route all staff division sourced external applicant packages through the RLO for administrative screening and eligibility determination.

(f) Effectively employ IAs and IMA program members to meet staff division requirements.

(g) Communicate to the prospective IMA Marine the requirements, expectations, and training opportunities per reference (i) and enclosure (7).

(h) Develop annual individualized drill and AT plans with IMA members to support staff division requirements in accordance with references (d) and (h).

(i) Ensure the IMA member completes a satisfactory year per references (d) and (i). This includes reviewing the member's individual anniversary date in Marine Corps Total Force System (MCTFS) to ensure they have completed their required AT and IDTs.

(j) Prepare and submit all requests for AT and off-site IDTs of IMA members to the RLO.

(k) Prepare IMA Marines IDT muster sheets and submit to the RLO within two days of the completion of the IDT period. Muster sheets will be signed by the appointed staff division representative.

(l) Reconcile drill summary reports quarterly.

(m) Per reference (d), IMA Marines will use their annual 48 drills and AT before being given ADOS orders. If unable to comply due to exigent circumstances, a plan will be developed between the staff division and IMA Marine to conduct AT and drills to support the IMA Marine's execution of a satisfactory service year.

(n) Manage all administrative requirements for IMA and mobilized reservists to include but not limited to; fitness reports, awards, and annual training requirements, per references (d) and (e).

(o) Designate a Marine as a sponsor for incoming reserve Marines reporting on Permanent Change of Station (PCS) mobilization or ADOS orders. Sponsor will ensure check in process is complete before assignment to Temporary Additional Duty (TAD), or movement to outstation/designated location.

(p) Coordinate transportation for mobilized IAs and IMA Marines that are conducting drills at their Primary Duty Station. Transportation costs are not authorized for IMA Marines in an IDT status.

(3) IMA Marine

(a) Coordinate all drills, AT, and ADOS through staff divisions.

(b) Schedule AT, ADOS, and drills in order to support satisfactory participation in Selected Marine Corps Reserve. An unsatisfactory year may result in removal from IMA detachment per references (d) and (i).

(c) Submit all drills for muster in the Drill Manager function of The Reserve Training and Manpower Management System (RTAMMS).

(d) Per references (a) and (d), maintain current medical and administrative readiness required for issuance of orders to include but not limited to: Physical Health Assessment (PHA), HIV, and dental, Place of Residence, Civilian Employment, and Career Retirement Credit Report (CRCR). Appropriate duty orders (no pay points) are authorized for medical readiness requirements.

(e) Submit medical records to Stuttgart Branch Medical Clinic upon join to IMA det and execution of first drill or AT period.

(f) Execute all training required by HQMC and MARFOREUR/AF orders and directives. Failure to complete and update all training requirements may preclude orders generation.

(4) Mobilized IA

(a) Upon reporting, complete check in procedures with Headquarters Company, Regional Personnel Administration Center (RPAC), and RLO.

(b) No TAD or movement to outstations/designated locations will be scheduled until check-in process is complete and all pay and entitlements have been correctly documented by RPAC and RLO section.

(c) Submit medical records to Stuttgart Branch Medical Clinic.

d. Coordinating Instructions

(1) Assignment Policies

(a) IMA members will be assigned against validated and funded reserve billets on the MARFOREUR/AF Operations Group Table of Organization (T/O).

(b) IMA members will be assigned to billets commensurate with their grade and military occupational specialty (MOS).

(c) Officer assignments may be made one grade above or below the billet grade on the designated BIC, up to the rank of lieutenant colonel. Per reference (d), colonels are only authorized to fill a colonel (O6) BIC.

(d) Enlisted assignments may be made one grade above or below the billet grade on the designated BIC. However, the ranks of first sergeant and sergeant major will not be assigned to a master sergeant or master gunnery sergeant billet per reference (a).

(e) IA's will be assigned to billets that were requested by MARFOREUR/AF staff divisions for mobilization, approved by the command to meet operational requirements, and meet HQMC (DC, M&RA) approval for mobilization.

(2) IMA and IA Tour Lengths

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

(b) Mobilization orders for an IMA member or an IA will be unaccompanied PCS orders per reference (b).

(c) DC, M&RA will transfer Marines to the Individual Ready Reserve (IRR) upon completion of their three-year tour, unless approved for an inter-unit transfer (IUT) or extension per reference (d).

(d) IMA members are not authorized to conduct inter-unit transfers to different Reporting Unit Codes (RUC) in the same Operations Group per reference (d). IMA members are required to conduct an IUT to a Selected Marine Corps Reserve (SMCR) unit, another IMA Operations Group, or transfer to the IRR.

(e) The RLO may request a one year extension for an individual IMA member. HQMC Reserve Affairs (RA), will consider all requests on a case-by-case basis. Request for extension will not exceed one year at a time with a maximum service in an IMA Operations Group not to exceed five years. All requests must provide adequate justification (unique skill, project continuity, etc.) for an extension. Requests for extensions will be forwarded to HQMC (RA) via Requirements Transition and Manpower Management System (RTAMMS) for approval/disapproval. Requests should arrive at HQMC (RA) no later than 90 days before the end of the Marine's tour.

(f) MARFOREUR/AF may request from HQMC (RA), the transfer to the IRR of any member who fails to maintain billet proficiency or otherwise

performs unsatisfactorily. Unsatisfactory participation is defined in reference (a).

(g) IA tour lengths are dictated by the dates listed on ADOS or mobilization orders. Tour lengths are determined by the needs of the command and funding availability. IA orders will end on 30 September of the current fiscal year (FY).

(3) Training Execution. IMA members provide MARFOREUR/AF with expeditiously scalable manpower under crisis or wartime conditions; therefore, training of the IMA members will be targeted to the specific requirements of their individual billets.

(a) IMA program members will normally perform 12 days of AT per FY. A total of three days of travel are authorized by HQMC RA for those IMA members residing in CONUS when AT is performed. Submit requests for additional or extended AT to the RLO per reference (d). AT may not exceed 29 days per FY, inclusive of travel.

(b) AT will normally be performed in one consecutive period. HQMC, RA may authorize a split AT, subject to the provisions of reference (a).

(c) Individual annual training requirements (e.g., physical fitness test) will be conducted with MARFOREUR/AF or as designated and coordinated by staff divisions.

5. Administration and Logistics

a. Administration

(1) Reference (a) 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 (d).

(2) The RLO will submit all requests for administrative support (i.e., muster sheets, orders requests, travel claims, etc.) to the respective HQMC departments as required per references (a), (d), and (i).

(3) All requested AT and drills requiring the scheduling of travel by the RLO will be submitted no later than 15 days prior to the requested start date of drills and/or AT. Changes to requested AT and drill travel dates after the scheduling of travel will only be approved to support operational/mission requirements and not for convenience of the traveler.

(4) ADOS funds allocated to staff divisions will be used to augment MARFOREUR/AF for special projects or to support specific operational, administrative, and/or exercise support requirements of short-term duration (179 days or less).

(5) All requests for mobilizations, ADOS, or AT requiring hazard duty locations, High Active Duty Time, sanctuary, 1095, or other waivers will be submitted no later than 60 days prior to the requested orders start date in order to account for the HQMC waiver and mobilization screening process.

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(6) All requests for mobilizations requiring PCS orders over 180 days not requiring waivers, will be submitted no later than 45 days from the projected start in order to account for HQMC mobilization screening process.

(7) The point of contact is the RLO at comm: 011 49 703 115 3611 or DSN: (314) 431-3611.

b. Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all MARFOREUR/AF military personnel.

b. Signal. This Order is effective the date signed.



S. M. MCBRIDE
Chief of Staff

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Glossary

1. Individual Mobilization Augmentee. An individual member of the SMCR who receives training and is pre-assigned to fill individual military billets which augment active component structure and missions of the Marine Corps, Department of Defense, and other departments or agencies of the U.S. Government to meet the requirements of the organization, support mobilization requirements, contingency operations, or other specialized or technical requirements.

1. Active Duty Operational Support (ADOS). A category of voluntary active duty (AD) used to provide Reserve Component (RC) support to operations and mission requirements. It includes AD, other than AR duty pursuant to section 12301(d) of 10 U.S.C § 115, 10211, 12301 (a,b,d), 12302, 12304, 12310, 12686, 12731, Chapter 1607, and AD for training performed at the request of an organization or operational commander, or as a result of reimbursable funding. Does not include AT, Reserve Counterpart Training (RCT), PME, or other categories of Active Duty for Training (ADT).

- Note: Reserve Marines on ADOS- Contingency Operations orders fill an IMA or active duty Table of Organization (T/O) line number and are mobilized in support of designated contingency operations. Funding is provided by HQMC and requires approval from Manpower Management Integration Branch 2.

2. Annual Training (AT). A category of AD used to provide individual and/or unit readiness training. IMA members must perform a minimum period of training each year to satisfy Marine Corps training requirements associated with their assignment. The requirement of performing an AT is fulfilled by a period of 12 days of AD for training and one travel day per reference (i). ATs may also be utilized to attend PME or a formal school.

3. Inactive Duty Training (IDT). IDT is authorized training performed by reserve Marines not on AD or AT for a minimum of four hours that can be performed monthly or sequentially. The utilization of IDT in conjunction with AT/ADOS is authorized by reference (a). Due to the geographical distance between the majority of MARFOREUR/AF IMA members, RA has authorized this command to combine two days of ADOS in conjunction with IDTs to fund the travel portion.

4. High Active Duty Time (HADT). RC Marines that have accrued or will accrue a minimum of 16 total active duty years while executing active duty status orders. This includes AT and ADOS orders.

5. 1095. Reserve Marine service that calculates as 1,095 days cumulative duty days in a 1,460 day period. Any service over 1,095 is recorded against active duty end strength.

Emergent Requirement and Contingency IA Billet Approval Process

1. A requirement is identified by Africa Command (AFRICOM), United States European Command (EUCOM), or Marine Corps Forces, Europe and Africa (MARFOREUR/AF) and assigned to MARFOREUR/AF to source.
2. A position description (PD) is drafted by the respective section and submitted to the G-1 Reserve Liaison Office. The PD must identify what type of billet is being requested and give a complete billet description, justification, impact statement, Table of Organization/Equipment Change Request, status (emergent requirement), and required duration of time for the billet according to Headquarters Marine Corps (HQMC) standard.
3. The PD is reviewed by G-1 Operations.
4. The PD is then forwarded to the Chief of Staff (C/S) for review and approval/disapproval.
5. The package will then be returned to G-1 Reserve Liaison for processing.
6. If the billet is disapproved, the originating section will be notified as to the reason(s) for disapproval.
7. If approved, G-1 Reserve Liaison will prepare the PD for the review process at HQMC and load the necessary information in the Manpower Requirements Tracking Module.
8. Emergent requirement and contingency Individual Augmentation (IA) billets are required to be reviewed by MMIB-2.
9. If the billet is approved, the RLO will begin the recruiting process outlined in enclosure (3) of this Order.

IMA Recruiting/Hiring Process

1. A billet is identified for manning (if currently manned, Marine Corps Forces, Europe and Africa (MARFOREUR/AF) will begin the hiring process six months from the current Marines' rotation date).
2. The Reserve Liaison Office (RLO) begins the recruiting process: advertise billet on Requirements Transition and Manpower Management System (RTAMMS) and Marine Forces Reserve Global Billet Listings websites, E-Mail Prior Service Recruiters, and administratively review Reserve Qualification Summaries (RQS), Master Brief Sheets (MBS), Basic Individual Records, and current promotion photos in order to find qualified candidates. RQs, MBSs, and promotion photos are accepted at any time and are kept on file.
3. The RLO submits the billet application package to the appropriate staff division Assistant Chief of Staff for review.
4. The department head or designated staff division representative will screen the applicant as to his/her qualifications, conduct an interview with the applicant, and then select the best qualified applicant. Enclosure (8) of this Order is the IMA candidate interview sheet.
5. Upon approval by the department head, the candidate's package is routed for final approval to the appropriate staff division AC/S (officers) or senior enlisted (enlisted). The approval by the AC/S or senior enlisted is not delegable. Upon approval, the RLO will notify the Marine of selection. The status of the Marine, Individual Ready Reserve (IRR) or Selected Marine Corps Reserve (SMCR) will dictate the next course of action.
 - a. IRR. The RLO will send the Marine to a Prior Service Recruiter who will submit the join package to Commanding General, Marine Forces Reserve (CG MARFORRES) (MCIRSA) via the RLO.
 - b. SMCR/IMA. The SMCR/IMA Marine will send an inter-unit transfer request form his/her command via RTAMMS to be joined to the Individual Mobilization Augmentee (IMA) detachment. Typically, it will take 15-30 days before the Marine (IRR and SMCR) is joined to the IMA detachment.

IMA/IA Hiring Process

1. An Individual Mobilization Augmentee (IMA) billet is identified for mobilization by Marine Corps Forces, Europe and Africa (MARFOREUR/AF).
2. The Reserve Liaison Office (RLO) confirms the availability of the billet for mobilization based on available Requirement Tracking Numbers (RTNs).
3. A position description (PD) is drafted by the staff division and submitted to the RLO. The PD must identify the IMA IA billet being requested and must give a complete description, justification, and impact statement, as well as the required duration of time for mobilization of the billet.
4. G-1 RLO will prepare the PD for Headquarters Marine Corps (HQMC) and load the necessary information in the Manpower Requirements Tracking Module and submit it to Manpower and Reserve Affairs (M&RA) (MMIB-2).
5. Qualified candidates are screened by the requesting Staff Division to ensure they are available for orders. They will screen the applicant's qualifications, conduct an interview with the applicant, and then endorse the package with the staff division hiring recommendation.
6. The Staff Division representative will review the billet application package with the requesting staff division AC/S (officers) or senior enlisted (enlisted) and approve/disapprove the Individual Ready Reserve or IMA Marine for mobilization to the approved Individual Augmentation billet. The staff division AC/S or senior enlisted approval is not delegable.
7. The RLO will review the package to include time in service requirements, medical, and basic training record requirements in order to meet Manpower Management Division (MMIB) requirements.
8. Depending on the Marine's Reserve status, the selected applicant will either drop to the Individual Ready Reserve, have a prior service recruiter submit a join package, return to their Selected Marine Corps Reserve/IMA command and request an inter-unit transfer to the MARFOREUR/AF IMA detachment, or drop to the IRR to be associate joined.
9. When the applicant is associated to the IMA detachment, G-1 RLO will submit the approved applicant's data to M&RA (MMIB-2). The applicant's data will be reviewed, and upon approval orders will be generated. This process takes 30-45 days. Once the orders are written, G-1 RLO will then supervise the mobilization of the Marine to MARFOREUR/AF.
10. If the billet is disapproved, the originating staff division will be notified as to the reason(s) for disapproval.

ADOS Request Process

1. A requirement is identified by a staff division principal or the command. The requirement is presented during the Active Duty Operational Support (ADOS) budget allocation process 30 to 45 days prior to the annual ADOS conference at Reserve Affairs (RA) in Quantico, VA, via form NAVMC 11349.
2. The NAVMC 11349s are reviewed and approved by the Chief of Staff (C/S) before submission to RA (Coordination Branch).
3. The final ADOS budgets for all Marine Forces are determined at the annual ADOS conference.
4. Upon notification by RA of funds approval, the Reserve Liaison Office (RLO) will publish the information to the staff divisions.
5. If the approved funding amount does not meet the requirement, the staff divisions will prioritize their requirements prior to the new Fiscal Year ADOS Budget Outlook meeting.
6. The ADOS Budget Outlook meeting will be chaired by the RLO with the department heads, comptroller, and assistant chiefs of staff in attendance. The goal will be to match requirements with available resources.
7. Requirements that do not receive funding will be submitted during the mid-year review process.
8. Emergent (non-budgeted) requirements must be submitted from the staff divisions to the RLO for review and approval no later than 30 working days prior to the event/exercise.
9. For emergent requirements, the staff division will draft a letter justifying the request and submit an orders request form to the RLO.
10. The RLO will submit the requests along with any supporting documentation and budgetary information to the C/S for adjudication.
11. If the ADOS request is disapproved, the package will be returned to the originating staff division for re-write or notice of disapproval.
12. If the ADOS request is approved, the RLO will include the requirement in the approved ADOS budget for execution.

ADOS Screening Guidelines

In order to conserve limited Active Duty Operational Support (ADOS) funds, the Reserve Liaison Office (RLO) will screen Reserve Marines prior to issuing ADOS orders for the following:

1. The individual Marine will first use their 48 annual drills and Annual Training (AT) before the Marine is given ADOS orders IAW references (d), (g), and (i). If ADOS orders are requested without the Marine first fulfilling drills and AT, the section must provide justification for the use of ADOS instead of drills and AT, and create a plan to utilize remaining drills and AT during the FY.
2. For extended duration duties that can be associated with the Overseas Contingency Operations, the staff sections will request mobilization (mob) orders for Individual Mobilization Augmentee members instead of ADOS orders. A mobilization order request must be submitted to Manpower and Reserve Affairs (M&RA) (MMIB-2) in the Marine Corps Mobilization Processing System (MCMPS) to allow for a minimum of 45 days to process. Individual Ready Reserve Marines will be handled on a case-by-case basis.
3. Reserve Marines who have been on active duty (voluntarily) for three cumulative years out of a four-year consecutive period will be counted against active duty end strength. The three-in-four-year rule, located in reference (i), is a policy to prevent reserve Marines on ADOS-AC Military Personnel, Marine Corps or ADOS-CO orders from counting against active duty end strength. Therefore, if an ADOS candidate falls into the three-in-four year rule category, he/she is not to be issued ADOS or voluntary mobilization (ADOS-CO) orders.
4. Submission for Headquarters Marine Corps (HQMC) Reserve Affairs Manpower (RAM) Branch sanctuary waiver requests will be done prior to ADOS orders being submitted. Sanctuary is obtained when the Marine accrues 18 years of cumulative active service. HQMC will then put the Marine on active duty in order to reach 20 years of active service, thereby allowing the Marine to receive an active duty retirement. A sanctuary waiver is a policy prevention measure that identifies Marines who are getting close to sanctuary. Per references (a), (b), and (h), sanctuary waivers need to be submitted to M&RA RAM if the active duty orders (ADOS or mob orders) that the Marine is being considered for will cause the Marine to cross the 16th or 17th year of cumulative active service. This is also known as a 16-year waiver, a 17-year waiver, or a High Active Duty Time (HADT) waiver. For ADOS-specific orders, these waiver requests will be submitted via Administrative Action form, signed by the individual Marine, and endorsed via the chain of command to the Commandant of the Marine Corps RAC, via the Commander MARFOREUR/AF RLO and the appropriate department head. Once approved by HQMC RAC, the ADOS orders can be fund-approved in the Marine Reserve Order Writing System.
5. Appropriate travel days are reflected in the ADOS orders.
6. A standard paragraph regarding utilization of accrued leave is incorporated into the orders. This prevents the Marine from asking for another set of ADOS orders after the first set for the sole purpose of exhausting accrued leave.

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7. Per reference (b), ADOS orders of 179 days or less rate per diem and Basic Allowance for Housing, while ADOS orders of 180 days or greater do not rate per diem, but are considered a Permanent Change of Station move, regardless of whether the individual moves (via Transportation Management Office) their household belongings (minus the vehicle) to the duty site. Requests for ADOS of 180 days or more will be considered on a case-by-case basis and require C/S approval.

8. The Marine must ensure that a current Preventative Health Assessment, Human Immunodeficiency Virus, Career Retirement Credit Report, Primary Residence, and Civilian Employment Information are up to date, per reference (b) and (d), as well as the member's primary resident address is accurately reflected in Marine Corps Total Force System before ADOS orders are approved.

IMA Candidate Interview Sheet

Please complete and E-Mail to RLO at rlo@usmc.mil.

If you have any questions, you may E-Mail or call MARFOREUR/AF RLO at DSN:
(314) 431-3611 or commercial: 011 (49) 703 115 3611.

Please do not leave any answers blank, as this may delay your application process.

1. Full Name _____ and current Reserve End of Current Contract _____
2. If you do not have at least one full year before your End of Current Contract, would you be willing to extend? _____
3. Have you applied for other Active Duty Orders? _____
4. Have you been mobilized? _____ If so, how long were you on orders? _____
What is your total number of active duty retirement points? _____
What is your mandatory removal date (officers only)? _____
5. Are you currently an obligore in a Selected Marine Corps unit or Individual Mobilization Augmentee Detachment? _____
6. If attached to a Reserve unit, what is your current unit, and who is the point of contact (Rank/ Name/Phone #) for your section?

7. You will be required to maintain all uniforms. Do you have a serviceable set of the required uniforms to include Dress Blue "A"? _____
8. What is your current height and weight? _____
9. Have you been screened by medical staff for overseas duties? _____
If so, are you medically qualified to perform duties overseas? _____
10. Are you married, and do you have dependents? _____
11. If you answered yes to number 10, do you understand that your dependents may not accompany you on (unaccompanied) mobilization orders? _____ Do you have a family care plan? _____
12. Do you have any family members in the Exceptional Family Member Program?

13. What billet are you requesting? _____
14. If you are not selected for the billet you are requesting, are you willing to accept another billet? _____
15. What date will you be available for orders? _____
16. Do you have a security clearance? _____ If so, what level? _____
If not, are there any legal issues that would interfere with obtaining one? _____

Additional comments:

Position Description Guidance

All emergent requirements, contingency billets, and Individual Mobilization Augmentee (IMA) billets that are required to be validated (created) or re-validated (extended) must contain all of the required information listed per reference (e).

1. Provide the rank, military occupational specialties, billet description, and manning document line number (if appropriate). All requests not based on an approved Joint Manning Document or Table of Organization will require detailed justification. The billet description must capture the scope of the billet and how it is related to Overseas Contingency Operations.
2. The requesting command must detail theater requirements and billet specific equipment list (i.e., required uniforms, personal equipment, weapon, service and health records, security clearance, etc.) or specify a reference that provides appropriate instructions. (G-1 RLO will provide this information when the requirement is entered into the Marine Corps Mobilization Processing System. This information will not be included in the position description PD.)
3. If the emergent requirement is going to be requested for more than 36 months, a signed copy of a submitted Table of Organization/Equipment Change Request (TOECR) is required.
4. Emergent requirements without a submitted TOECR require an explanation to continue long-term staffing (i.e., why the command does not support a TOECR or the billet is a newly assigned task to Marine Corps Forces, Europe).
5. Information outlining the command position to continue temporary versus permanent staffing needs to be provided with the requirement. Information/additional justification is required to support continued staffing.
6. Provide a detailed billet justification based on Commandant of the Marine Corps or combatant commander tasks.
7. Provide task references (i.e., message date time group or document reference identification) within the document to justify the requirement.
8. List efforts made to accomplish tasks/duties with on-hand staffing.
9. Provide an assessment from the commander of the risks to mission accomplishment if the billet is not approved.
10. Include the anticipated duration of the requirement.
11. Include a point of contact, with phone number and E-Mail address.
12. Include the name and grade of the staff division AC/S validating the requirement.

Contingency and IMA Billets

1. Provide all information listed above to G-1 RLO.
2. A signed TOECR is not required.