



U.S. MARINE CORPS FORCES, EUROPE AND AFRICA

**ADMINISTRATIVE SUPPORT GUIDE FOR
RESERVE COMPONENT MARINES**

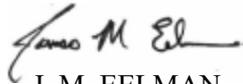
INTRODUCTION

Welcome to U.S. Marine Corps Forces, Europe and Africa (MARFOREUR/AF)! Your work will provide critical contribution towards mission accomplishment in the European and African area of operations (AO).

MARFOREUR/AF is the Marine Corps Service Component to Commander, U.S. European Command (EUCOM) and Commander, U.S. Africa Command (AFRICOM). As such, MARFOREUR/AF is the senior Marine Corps representative, and 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.

The Commander, MARFOREUR/AF, expects all Marines to arrive fully prepared for their assignments and deployments within the AO. This includes, but is not limited to, having met all Marine Corps standards, as well as, all deployment related medical, security, administrative, and training requirements. You will be fully informed about your billet responsibilities and performance expectations; motivated by the new challenges of a component command supporting to COCOMs; and will represent the Marine Corps well and with confidence in your ability to succeed.

We are here for you! If you have any questions or concerns, contact the Reserve Liaison Office (RLO). Communication is key to a successful tour.



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Reserve Liaison Officer

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Individual Mobilization Augmentee (IMA). 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. IMA MEMBERSHIP REQUIREMENTS

a. In order to be an active member in the MARFOREUR/AF IMA, IMA members must ensure the following are maintained:

- Must be able to perform 12-29 days Annual Training (AT) and 48 Inactive Duty Training (IDT) per fiscal year.
- Must be able to support assigned Staff Division.
- Must complete PFT and CFT annually.
- Must maintain medical and dental readiness.
- Must meet Marine Corps physical appearance standards.
- Must ensure Fitness Reports are submitted in a timely manner.
- Must keep all personal information up to date.
- Must maintain a security clearance.

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

1001. Annual Training (AT)

a. Per DoDI 1235.11 and MCO 1001.62B, IMA members must perform a minimum of 12 days of AT (13 days, including travel) per fiscal year to satisfy IMA program participation requirements. Coordinate with your respective Staff Division and RLO for orders request and submission requirements.

b. Due to the IMA detachment's location and the majority of MARFOREUR/AF exercises/events being located OCONUS, Reserve Affairs has authorized a 13 day AT to account for the travel involved between CONUS and OCONUS. Annual Training pay is automatically computed upon approval of orders to AT.

c. LODGING. Lodging will be reimbursed. IMA member must obtain Certificate of Non-Availability (CNA) from Army Lodging prior to obtaining lodging out in town.

d. RENTAL CAR. Not authorized.

e. TRANSPORTATION. Local public transit and taxis will be reimbursed.

f. MEDICAL. Reservists performing AT are eligible for medical care at the Patch Barracks Medical Clinic. Reservists are required to present a valid Common Access Card (CAC) ID card 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).

g. LAUNDRY. Per the JTR, the cost of laundry/dry-cleaning and pressing of clothing is not a reimbursable expense for both CONUS and OCONUS travel.

h. REQUESTING ORDERS. After coordination between the IMA member and staff division, utilize Appendix C when requesting orders for AT. Orders request must be submitted no later than 45 days prior to start of orders. Include any specific flight request requirements and required waivers as applicable.

1002. Inactive Duty Training (IDT Drills)

- a. IMA members may perform 48 IDTs each fiscal year. Coordinate all IDT scheduling with staff divisions, and any reporting requirements with the RLO.
- b. IMAs will be paid one drill period for each IDT of at least four hours duration. If the IDT is for eight hours or more, the service member will receive two drill periods for a full day pay. Service members cannot be paid for more than two periods in any one calendar day. IMAs are not entitled to travel pay to or from an IDT location, although the Reserve Affairs will allow one day of ADOS to be utilized to fund the travel. IMAs cannot perform IDTs within the dates of annual training, school, special, or ADOS tours. IMAs and their respective principal staff division must annotate and certify the dates of the IDTs on the muster sheet provided by the RLO. The RLO will sign as the operational sponsor and then submit the completed muster sheet to the RLO for payment. MARFOREUR/AF, EUCOM, and AFRICOM assigned reservists may perform all paid drills back-to-back without Service Policy restrictions.
- c. IDT MUSTER. IDT must be submitted utilizing the Drill Management Module (DMM) on www.manpower.usmc.mil. Appendix D must be signed by the division Assistant Chief of Staff (AC/S), Deputy AC/S, or senior enlisted and submitted to the RLO upon completion of drills.
- d. LODGING. IMA members conducting drills at a Home Training Center (HTC) or primary drilling location are entitled to lodging reimbursement if their primary residence 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.
- e. LODGING REIMBURSEMENT. For the reimbursement for lodging, the Optional Form (OF) 1164: Claim For Reimbursement For Expenditures On Official Business (Appendix E) must be completed and sent to RLO upon completion of drills. After the OF-1164 is signed by the RLO and returned back to the member, the member must submit an Electronic Personnel Administrative Requests (EPAR) through Marine On-Line (MOL). The following documentation must be attached with the OF-1164: Lodging receipts, Certificates of Non-Availability (if applicable), and OANDA Trading Corporation conversion print outs (www.oanda.com) dated the date paid in order receive reimbursement of lodging during IDT. Ensure the conversion from OANDA matches the conversion made by the credit card company. Any fees or differences in conversion may be reported as reimbursable. Contact RLO for electronic version/sample of the OF-1164 and more information.
- f. RENTAL CAR. Not authorized.
- g. TRANSPORTATION. Not authorized. Local public transportation and taxis will not be reimbursed.
- h. 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 ID card 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).

i. LAUNDRY. As per the Joint Travel Regulations (JTR), the cost of laundry/dry-cleaning and pressing of clothing is not a reimbursable expense for both CONUS and OCONUS travel.

1003. COURTESY DRILLS

a. Marines authorized or directed to perform IDT periods away from their normal Home Training Center (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 courtesy drills 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) at the site where the IDT was performed.

b. IMAs may be authorized to perform all of their IDTs or AT at an off-site location. For instance, a reservist who resides in Italy may be assigned to a HQ, MARFOREUR billet, but perform IDT and AT at the DATT (Defense Attaché Office) in Naples. The following criteria must be met:

- The IMA member must attain and retain the sponsorship of a MARFOREUR/AF Staff division AC/S.
- The IMA member’s duties must provide significant and direct benefit to the accomplishment of MARFOREUR/AF’s mission.
- The CO/RO of the alternate duty site must approve this arrangement.
- Pro/Con and performance evaluations remain with the MARFOREUR/AF Staff Division.

1004. ENTITLEMENTS. Contact RLO for specific entitlement questions.

Entitlement	ADOS/AT	IDT	OFF Site IDT
Rental Car	None	None	If Required
Per Diem	Orders < 179 Days	None	Yes, IAW JTR****
BAH	Orders < 179 Days	None	None
Government Quarters	Directed	Base Lodging*	If Available*
Meals and Misc	Yes**	No***	No
BAS	Yes	No	No
COLA	Orders > 179 Days	None	No
Local Transportation	Yes/ADOS No/AT	None	If Required

* Funded by MARFORRES – Lodging will be reimbursed.

** Rates vary depending on type of lodging.

*** Enlisted are reimbursed meals during IDT via OF-1164.

**** Includes lodging and MI&E unless meals are provided.

1005. RECRUITING, RETENTION, AND EXTENSIONS

a. Marine Reservists seeking a follow-on IMA tour with another IMA unit, refer to the Marine Forces Reserve billet listing which is available at: <http://www.marforres.marines.mil/About/Reserve-Career-Billets/>.

b. EXTENSION REQUEST. IMA members are assigned to the MARFOREUR/AF IMA for three years. If offered by their staff division, a member may elect to extend in the IMA program for 12 month increments not to exceed five consecutive years in the MARFOREUR/AF IMA Operations Group.

Company Grade officers can only serve two consecutive years in an IMA unit. Marine Aviators of the grade of Captain and Major can only serve three years consecutive years. Contact the RLO for more information on IMA extension requests.

2000. REQUIREMENTS FOR ALL MARINES. Below are requirements for all Reserve Component Marines serving in the MARFOREUR/AF AOR, regardless if in the IMA or the Inactive Ready Reserve (IRR). Note that there are other requirements (ie: audits, accountability), that Marines must adhere to when on orders. Contact the Adjutant for the list of responsibilities.

2001. PHYSICAL FITNESS

- a. Marine Corps Physical Fitness Program. Marines will conduct PFT and CFT's per MCO 6100.13/wCH2.
- b. MARFOREUR/AF conducts scheduled PFTs and CFTs on a semi-annual basis. Reserve Marines are required to conduct one PFT/CFT per calendar year. For those Marines who are on duty during a time when a PFT/CFT is not currently scheduled, contact the RLO for assistance in scheduling and monitoring the conduct of the PFT/CFT.
- c. An IMA Marine unable to schedule a PFT/CFT while on duty in the MARFOREUR/AF AOR may complete a PFT/CFT with another unit. The PFT/CFT results and height/weight must be signed off by an official PFT/CFT monitor and verified by the most senior officer or SNCO available at the unit conducting the event. All NAVMCs must be submitted to the RLO for submission into MCTIMS.

2003. PHYSICAL APPEARANCE STANDARDS

- a. You must meet the height/weight standards as set forth in MCO 6110.3A. This is stated on all orders. Read carefully before signing, as your signature on orders is confirmation of your compliance with height/weight standards.
- b. The Marine Corps uniform is governed by the U.S. Marine Corps Uniform Regulations found at <http://www.tecom.usmc.mil/mcub/library/MCUR/URTOC.htm>. Proper wear of the uniform, required articles of the uniform, and grooming standards, are all found within this regulation.

2002. MEDICAL REQUIREMENTS

- a. In order to accept orders, you must be medically qualified, and world-wide deployable. You will be required to circle and sign a statement at the beginning of your orders stating that you are physically/medically qualified to serve on active duty. Any documentation for a medical status less than fully medically qualified must be provided for medical review, and proper entry into Marine Corps Medical Entitlement Data System (MCMEDS) for tracking. The statement on medical readiness, along with your acceptance of orders is binding. Failure to disclose medical issues may result in termination of orders and possible disciplinary action.
- b. You are required to have a current Human Immunodeficiency Virus (HIV) (every 2 years), and Periodic Health Assessment (PHA) (every 1 year). The NAVMED 6120/8 can be used for your PHA with your civilian doctor. In addition, you must maintain a minimum of Dental Class 2. DD Form 2813 will be completed by your civilian dentist for your dental class updates.

c. Marines found not physically/medically qualified within their first 30 days on orders, may be released by the command.

d. Medical benefits are covered under Titles 10 and 37, USC. Reserve Member’s medical/dental records are maintained in the same manner as the records of Active Component (AC) members. The following website can provide information regarding medical/dental entitlements of reserve members on duty: <https://www.tricareonline.com/welcome.do> . The following website provides information for Reserve Marines and their families when not on active duty orders: <http://www.tricare.mil/mybenefit/>.

2004. EVALUATIONS. Sergeants and above must ensure all fitness reports are completed and submitted in a timely manner. Ensure there are no date gaps. For more information on fitness reports, contact the Adjutant office.

a. **FITNESS REPORTS.** Marine Corps Order P1610.7F w/ch. 1-2 PERFORMANCE EVALUATION SYSTEM (SHORT TITLE: PES) addresses fitness report policies, submission requirements, and guidance for completing evaluations for all Marines. While serving as a member of the MARFOREUR/AF IMA, Marine’s fitness reports will be written by the Marine’s immediate supervisor (Reporting Senior), and normally, with the immediate supervisor’s Reporting Senior as the Reviewing Officer.

b. It is every Marine’s responsibility to ensure their fitness report is completed via A-PES (MOL) in a timely manner in accordance with MCO P1610.7F w/ch. 1-2. A copy of the regulation, and other useful information, can be found on www.manpower.usmc.mil under MMRP-30.

c. **WHEN RS OR RO IS NOT MARINE.** If a Marine is not in your chain of command as an RS or RO, and there is not a Marine available within your chain of command as a Marine Reviewer to make comments on an addendum page ensuring administrative correctness, send to MARFOREUR/AF Adjutant to obtain a Marine Reviewer. Per MCO P1610.7F w/ch. 1-2, a Marine third officer review is required.

Reserve Component Annual Fitness Report Schedule (AR Reports)

Grade	Reporting Period Ends Last Day of	Grade	Reporting Period Ends Last Day of
Sgt	September	1stLt	October
SSgt	September	Capt	September
GySgt	September	Major	September
1stSgt/MSgt	September	LtCol	June
SgtMaj/MGySgt	May	Col	July
WO/CWO	October	BGen	June
2ndLt	April		

d. **PROFICIENCY AND CONDUCT MARKS.** Proficiency and Conduct marks will be assigned for all corporals and below per the instructions contained in MCO P1070.12.

2005. UPDATE PERSONAL INFORMATION. All IMA personnel must notify the RLO/MARFOREUR/AF RPAC of any life changing events or changes in point of contact information. Examples are, but not limited to, physical address change; E-Mail address change; dependent information change; etc. IMA personnel must also update on Marine On-Line (MOL).

2006. MAINTAIN SECURITY CLEARANCE. Member must be eligible to obtain and maintain a secret clearance. Security clearance requirements for an IMA billet will be identified by the RLO during the application process. Action to initiate the appropriate clearance will be taken upon the IMA members join to the IMA unit.

3000. ORDERS

3001. REQUESTING ORDERS. Use Appendix C when requesting orders. Check the appropriate box in section 3 of Appendix C to identify orders type. Orders requests will be submitted 45 days prior to the date of execution listed in section 4 of Appendix C to ensure proper processing of any waivers and flight requests.

3001. ADOS OR PCS ORDERS (30 DAYS OR MORE)

- a. IMA Marines must use their annual 48 drills and AT before consideration for ADOS orders. If not, the staff division must develop and submit a plan to the RLO for drills and AT execution before the end of each FY to ensure the member has a satisfactory anniversary year.
- b. Marine Corps Order 1001.59A (Active Duty Operational Support (ADOS) in support of the Total Force) provides the policies and procedures for assignment of RC personnel to active duty under the Total Force ADOS program. ADOS is designed to provide the Marine Corps with a means to utilize RC personnel on active duty to meet operational requirements short of Presidential Selected Reserve Call-up (PSRC) or mobilization and to support short term, special projects and exercise participation supporting operational requirements. Coordination with the RLO is critical to determine whether funding is available to support ADOS requirements.
- c. RENTAL CAR. Rental vehicles will not be authorized during ADOS periods of duty in Stuttgart. Those Marines that decide to utilize a rental vehicle will not be reimbursed for the expense.
- d. MEDICAL. Reservists are eligible for medical care at the Patch Barracks Medical Clinic. Reservists on active duty for a period of 31 days or more will be eligible for routine dental care. The RLO will not issue orders to Reserve Marines who do not have the following documents/results up to date in their records: PHA (annual requirement) and HIV results (current within the previous 2 years). These documents/results must be valid through the end date of their orders.
- e. IMA Marines on duty for less than 30 days will coordinate with the RLO for pay and allowances. Marines on duty for 30 days or more will coordinate with the RLO to ensure proper paperwork has been submitted and completed and that the appropriate unit diary entries have been run in Marine Corps Total Force System (MCTFS). IMA Marines on duty for greater than 30 days will refer to the enclosed Entitlements Chart (Figure 5-1).
- f. If a Marine falls into the “3 in 4 year rule” category (Reserve Marines who have been on active duty (voluntarily) for 3 cumulative years out of a 4 year consecutive period), they will be counted against active duty end strength and will require a 1095 waiver from RAM. The 3 in 4 year rule is a policy to prevent Reserve Marines on ADOS-AC (MPMC) or ADOS-CO orders from counting against AD end strength. For more information on 1095 waivers, contact the RLO for more information.

4000. EXECUTING ORDERS/IDT

4001. PREPARATION PRIOR TO ARRIVAL

a. SPONSORSHIP. Due to the nature of assignments within the USEUCOM and USAFRICOM AORs, MARFOREUR/AF can only assign sponsors to those personnel in receipt of permanent change of station or mobilization orders to this headquarters. Therefore, it is very important that personnel in receipt of orders to any other duty location initiate contact with either the billet sponsor at HQMC or the incumbent (the billet sponsor should be able to provide contact information).

- MARFOREUR/AF website, <http://www.marforeur.marines.mil>, has many links to U.S. organizations located throughout the AOR, in order to provide as much information as possible to all inbound personnel.
- Examples of questions to be asked (Should you not be able to obtain such information, we will attempt to gather it for you)
 - Billet responsibilities
 - Billet security/clearance level requirements
 - Duty location conditions
 - Entry requirements into country of duty

4002. TRAVELING TO PDS. Military identification card and copy of orders are required when travelling.

4003. MEMBER CHECK-IN

a. Physical Check-In with MARFOREUR/AF is not required for personnel in receipt of orders outside Stuttgart, Germany. However, physical check in **IS REQUIRED** for **ALL** personnel that are working or have orders to Stuttgart, Germany.

b. Assigned staff division sponsors will assist with the check in process for all IMA/IA Marines. Members are not authorized to go TAD/travel until the check in process is complete. If a sponsor is not assigned by the staff division, inform the RLO.

4004. LEAVE AND LIBERTY. For more information about leave/liberty, contact the Adjutant Office.

a. Leave Accrued During Period of Active Duty. When a reservist participates in a tour of active duty for 30 consecutive days or more, leave is accrued at the rate of 2.5 days per month. When requesting orders for a reservist for a period of 30 consecutive days or more, it is the responsibility of the staff division and the service member to plan and coordinate whether the service member will sell back or elect to take leave accrued during the period of duty. If the service member elects to take his/her accrued leave, it must be taken prior to the end date of orders. Orders will not be extended to accommodate unused leave.

b. Post-Deployment/Mobilization Respite Absence (PDMRA). This type of leave is only available if the Marine is on orders for a designated contingency operation overseas. The deployment-dwell ratio goal is 1:5. This is defined as for any one period of time an RC Marine is activated in support of a designated

contingency operation, the RC Marine will be stabilized for a minimum of five periods of dwell time prior to a subsequent activation. Refer to MCO 1050.3J or the RLO for eligibility requirements.

c. Local Leave Travel. It is recommended that you carry your tourist passport and ID card when traveling in Europe, or anywhere else outside of the U.S. In most instances, NATO member countries allow U.S. military personnel to cross borders with an ID card and leave forms, but it cannot be guaranteed that you will be allowed through every access point. In preparation for all travel, it is your responsibility to plan in advance, review requirements for travel, and review the DoD Foreign Clearance Guide.

4005. MEMBER CHECK-OUT

a. Check out sheets are obtained at HQCO. Check out sheets are required for members on ADOS/PCS/mobilization orders. Notify RPAC at least 45 days prior to orders end date to start the demobilization process. Members who are pending modifications of orders or back to back orders are still required to start the demobilization process 45 days prior to end of orders date.

b. Ensure you check out with the RLO. A detaching endorsement may be required for your travel claim.

4006. TRAVEL CLAIMS

a. The GTCC will be used to pay for all lodging costs while on TAD (ADOS orders less than 179 days). Travel claims will be submitted within five days of return from travel (31-179 days). Split pay will be utilized when filing your travel claim. All changes or requests for modification to TAD orders must be fully justified in writing to the TAD approving authority 5-7 days before execution of orders. You may register for your online statements once you have generated charges to your account. The website is: <https://home.cards.citidirect.com/CommercialCard/Cards.html>

b. Marines on duty for less than 30 days who are members of an IMA detachment or IRR will submit their completed travel claims within five days of completion of duty to MARFORRES IPAC via EPAR per MARADMIN 313/13. Marines on duty for more than 31 days who are joined by an AC command will settle their travel claims through the disbursing/finance office of the command that supports their gaining command. See MARADMIN 229/00 for additional information.

5000. ORDER TYPES

a. Different types of orders rate different benefits and entitlements. Benefits and Entitlements are outlined in MARFOREUR/AFO 7000.1 and posted on the MARFOREUR/AF Share Point Portal at <https://eis.usmc.mil/sites/mfe/default.aspx> . Ensure you understand what type of orders you have.

- **Accompanied Orders**. Dependents are command sponsored. The dependents written on accompanied orders are entitled to all military privileges while overseas.
- **Unaccompanied Orders**. The government has not requested nor approved dependents for unaccompanied orders. Dependents are not command sponsored.

5001. DEPENDENTS OF MEMBERS ON UNACCOMPANIED ORDERS

a. Dependents of members on unaccompanied orders are **NOT** command sponsored. The information in

this chapter is to ensure Marines are provided with all the necessary information needed to make informed decisions which may affect you and your family's quality of life should you choose to relocate them to your new duty station.

b. If you are on unaccompanied orders and decide to bring your dependents to the MARFOREUR/AF AOR, note that certain benefits and entitlements **will not** be provided or will be revoked. The Command **cannot** advocate for non-command sponsored dependents in regards to base facilities/housing or in cases of emergency such as an ordered departure of dependents from the AOR. Bringing non-command sponsored dependents will be at the member's own risk and expense. Figure 5-1 compares benefits and entitlements based on orders type and dependent location.

5002. BENEFITS AND ENTITLEMENTS. The benefits and entitlements chart below pertains to members on orders. This does not pertain to members conducting IDT and/or AT. For more information on entitlements and benefits, contact the RPAC.

BENEFITS [RESPONSIBLE OFFICE]	DEPENDENTS RESIDING NEAR PDS <i>ACCOMPANIED ORDERS</i>	DEPENDENTS RESIDING NEAR PDS <i>UNACCOMPANIED ORDERS</i>	DEPENDENTS RESIDING IN DESIGNATED LOCATION <i>UNACCOMPANIED ORDERS</i>
Status of Forces Agreement (SOFA) [RPAC]	Command sponsored dependents are authorized SOFA identification.	Dependents can request SOFA identification, however, certain entitlements may be revoked when SOFA identification is requested. A SOFA with the military or visa with the host country must be obtained in order to legally reside in host country past 90 days (for Schengen Agreement Countries).	N/A
Family Readiness Officer (FRO) [FRO]	Available to all families regardless of order type.	Available to all families regardless of order type.	Available to all families regardless of order type.
Transportation to and from CONUS [RPAC]	Command sponsored dependents are provided transportation to and from CONUS.	Member must self-fund dependent transportation to OCONUS PDS. This is non-reimbursable.	N/A
Space-A [Adjutant]	Space-A letters are granted for command sponsored dependents to fly without member. Space-A letters can be obtained by the Adjutant office.	Non-Command Sponsored dependents may obtain a ONE-WAY Space-A letter to fly without sponsor for <u>confirmed</u> family emergencies. ⁱ Space-A travel without sponsor is not authorized for dependents when the member is on TAD orders.	Non-Command Sponsored dependents may obtain a Space-A letter to fly without sponsor if traveling round trip to PDS and if the member is on PCS orders. Trip cannot start at PDS and is only available once a calendar year. ⁱⁱ

Family Emergencies [Adjutant]	Member and command sponsored dependents may be eligible for government sponsored transportation back to CONUS.	Member may be eligible for government sponsored transportation back to CONUS. Member is responsible for dependent travel. Refer to Space-A block above.	Member may be eligible for government sponsored transportation back to CONUS. Member is responsible for dependent travel. Refer to Space-A block above (when visiting).
Education	Command sponsored dependents can register and attend DoDEA schools. Eligible for Student Dependent Travel (College).	Dependents might be waitlisted for base schooling on a space available basis or must obtain schooling on own. ⁱⁱⁱ Not eligible for Student Dependent Travel.	Not eligible for Student Dependent Travel.
Medical/Dental	Command sponsored dependents are authorized use of base medical/dental facilities.	Base medical facilities are available on a space available basis. Dental is not included in TRICARE and will have to be procured separately by member. ^{iv} Contact TRICARE for eligibility.	May be available for AC and RC at their designated location. Contact TRICARE for eligibility.
Housing ^v	Provided base housing or OHA if living on the economy. CNA must be procured before living off base.	Lodging/billeting is only guaranteed for the member. Government quarters for families are not authorized. OHA/FSH-O is not guaranteed. ^{vi}	BAH for dependents is authorized at designated location. OHA/FSH-O may be authorized if billeting is not available for member.
HHG/TMO	Receives HHG and TMO.	Depending on order type, HHG and TMO authorized for member (AC). RC may rate a certain percentage for member only.	N/A
TLA ^{vii} [RPAC]	TLA is authorized for member and command sponsored dependents.	TLA may be authorized only for member if billeting is not available.	TLA may be authorized only for member if billeting is not available.
Entitlements ^{viii} [RPAC]	Authorized OHA with dependents if quarters are not available. Overseas COLA is authorized.	BAH, FSA, and CONUS COLA will be stopped. OCONUS COLA (single rate) may be granted. OHA (dependent) will only be granted if housing is approved for member to live off base.	Eligible for BAH ^{ix} /OHA, FSA, FSH-O, and CONUS COLA ^x (If CONUS) or overseas COLA (if OCONUS).
Base Privileges (Exchange, Commissary, Gym, Postal, VAT, etc)	Command sponsored dependents are granted all base privileges.	May not be granted certain base privileges.	Available for AC and RC at their designated location.

Figure 5-1: Benefits and Entitlements Chart

- ⁱ As per reference (h), dependents of service members on unaccompanied orders are eligible for a one-way Space-A letter for family emergencies. Must be confirmed family emergencies acknowledged by the command.
- ⁱⁱ As per reference (f), the intent of the Non-Command Sponsored Dependent Travel Program is to visit the sponsor's unaccompanied OCONUS duty location.
- ⁱⁱⁱ There is a potential for the child to be released from the DoDEA school if space is needed for dependents on accompanied orders. International schools may incur an additional cost and schools outside of the DoDEA school system may not accommodate children with learning disabilities.
- ^{iv} Host country medical facilities may not be able to facilitate certain medical conditions. Host country medical facilities adhere to host country rules and regulations for treatment. Shipment of certain vitamins and medicine into country may not be allowed by host country. If travel is required for treatment of non-command sponsored dependents, it will be at the expense of the service member.
- ^v Housing availability is not determined by MARFOREUR/AF, but by the U.S. Army Garrison Stuttgart housing office. MARFOREUR/AF does not determine if government quarters are available. U.S. Army Garrison Stuttgart housing office grants all CNAs. If any changes in orders or in receipt of new orders, see housing as soon as possible as it might affect entitlements.
- ^{vi} If quarters are available for the service member, OHA or FSH-O will not be granted and any housing procured for the family near PDS will be at the expense of the service member. If quarters are not available for the service member and off base housing is allowed by housing, OHA without dependent rate is granted and BAH will be revoked. A CNA must be procured prior to obtaining housing off base.
- ^{vii} As per reference (i), if service member refuses to occupy suitable or adequate Government quarters/private rental housing, TLA will be terminated. For Member to Member situations, contact the RPAC for further details.
- ^{viii} There are a variety of different scenarios that may affect entitlements. A good rule of thumb is if any changes are made in dependent status (divorce, adoption, death, birth, etc) and/or the dependent(s) is not at his/her Designated Location stated on orders for more than 30 days, RPAC must be contacted immediately in order to ensure correct entitlements are provided to service member. When in doubt, contact RPAC.
- ^{ix} BAH cannot be changed after service member designates location. As per reference (j), BAH is payable at the locality rate of the service member's primary residence at the time of activation and/or start of orders. If service member's dependents move to a different location within CONUS, the BAH does not change to match the new dependent location. Ensure dependent designated location is correctly reflected on orders.
- ^x Determined by Designated Location. If Designated Location is CONUS, service member may be eligible for CONUS COLA. If Designated Location is OCONUS, service member may be eligible for overseas COLA. Service member must notify RPAC for dependents visiting CONUS or OCONUS for more than 30 days.

5003. SOFA IDENTIFICATION REQUEST. In order to legally reside in a Schengen Agreement country for more than 90 days, a SOFA identification with the military or visa with host country must be obtained. For residency requirements of other countries in the MARFOREUR/AF

AORs, refer to the Foreign Clearance Guide. **Note: Requesting and obtaining a SOFA identification with the military and/or visa with the host country is proof of intent to reside in host country and is subject to revocation and/or changing of certain entitlements.** For more information about SOFA, contact the RPAC.

a. SOFA identification will not be issued to visiting individuals who do not intend to reside in host country. Below are examples:

- Due to the temporary nature of ADOS, service members with ADOS orders less than 180 days will not have AE Form 600-77A verified for their dependents. Dependents may request SOFA identification upon service member receipt of Permanent Change of Station Orders (PSCO).
- Individuals in host country visiting for less than 90 days.
- Non-command sponsored dependent students visiting sponsors.

b. Service Members Stationed in Stuttgart. A “Request SOFA Identification” form (AE Form 600-77A) must be completed in order to apply for SOFA identification. All service members residing in the Stuttgart, Germany area requesting SOFA must obtain AE Form 600-77A from MARFOREUR/AF RPAC and not from their operational chain of command. U.S. Army Garrison Stuttgart Passport Office will only accept AE Form 600-77A for all Marine personnel when signed by designated and authorized individuals of MARFOREUR/AF RPAC.

c. Service members that choose to relocate their dependents to host nation and are requesting SOFA identification must follow procedures below in order to obtain AE Form 600-77A from the RPAC.

- Service member must be interviewed by the Headquarters Company (HQCO) Commanding Officer and obtain a signed command review (Part I of NAVMC 1300/16). The medical screening is not required for an unaccompanied tour of 24 months or less.
- Flight itinerary of dependent families (source documentation) of dependent presence in host country. Certain entitlements will be revoked and/or changed starting the dependent’s arrival date.
- Complete audit ensuring all dependent information has been updated in service member’s records.
- If service member obtains AE Form 600-77A verification from MARFOREUR/AF RPAC and does not obtain SOFA identification for their dependents for any reason, contact the MARFOREUR/AF RPAC immediately to ensure entitlements are corrected. Return AE Form 600-77A, along with a flight itinerary of the dependents’ return to MARFOREUR/AF RPAC.

d. Service Members Stationed Outside of Stuttgart. If required, service members must obtain SOFA identification for their dependents through their local operational chain of command. Service members must inform MARFOREUR/AF RPAC that dependents have relocated to their PDS. Failure to report the relocation may result in administrative and/or punitive actions and recoupment of paid entitlements. Service member must ensure the following is provided and completed with RPAC:

- Flight itinerary of dependent families (source documentation) of dependent presence in host country. Certain entitlements will be revoked and/or changed starting dependent arrival date.
- Conduct an audit with RPAC to ensure dependent information is updated and correct.

6000. INDIVIDUAL MARINE

6001. PROMOTIONS. For more information about promotions, contact the Adjutant office.

a. Officers. Promotion of Marine Corps Reserve officers is governed by Title 10, U.S.C., and MCO P1400.31, Marine Corps Promotion Manual, Volume 1, Officer Promotions. Selection boards are convened annually by the Secretary of the Navy. HQMC will publish a MARADMIN announcing promotion zone and eligibility requirements annually in the February/March timeframe. Pertinent information and guidance can be found on the Marine Corps Promotions Branch website at: https://www.manpower.usmc.mil/portal/page?_pageid=278,1936023&_dad=portal&_schema=PORTAL

b. Enlisted. Promotion of enlisted members of the Marine Corps Reserve is detailed by the guidance established in MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions. HQMC will publish a MARADMIN announcing promotion zone and eligibility requirements for SNCOs annually in the November timeframe. Pertinent information and guidance can be found on the Marine Corps Promotions Branch website at: https://www.manpower.usmc.mil/portal/page?_pageid=278,1936325&_dad=portal&_schema=PORTAL

6002. TRAINING AND SCHOOLS

a. Officers. For Officer PME opportunities, go to www.manpower.usmc.mil, MCO P1553.4B PROFESSIONAL MILITARY EDUCATION, and research MARADMINS.

b. Enlisted. MCO P1510.94, SOP FOR RESIDENT ENLISTED PME http://www.marines.mil/news/publications/Documents/MCO_P1510.94_W_CH_1.pdf
For information regarding school requirements for promotion, please refer to Chapter 1-3 Promotions, of this IMA Handbook and the Career Management Webpage listed in Chapter 1-8 Recruiting and Retention.

6003. UNIFORM

a. Replacement of Uniforms. IMA and IRR Enlisted Marines will coordinate with MARFORRES G-4 via the RLO for the issuance and replacement of the member's uniforms.

b. Per MCO P10120.28G, reserve Marine officers are entitled to reimbursement for additional uniforms for each occasion of active duty of more than 90 days not to exceed one reimbursable payment every two years.

6004. RETIREMENT. Refer to RLO for RC retirement questions.

a. In order to qualify for the early retirement under the new rules, you will need to have either Title 10 or Title 32 orders with the following annotation: 12301(a), 12301(d), 12301(h), 12302, 12304, 12305 or 12306.

b. Early retirement qualifying service (28 January 2008 - 30 September 2014): Must serve 90 days on active duty within a fiscal year. Early retirement qualifying service (01 October 2014 - present): Must serve 90 days on active duty; service time can cross into consecutive fiscal years. Please refer to National Defense Authorization Act (NDAA) 2008/2015.

7000. HELPFUL LINKS

- a. MARFOREUR/AF Reserve Liaison Office
<http://www.marforeur.marines.mil/Welcome-Aboard/Reserve-Liaison-Office/>
- b. Drill Management Module (DMM)
<https://rtamms.mceits.usmc.mil/>
- c. Government Travel Charge Card (GTCC)
<https://home.cards.citidirect.com/>
- d. Joint Travel Regulation
<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- e. MARFORRES IA Global Billets
<http://www.marforres.marines.mil/General-Special-Staff/G1/Global-Billets/>
- f. Marines.mil
<http://www.marines.mil/>
- g. U.S. Army Garrison Stuttgart
<http://www.stuttgart.army.mil/>
- h. MARFOREUR/AF SharePoint Portal
<https://eis.usmc.mil/sites/mfe/default.aspx>
- i. MARFOREUR/AF Public Website
<http://www.marforeur.marines.mil/>

APPENDIX A. POINTS OF CONTACT

DSN 314-431-XXXX or COMM +49(0)703-115-XXXX

POINTS OF CONTACT	PHONE EXTENTION	E-MAIL
RLO	3611/3860	RLO@USMC.MIL
ADJUTANT	3576/3588/3616	MARFOREUR/AFG1ADJ2@USMC.MIL
RPAC	3615/3620	MARFOREUR/AFG1.PAC@USMC.MIL
G-1 OPS	3580	
G-2	2416	
G-3	2384	
G-4	3140	
G-5	2306	
G-6	2496	
G-8	2700	
SSEC	2391	
CDO	+49(0)172-301-9254	
COMMAND CENTER	2380	MARFOREUR/AFCOMMANDCENTER@USMC.MIL
HEADQUARTERS COMMANDANT	3589	MARFOREUR/AFHQCOTRAINING@USMC.MIL
MEDICAL PLANNER	3145	
SEXUAL ASSAULT RESPONSE COORDINATOR	3579	
FRO	3593	MARFOREUR/AFFRO@USMC.MIL
SPONSORSHIP COORDINATOR	3626	

WHO TO CONTACT

ADJUTANT. Fitness reports, directives, promotions, awards, AA forms, Space Available letters.

RPAC: PCS/TAD order writing, separations, SOFA, travel claims, record update, audits, pay and entitlements.

RLO: Reserve orders, travel claims, reserve RFIs.

COMMAND CENTER. Emergencies, after hour check-ins

APPENDIX B. REFERENCES

Active Duty Operational Support (ADOS) Manual. MCO 1001.59A

Individual Marine Augmentee (IMA) Order. MCO 1001.62B

Joint Travel Regulations (JTR). See para. 7000

Marine Corps Reserve Administrative Management Manual (MCRAMM). MCO 1001.62B

Marine Corps Separations Manual (MARCORSEPMAN). MCO 1900.16

Non-DTS Travel Claim Submission. MARADMIN 259/14

Primary Residence. MARADMIN 204/15

RC Member Service Beyond 16 years of Active Duty. MCO 1800.11

APPENDIX C. ORDERS REQUEST FORM 1-16

U.S. Marine Corps Europe and Africa
U.S. European Command
U.S. Africa Command
ORDERS REQUEST
1-16

Request Date: (YYYYMMDD)

- 1. Rank, Last, First, MI EDIPI/MOS:
2. Unit Assigned to: MFE MFA EUCOM AFRICOM IRR SMCR
3. Type of Orders: ADOS AC/ST ADOS AC/EC ADOS RC AT (12 days+1 travel day)
4. Travel Date(s) Info: Start Date End Date Inclusive Days
5. Purpose of orders Request, Section, and Section POC (must be brief statement of no less than three sentences as to why member will be on orders)

Empty rectangular box for purpose of orders request.

6. Departing Location: (City, State, Country) Arriving Location: (City, State, Country)

Justification: Justification:

- 7. Official Stops, number of days, and dates for each location (must be accurate)
(a) Location 1: Number of Days from to (YYYYMMDD)
(b) Location 2: Number of Days from to (YYYYMMDD)
(c) Location 3: Number of Days from to (YYYYMMDD)

8. Mode of Transportation from HOR: Select One to HOR: Select One
(a) Mixed mode of transportation authorized: Yes No
(b) Variation of Flight: Yes No

9. GTCC holder: Yes No (GTCC holders must use per MCO 4600.40B and DODFMR VOL 9 Chap 3)

10. Drills in Conjunction: Yes No Dates from to (YYYYMMDD)
(Refer to MCO 1001R.1L)

11. Authorized Rental Car: Yes No Dates from to (YYYYMMDD)
(ONLY COS will AUTHORIZE for ADOS)
(Ref MCO 1001R.1L and JTR 3300) Type: Not Required Estimated Cost:

12. Authorized Excess Baggage: Yes No Bags (Refer to JTR Appendix G)

13. Dual Lodging authorized: Yes No Dates from to
(Refer to JTR 4145 MODS ONLY)
Person authorizing:

14. Field Duty: (a) Days (b) Inclusive dates: to (YYYYMMDD)

Field Duty Location:

15. Quarters: Select One Estimated Daily Cost:
(Refer to JTR 2560) Members must contact PANZER HOTEL +49(0) 7031-153490 and KELLEY HOTEL +49(0)711-729-2815
Statement of non-availability must be obtained if not available PRIOR TO STAYING OFF POST.

16. Messing: Select One (Messing not Available at Stuttgart Germany)

17. Contact information: Email: Phone:

18. Security Clearance: Yes No Type:

19. PHA Date: (YYYYMMDD) * 20. HIV Date: (YYYYMM) * 21. CEI date: (YYYYMMDD) *

22. Member's Signature: Print Date:

Section Approval: Print Date:

Chief of Staff: Date:

Instructions for Completing the MARFOREUROrders Request (RLO Rev 1-16)

If there are any questions, please contact the Reserve Liaison Office where someone can assist with the completion of your request at DSN 431-3611 or Commercial +49 703-115-3611.

ALL BLOCKS WILL BE COMPLETED. ALL DATES WILL BE YYYYMMDD (20140825)

* If you are not up to date on annual requirements do not submit until you have completed. If you have completed, but is not updated in MCTFS we will need the EPAR number you have submitted to Marine Forces Reserve.

Block 1.) Complete this block by completing your Rank, Last Name, First Name and EDIPI (can locate on back of ID)

Block 2.) Select the Platoon code that you are currently joined to.

Block 3.) Select the type of orders you are requesting. MARFOREURAF ADOS will always be ADOS ST for funding purposes.

Block 4.) Provide the inclusive dates of your trip to include the dates you will depart and return to your home of record.

Block 5.) Provide the purpose for the orders request and what section will be the POC. If you will be in support of an exercise, please specify.

Block 6.) Provide the airport that you will be departing / arriving. This should be the closest airport to your HOR and duty location (all other airport locations will require justification).

Block 7.) Provide each leg of official travel while on orders to include specific dates. (IMPORTANT)

Block 8.) Specify your mode of transportation. Also indicate if mixed modes and variation of itinerary are authorized.

Block 9.) Indicate if you currently are a holder of a Government Travel Charge Card or not.

Block 10.) Specify if you are requesting to complete drills in conjunction with these orders.

Block 11.) Indicate if a rental car is required while on orders. Also include the type of car and the estimated cost.

Block 12.) Specify if excess baggage will be permitted while on orders and specify how many.

Block 13.) Indicate if dual lodging will be authorized while on orders. If so, provide the POC for POC for the authorizing official. (must be requested with modification request of orders) the authorizing official

Block 14.) This block only needs to be completed if the member will be in a field duty status. Members in field duty will need to annotate due to entitlement changes.

Block 15.) Indicate if quarters are available. Lodging is required to be requested on both Panzer and Kelley Barracks prior to requesting off post. You must obtain a Statement of Non-availability if off post.

Block 16.) Indicate if messing is available or not. Messing not available aboard USAG Stuttgart

Block 17.) Contact Information.

Block 18.) Does the member have a current security clearance? If so, specify the type. If member does not have clearance DO NOT proceed with orders request.

Blocks 19, 20, 21.) Include the dates of current HIV and PHA and CEI. Note that if these three requirements are not met your orders request will be delayed until completed. If completed but not updated in MCTFS, you will be required to submit an EPAR and provide us with the EPAR number.

Block 22.) This form after completed in its entirety must be signed by the individual, the ACS or section chief, and the Chief of Staff. This form is always to be submitted no later than 20 WORKING days prior to requested

departure date. If this form is not completed and returned to the Reserve Liaison Officer within 20 WORKING days of departure, it will require justification and will be worked on a case by case basis.

DATA REQUIRED BY THE PRIVACY ACT OF 1974 Authority: 5 US Code 552, Disclosure of Social Security Number. 37 US Code 404, Travel and transportation allowances: general. **Principal Purposes:** To provide a request that temporary additional orders and transportation arrangements are funded correctly and given to Member in a timely manner. The form is used to provide correct funding sites to be utilized. Form is sent through command channels to service finance offices for payment. **Mandatory or Voluntary disclosure and effect on individual not providing information:** The personal information (including Social Security Number) is required for identification purposes only. The disclosure of this information is voluntary. However, failure to provide any of the requested data may cause delays.

Individual Mobilized Augmentee (IMA) Muster Sheet

Platoon Code (PC) Work Section (WS) Reporting Unit Code (RUC)

Individual Name EDIPI

Signature Field Date

Morning Drills Start Time	Day of Work Morning	Afternoon Drills Start Time	Day of Work Afternoon	Total Drills	Date YYYY-MM-DD
	0		0	0	
Total Drills:					0

Add Row

Mustering Official:

Full Name

Signature Field Date

REMINDER: Per MCO 1001R.1L IMA Muster Sheets must be certified correct by the Operation Sponsor, or by whom the Operational Sponsor has designated in writing to sign, approve and verify the muster sheet. This authorization letter must be forwarder to Marine Corps Individual Reserve Support Activity (MCIRSA) where it will be maintained on file.

NOTE: Minimum of four (4) hours for each drill

