



U.S. MARINE CORPS FORCES, EUROPE AND AFRICA  
INDIVIDUAL MOBILIZATION AUGMENTEE 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. Except for those associated with the State Department, all Marines in the MARFOREUR/AF AO are administratively attached to MARFOREUR/AF.

This Handbook applies to:

- Reserve component Marines joined to the MARFOREUR/AF IMA Detachment
- 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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## **IMA PROGRAM 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:

1. Perform a minimum of 12 days of Annual Training (AT) per fiscal year.
2. Complete up to 48 Inactive Duty Training (IDT) per fiscal year.
3. Support their assigned Staff Division or Directorate.
4. Complete both the PFT and CFT annually IAW MCO 6100.13A w/CH3.
5. Maintain medical and dental readiness.
6. Meet body composition and military appearance standards IAW MCO 6110.3 w/CH3.
7. Submit Fitness Reports IAW MCO 1610.7B.
8. Submit travel claims IAW the Joint Travel Regulations (JTR).
9. Ensure Primary Residence Address (PRA) is accurately reflected in the Marine Corps Total Force System (MCTFS).
10. Ensure dependent information is accurately reflected in MCTFS.
11. Ensure conduct on and off duty aligns with requirements to hold an active security clearance.
12. Have a current Government Travel Charge Card (GTCC).
13. Submit a yearly IMA annual training support plan.
14. Monitor CRCR in order to measure satisfactory year.

b. **Failure to meet the above requirements may result in involuntary transfer to the IRR.**

### **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. A 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 MARADMIN 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 Addresses can be changed after a member submits, via EPAR, a PRA form and two source of documents showing the member's name and the new address. One of the required source documents must 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 the DM module prior to the performance thereof. IMA Marines are authorized to perform up to 48 drills per fiscal year. Each drill period shall be no less than four hours in duration and no more than two drills may be performed in a calendar day. Two IDT periods are authorized within a 24-hour period. It is the Marine's responsibility to ensure they do not request/perform more drills than the allotted amount without prior authorization. Drills will be approved and exported 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, a muster sheet must be associated with the respective IDT 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 the Marine's Section:

- 1) Assistant Chief of Staff (AC/S)
- 2) Deputy, AC/S
- 3) Joint Directorate
- 4) Joint Deputy Directorate
- 5) 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 completion of a drill period and has uploaded the muster sheet, 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. Medical and Dental Readiness. **In order to execute annual training, inactive duty training, or active duty operational support, a member's medical and dental readiness must be 100% up-to-date.** Travel orders will automatically be placed in a "hard-hold" status if there are any delinquent readiness items listed in a member's individual medical record (IMR). All members will monitor their IMR in MOL to ensure there are no outstanding requirements. Specifically regarding PHAs and HIV draws, note that your IMR in MOL does not automatically update your MCTFS record. This means that if a member's PHA and HIV dates are up-to-date within their IMR, they will still need to be manually updated in MCTFS. In order to update your PHA and HIV via MCTFS, a "Printer Friendly" version of your IMR must be submitted via the EPAR module.

2005. Defense Travel System. All members must have a DTS-R account which will need to be associated to the MARFOREUR/AF IMA program hierarchy. The RLO icw the G-8 can assist in establishing DTS-R profiles. Every 3 years, the following TraX training courses are required to be completed by the member in order to maintain their DTS-R access:

- 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 manage GTCCs. Government Travel Charge Cards are administratively facilitated by the MARFOREUR/AF G-8 Account Program Coordinator (APC). Your APC can also assist in pulling your account into our hierarchy, updating your

profile, as well as getting you a new card upon expiration of your current account. 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 lodging is actioned by creating a local voucher (LVCH) via DTS-R only after your drills have been exported in DM. Local vouchers must have a “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 last IDT period. Additionally, in order to keep track of the LVCH amount submitted for the FY, please annotate any previous vouchers submitted. Example: “Local Voucher 3 or FY22.”

2008. Extension Requests. The standard IMA tour is three years for all grades except for First Lieutenants and Captains. First Lieutenants and Captains will execute two-year tours. Extensions will only be authorized by RAM-3, HQMC. Extensions must be requested **at least 90 days** prior to the end of tour date. Only two extensions will be authorized meaning five years is the maximum time any member can belong to the MARFOREUR/AF IMA program.

2009. Retirement Requests. Marines requesting to transfer to the “Retired Reserve Awaiting Pay at Age 60” list must complete the retirement request form, which can be found on the MARFOREUR/AF RLO website. Retirement request forms may only be submitted between 4 and 14 months prior to the requested retirement date. Any retirement outside of this window will require an Administrative Action (AA) Form to be submitted to MMSR-5.

2010. Traveler Best Practices. At a minimum when traveling on orders, ensure to have on person or have executed the following:

1. GTCC is active and current.
2. Hard copy of your orders.
3. Hard copy of e-Ticket - contact airline 24 hours prior to travel.
4. Keep all receipts associated with travel cost.
5. Valid Passport and Military CAC (“Official” passports are not required).
6. Contact on-base lodging prior to start of orders. If no on-base lodging is available, a CNA is required to authorize off-base lodging. For those executing orders to Stuttgart, on-base lodging includes both the Panzer and the Kelley Hotels, and both facilities must be contacted in an attempt to arrange a booking (there is a duty bus route between all Stuttgart bases).
7. APACS (Aircraft and Personnel Automated Clearance System) request.
8. Ensure all medical and dental readiness items are complete.

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

3001. Annual Support/Training Plans. Before the start of each Fiscal Year and in coordination with each member’s respective Division/Directorate, an annual support plan must be completed. The purpose of the annual support plan is to ensure coordination between the member and his/her division or directorate. This will ensure the aligning of available support dates, to include both AT and IDT, and that the plan supports MARFOREUR/AF, EUCOM, or AFRICOM operations, activities, and investments (OAI). The

annual support plan also allows the RLO to help a member optimize their AT and available drills while also ensuring they will have a satisfactory year. All Divisions and Directorates have access to the annual support plan via Teams and will work with their members to plan their fiscal year IMA program requirements.

3002. Annual Training. Per MCO 1001R.1L, IMA members must perform a minimum of 12 days of AT (13 days OCONUS) per fiscal year 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 OAs. **The ability to extend or split annual training periods is considerably limited due to budget constraints and will only be considered on a case-by-case basis. All members will make every effort to schedule their AT/IDT within one trip per FY to their PDS. For example, member has 13 days of AT and up to 48 drills allocated for use per FY. This allows up to 37 days of continuous support within one travel period.**

a. Requesting Orders. Coordinate with your respective division or directorate and submit an orders' request via your chain of command using the MARFOREUR/AF RLO Orders Request Form 4-22. A signed orders request must be 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.**

b. Days of AT. Due to the IMA detachment's overseas location, Reserve Affairs has authorized 13 vice the normal 12 days of AT to account for travel. Annual Training pay is automatically computed upon approval of orders to AT.

c. Lodging. If executing AT/IDT in the vicinity of Stuttgart, members will first attempt to book lodging aboard either Panzer or Kelley Kaserne. Individual Mobilization Augmentee members must obtain a CNA from either Panzer or Kelley lodging facilities prior to obtaining off-base billeting.

d. Rental Cars. Rental cars are not a reimbursable expense while conducting AT within 150 miles of the member's HTC. Only local public transit and taxis to/from the airport will be reimbursed. If a member must execute lodging off base, it is up to him/her to coordinate transportation with their respective division or directorate. Home training centers for MARFOREUR/AF IMA members include Patch, Panzer, and Kelley Barracks; RAF Molesworth; and the U.S. Embassy in London, U.K.

e. 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 if required. The dental clinic is located aboard Panzer Kaserne.

f. Travel Vouchers. All vouchers must be submitted **within three 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.**

3003. Inactive Duty Training

a. Drill Periods. IMA members are allocated 48 Regular drills per fiscal year. Each IDT period will consist of a minimum of four hours to be awarded one point towards Reserve retirement. The scheduling of drills must be coordinated with the member's respective division/directorate. IDT will not be performed in a designated imminent danger area or hazardous duty location.

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

c. Scheduling. IMA members are responsible for scheduling their drills in the DM module of RTAMMS. For those coming from an SMCR unit, this is a departure from how those units utilize DM as they schedule the entire unit for mandatory weekend drills.

d. Daily Cap. IMA members may schedule one drill period for a block of time at least four hours in duration. Members cannot schedule more than two drills within a calendar day.

e. Travel Pay If Executing IDT not in conjunction with AT. Due to Reserve Affairs Policy Decision and MARADMIN 193/22, IMA members, unless holding a command screened billet, are no longer entitled travel pay to or from their duty location. Transportation to and from a duty location is only authorized in support of exclusive “off-site” IDT orders. In order to rate travel entitlements (to and from duty location) associated with non-off-site IDT, the period must be scheduled in conjunction with annual training and must be programmed to start the day after the annual training segment. Regardless, travel outside the member’s duty station and within an IDT period is not authorized.

Example: Sgt Jones completed her AT and is currently executing IDT at Panzer Kaserne. Her respective Division wants to send her TAD to Ramstein Air Base for a two-day planning conference during her drilling period. That trip to Ramstein is **not** authorized.

f. Blackout Periods. IMAs cannot perform drills within an existing AT, PME, or ADOS period.

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 Thursday night. In this example, lodging reimbursement for Thursday night is not authorized because the member conducted a single drill on Friday. If travel non-availability becomes an issue, members 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. Rental cars are not authorized in support of normal IDT periods.

i. Medical. While performing IDTs, 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.

3004. Courtesy Drills. Courtesy drills are not authorized for IMA members and are only permitted for SMCR Marines.

3005. Off-Site IDT Orders. Individual Mobilization Augmentees may be authorized to perform IDT periods at an off-site location. Off-site IDT provides the flexibility for sections to send their Reserve Marines to locations other than the HTC in order to attend planning conferences, exercises, or other events associated with MARFOREUR/AF, EUCOM, and AFRICOM OAI. 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.



a. IDT Per Diem. Marines authorized or directed to perform IDT periods away from their aligned HTC may be entitled to Temporary Additional Duty (TAD) allowances (Per Diem and Travel) prescribed in the JTR. Drill points will not be authorized while in a travel status under TAD orders, unless a member is authorized telecommute ATPs to execute approved projects or work products during the movement to or from the TAD location (see MARADMIN 147/23 for amplifying guidance). Orders will be issued to those Marines in the performance of the off-site drilling period. Off-site IDTs must be pre-approved by the staff division and a signed muster sheet is still required to be submitted.

3006. Appropriate Duty Orders. Appropriate duty is IDT for retirement points only (non-paid). A couple of examples of appropriate duty are attending special military functions such as attending ceremonies, performance of public affairs duties and activities that benefit the Marine Corps; required annual administrative functions such as physical examinations, Periodic Health Assessments (PHA), HIV draws, or other annual medical or dental readiness requirements; seminars; and professional meetings. In order to receive appropriate duty orders, the member must submit an orders request to the RLO with the dates and location where the event will take place. MROWS orders will be created for the Marine to execute the IDT. The member must still create the drill request via RTAMMS. After completion of the IDT period, the member must provide a signed copy of the MROWS orders along with the NAMVC 799. Subsequently, the RLO will export the drills via RTAMMS.

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

4001. Preparation Prior To Arrival. Lodging and local transportation in and around the member's respective primary duty location or HTC (includes airport pickup/drop off) should be arranged via coordination with the member's section and prior to execution of orders.

4002. Traveling to The Primary Duty Station (PDS).

a. Travel associated with AT orders that do not contain drills in conjunction will result in the creation a DTS coversheet within your MROWS orders. As such, it is upon each member to login to DTS-R to ensure their profile is up to date along with their personal and GTCC information. Once any updates to the member's profile is complete, an authorization needs to be created using the information provided on your DTS coversheet. Submit your authorization with attached MROWS orders to the Reserve Liaison Office in a timely manner to allow room for any adjustments that may need to be corrected.

b. 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. Therefore, no later than five working days before the start of an orders period, the Reserve Liaison Office will contact SATO or Alamo to book your flights. Once the flights are booked, an official E-Ticket will be issued between 24-48 hours prior to travel execution.

4003. Blackout Periods.

a. The MARFOREURAF IMA Det must constantly monitor the execution of our command's budget line items in coordination with DC P&R timelines. Consequently, at the end of every fiscal year, we must comply with budget close-out actions, which directly affect the ability to execute support periods within the weeks leading up to 30 September. **Therefore, in an effort to mitigate potential lapses in voucher payouts, it is strongly advised that no annual training or drills get scheduled in the month of September of each fiscal year.** Scheduling support periods during this "black out" month will most

likely result in a significant lapse in voucher payouts or even potentially a nonpayment, which has occurred.

b. At the beginning of every fiscal year, the month of October can potentially see fiscal constraints as a result of budgets not being passed in a timely manner. Members may certainly schedule support periods during the month of October, but they must be prepared to reschedule should the passing of the respective year's appropriation bill be delayed.

4004. 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/>.

4005. Check-In Requirements. Reserve Marines are required to conduct a record audit upon join to a new command and while executing any Active Duty associated orders, so an appointment must be scheduled with the Reserve Liaison Office to conduct your initial audit. If your initial orders are not executed at the applicable HTC, the Reserve Liaison Office will send you instructions for a self-audit via the EPAR Module. In addition, all new members will conduct the following coordination/actions:

1. Verify medical readiness
2. **Via a member's respective Division/Directorate, coordinate with either the MARFOREUR/AF, EUCOM, or AFRICOM Security Management Office for access badge issuance and any security clearance issues.**
3. Coordinate with your RLO for any Reserve administrative assistance and guidance.
4. 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.

4006. 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. HELPFUL LINKS

- a. MARFOREUR/AF Reserve Liaison Office <https://www.marforeur.marines.mil/Welcome-Aboard/RLO/>
- 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://www.manpower.usmc.mil/wordpress/>

## 6000. 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                              |