



U.S. MARINE CORPS FORCES EUROPE & AFRICA



RESERVE LIAISON OFFICE

ORDERS REQUEST (3-24)

(Previous versions are obsolete)

1. _____
RANK LAST NAME FIRST NAME MI EDIPI/MOS WORK SECTION REQUEST DATE

2. UNIT ASSIGNED TO: MFEA ___ AFRICOM ___ EUCOM ___

3. PERSONAL INFORMATION: **The following information must be up to date before orders can be created or this will result in a delay or disapproval of orders.**

PRIMARY RESIDENCE ADDRESS (PRA): (Refer to Mar Admin 204/15)

STREET ADDRESS CITY STATE ZIP

PHA DATE: _____ HIV DATE: _____ ANNIVERSARY YEAR: _____
(Current within 1 year) (Current within 2 years) (See page 2)

ACTIVE DTS-R PROFILE: YES ___ NO ___ ACTIVE GTCC HOLDER: YES ___ NO ___
(Must be joined to MFEA IMA hierarchy) (Must be joined to MFEA hierarchy)

4. ORDERS TYPE:

ANNUAL TRAINING ___ ANNUAL TRAINING WITH DRILLS IN CONJUNCTION ___
FIRST DAY OF ANNUAL TRAINING: _____ LAST DAY DATE ANNUAL TRAINING: _____
FIRST DAY OF IDT: _____ LAST DAY OF IDT: _____ TOTAL IDT's REQUESTED: _____
TOTAL IDT's COMPLETED THIS FY: _____

ADOS-AC ___ APPROPRIATE DUTY ___ OFF-SITE IDT ___ SCHOOL/PME ___
FIRST DAY OF ORDERS: _____ LAST DAY OF ORDERS: _____

IS THE LOCATION AN IMMEDIATE DANGER OR HAZARDOUS ZONE? YES ___ NO ___
(Refer to DoD FMR Vol 7A, Ch 10)

DO YOU REQUIRE A WAIVER? YES ___ NO ___
(Refer to Mar Admin 284/18)

5. Itinerary

DATE		LOCATION	MEANS/MODE OF TRAVEL	REASON FOR STOP	LODGING	MESSING
	DEPART	PRIMARY RESIDENCE ADDRESS				
	ARRIVE					
	DEPART					
	ARRIVE					
	DEPART					
	ARRIVE					

6. JUSTIFICATION FOR REQUEST

SECTION APPROVAL			
<div style="text-align: center; border-top: 1px solid black; margin-bottom: 5px;">SIGNATURE</div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> PRINTED NAME DATE </div>	<div style="text-align: center; border-top: 1px solid black; margin-bottom: 5px;">SIGNATURE</div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> TITLE DATE </div>		
IMA MARINE	SECTION AC/S, DEPUTY, OR SEA		
THIS IS ONLY AN ORDERS REQUEST. REQUEST WILL BE REVIEWED BY THE RLO FOR FINAL DETERMINATION.			

Instructions and guide on completing the MARFOREUR/AF Orders Request

If there are any questions on completing the form, contact the Reserve Liaison Office for assistance. DSN: 314-431-3611/3860, Commercial: +49 703-115-3611/3860.

Section 1. Provide your Rank, Last Name, First Name, Middle Initial, EDIPI, MOS and work section.

Section 2. Select the command you are associate with.

Section 3. Primary Residence Address (PRA): Per MARADMIN 204/15, the PRA is used as the start and end location of all MROWS orders. All Reserve Component Marines must validate their PRA before executing orders. If your PRA needs to be corrective contact the RLO office.

PHA/HIV: MROWS pulls PHA and HIV data from the Marine Corps Total Forces System (MCTFS). If your PHA and HIV are out of date a copy of the IMR must be provide to the RLO via EPAR. The IMR can be found in MOL under Personal Info tab, Individual Medical Record (IMR).

ANNIVERSARY YEAR VERIFICATION: It is important to monitor your Career Retirement Credit Report (CRCR) to know if you will receive enough points for a satisfactory retirement year. The minimum requirement for a satisfactory retirement year is 50 points per anniversary year.

DTS and GTCC: Both DTS and GTCC profiles must be active and attached to MFEA before executing travel. Contact MFEA G8 for assistance. mfe_dts_gtcc@usmc.mil, +49-1-703-115-3875.

Section 4. Orders Type: Select the type of orders you are requesting to execute. Provide the start and end date. The minimum number of days for Annual Training (AT) is 12 for local Marines, 13 for Marines outside the commuting distance from their command.

Drills in conjunction with Annual Training: will be executed after completion of the AT period.

Off-site IDT orders: First and last day of orders are travel days (no credit allow). Refer to MCO 1001R.1L, pg 140 for more information.

NOTE: School/PME order will be routed through MFR G3. Extended AT request will be review by the RLO for determination.

Imminent Danger, Hazardous Duty and Waivers: Are reviewed and approved by HQMC RAM-3. Per their policy, all waivers must be submitted to Reserve Affairs 90 days prior to executing of orders.

Section 5. Itinerary: Provide each leg of movement. Example;

Box 1: "1/01/24" Depart from "PRA" to "Stuttgart, Germany" via "Commercial Air"
Box 2: "1/02/24" Arrive to "Stuttgart, Germany", reason for Stop "Temporary Duty"
Box 3: "1/31/24" Depart from "Stuttgart, Germany" via "Commercial Air"
Box 4: "1/31/24" Arrive to "PRA", reason for stop "Mission Complete" via "POV"

Lodging and Messing: rates will be based on the duty location. Member must attempt to book lodging on base. If no room is available, a Certificate of Non-Availability (CNA) must be provided to stay off base. Panzer Hotel/Kelly Hotel (+49 071031-41040) (+49 09641-70596-3490) (+49 0 7031-15-3490), RAF Alconbury Inn at Molesworth (+44-01480-84-600)

Section 6. Provide a short explanation for the request along with a POC. Example: "Orders request in support of AC24 with MARFOREUR. POC is Maj Smith at i.smith@usmc.mil.

Request must be emailed to rlo@usmc.mil 30 DAYS prior to executing orders.

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.