



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1001.5D  
RSU  
21 SEP 2007

## BASE ORDER 1001.5D

From: Commanding Officer  
To: Distribution List

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE DETACHMENT (IMA DET)  
STANDING OPERATING PROCEDURES

Ref: (a) MCO P1001R.1J  
(b) MCO P1610.7F  
(c) MCO P1070.12K

Encl: (1) Request for Orders  
(2) Unit Muster Sheet

1. Situation. To establish local policy and procedures for the operation, management and support of the Marine Corps Base, Camp Lejeune, Individual Mobilization Augmentee Detachment (IMA Det).

2. Cancellation. BO P1001.5C.

3. Mission. The IMA program, as established by the Department of Defense, provides for the identification, selection, assignment and training of Selected Marine Corps Reserve (SMCR) personnel to fill critical mobilization billets on Total Force Tables of Organization (T/O's). Upon the declaration of a mobilization, IMA Det members would be directed to report to Marine Corps Base (MCB), Camp Lejeune, for extended active duty on or shortly after Mobilization Day (M-Day).

4. Execution

a. Director, Reserve Affairs (RA)

(1) Assist MCB, Camp Lejeune, IMA's in accomplishing those pertinent administrative matters described in reference (a).

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(2) Assist training sponsors in identifying reservists who possess the grade and Military Occupational Specialty (MOS) requirements to fill vacant IMA billets. Participate in the interview process, if requested by the training sponsor.

(3) Upon acceptance by a training sponsor, review, endorse and submit the selected applicant's application to the Commanding General, Marine Corps Mobilization Command (CG, MOBCOM), for accession into the MCB, Camp Lejeune, IMA Det.

(4) Assign the Reserve Support Unit (RSU), Deployment Processing Command (DPC) Director/S-1 Officer the additional duty as the Officer In Charge (OIC) of the MCB, Camp Lejeune, IMA Det.

(5) Assist training sponsors in developing and implementing training and real time projects that will prepare IMA Det members for the successful accomplishment of their mobilization assignments.

(6) In conjunction with respective training sponsors, conduct non-billet related individual training (e.g., physical fitness test (PFT)) for all members of the MCB, Camp Lejeune, IMA Det, as required.

(7) Submit a letter to the CG, MOBCOM (Code PMD-1B), identifying the individual(s) authorized to sign Drill Reports as the "Authenticating Official" whenever such assignments change. This letter must contain a sample of the signature of the individual(s) so assigned.

(8) Consolidate and submit annual budget requirements to the CG, MOBCOM, for IMA training in excess of mandatory drill periods and Annual Training (AT).

(9) In coordination with the training sponsor, request Annual Training Orders from the CG, MOBCOM, for periods of two weeks Temporary Active Duty.

(10) Coordinate billeting at Camp Lejeune for IMA Det members in a drilling or AT status.

(11) Prepare Section A of fitness reports on all IMA Det members and forward to all reporting seniors (i.e., training sponsors) for completion.

(12) Advise the Director, Manpower, as to the execution of mobilization orders of individual members of the IMA Det.

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(13) Advise the Director, Manpower, with the name, address and telephone numbers (both business and residence) of IMA Det members for use during a mobilization notification.

(14) Act as Operations Sponsor for the MCB, Camp Lejeune, IMA Det.

b. Organizational Commanders and General/Special Staff Section Heads

(1) Periodically review the composition of respective T/O's to ensure that they possess adequate personnel resources to support mobilization operations. Submit recommendations to the Director, Manpower, for the addition/deletion of IMA billets to/from respective T/O's. Each billet should exclusively support peacetime planning, and execution of assigned Marine Corps Base mobilization functions. IMA billets may not be used to fill peacetime active force staffing shortfalls.

(2) Determine IMA billet qualifications, skills and training requirements. IMA's must be pre-trained during peacetime to ensure that they are immediately productive upon mobilization. All IMA's must perform a minimum of 12-24 days AT per fiscal year and the inactive duty training periods (drills) designated for the particular billet. (One drill period equals four hours of duty, with a maximum of two drills within a 24 hour period). Additional drill periods (Additional Training Periods (ATP) or Readiness Management Periods (RMP)) may be authorized when the member has completed his/her required drills.

(3) Conduct the IMA "hiring" interview. If desired, request participation by the Director.

(4) As Training Sponsor for an IMA:

(a) Establish an annual IMA training plan to include specific training goals as well as projected periods of time to accomplish those goals.

(b) Establish drill dates and an AT period which are mutually agreeable between the IMA Det member and the organization to which assigned for training. Using the form contained in enclosure (1), notify the Director or Reserve Affairs (RA), of all proposed training dates in sufficient time for the Director or RA, to verify drill status, estimate resource expenditure, arrange billeting, etc.

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Lead time for drills (any type) is at least 10 working days before drill date(s). Lead time for AT is at least 30 working days before commencement of training.

(c) Provide each assigned IMA Det member the opportunity to participate in required non-billet related individual training (e.g., PFT) coordinated by the Director or RA. IMA Det members are REQUIRED to take the PFT once during each calendar year.

(d) Notify the Director or RA as soon as possible when any IMA in a training status is not accounted for in the respective unit's morning report.

(e) Certify drill attendance of each assigned IMA using the format contained in enclosure (2) and forward to MOBCOM by close of business of the next working day.

(f) Submit, when required, pro/con marks and fitness reports in accordance with reference (b) and (c).

(g) Annually, during April, submit budget requirements for the following fiscal year for assigned IMA Det members to MOBCOM. Only training considered essential to each IMA Det member's mission/billet and in excess of that which can be accomplished during mandatory drill periods or AT should be included in the budget estimate.

c. Director, Manpower

(1) Order the execution of mobilization orders pre-issued to individual members of the IMA Det upon receipt of a mobilization directive from the Commandant of the Marine Corps. Notify the CG, MOBCOM, upon completion of the mobilization recall and the results thereof.

(2) Initiate periodic review of Total Force T/O's to ensure that the designation of billets to be filled by IMA's, pre-assigned Fleet Marine Corps Reserve personnel, pre-assigned retirees and pre-assigned Individual Ready Reservists are appropriate and sufficient to meet the operational requirements of MCB, Camp Lejeune, upon mobilization.

(3) Prepare requests to the Commandant of the Marine Corps (MPC) for T/O validations, as required.

d. OIC, IMA Det

(1) Assist the Director or RA, in identifying, selecting and joining new IMA Det members.

(2) Assist the Director, in the preparation of the IMA Det budget.

(3) Assist designated Training Sponsors in developing, implementing and evaluating training programs and projects which are directly related to mobilization duties.

5. Administration and Logistics

a. IMA. A trained and qualified member of the SMCR who fills a critical mobilization billet on a Total Force T/O and performs periods of inactive duty for training (i.e., drills) and/or active duty for training in that billet to prepare for his/her mobilization orders.

b. Operational Sponsor (OpSponsor). An active component command having responsibility (i.e., OPCON) for the training and recall of assigned IMA personnel.

c. MCB, Camp Lejeune, IMA Billets. Specific billets designated on the Total Force T/O's for MCB, Camp Lejeune, which are authorized for fill by IMA's. Each T/O billet so designated must be of such a critical nature that it must be filled on or shortly after M-Day and requires peacetime training for the incumbent.

d. MCB, Camp Lejeune, IMA Det. The peacetime administrative grouping of all IMA's assigned to the MCB, Camp Lejeune, Total Force T/O's in order to facilitate training and administration. Upon mobilization, the MCB, Camp Lejeune, IMA Det deactivates as the IMA's are assimilated into the MCB Active Force structure.

e. Training Sponsor. Any Director or Subordinate unit commander within the MCB, Camp Lejeune organization who has IMA's filling line numbers within their Total Force T/O is an IMA "training sponsor." The training sponsor is responsible for training/preparing IMA's for their wartime duties/responsibilities. The training sponsor is also responsible for annual performance evaluations (fitness reports) in accordance with the schedule established by reference (b).

6. Command and Signal

a. Command. This Order is applicable to all Selective Marine Corps Reserve personnel aboard Marine Corps Base, Camp Lejeune.

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

  
W. A. MEIER  
By direction

DISTRIBUTION: X

Copy to: COMMARFORLANT (RLO) (1)  
CG, MCRSC (1)  
CG, MCIEAST (1)  
CO, RSU, MCB, CamLej (2)

# REQUEST FOR ORDERS

This will be used for requesting ALL TYPES of orders.

DATE: \_\_\_\_\_

RANK \_\_\_\_\_ NAME \_\_\_\_\_ SSN \_\_\_\_\_ MOS \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ HOME PHONE \_\_\_\_\_

WORK STATION \_\_\_\_\_ WORK PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_  
(IE: RSU S-3, MCB PMO, ETC)

SECTION OIC \_\_\_\_\_ SECTION PHONE# \_\_\_\_\_

TYPE OF ORDERS REQUESTED:

ADSW>31 DAYS    ADSW<31 DAYS    ADSW-CO    PCS    ANN TRNG    RCT    MOB

FOR DUTY WITH: \_\_\_\_\_ BILLET DESC: \_\_\_\_\_

GAINING FORCE COMMAND RUC: \_\_\_\_\_ MCC: \_\_\_\_\_ ARE THESE BACK TO BACK ORDERS? YES OR NO

REQUEST PERIOD OF DUTY FROM: \_\_\_\_\_ TO: \_\_\_\_\_

BRIEF JUSTIFICATION \_\_\_\_\_

MODE OF TRAVEL:    POV    COML AIR    OTHER \_\_\_\_\_

***BILLETING IS AVAILABLE TO ALL RANKS FOR NON LOCAL PERSONNEL***

HHG MOVE REQUESTED (ONLY APPLIES TO PCS ORDERS)

DEPENDENT TRAVEL (ONLY APPLIES TO PCS ORDERS)

APPROVAL SIGNATURE PROCESS:

Section OIC \_\_\_\_\_ Date \_\_\_\_\_ Recommendation \_\_\_\_\_

Manpower MCIEAST \_\_\_\_\_ Date \_\_\_\_\_ Recommendation \_\_\_\_\_

Manpower, DPC/RSU \_\_\_\_\_ Date \_\_\_\_\_ Recommendation \_\_\_\_\_

PERSO, DPC/RSU \_\_\_\_\_ Date \_\_\_\_\_ Recommendation \_\_\_\_\_

EXECO, DPC/RSU \_\_\_\_\_ Date \_\_\_\_\_ Recommendation \_\_\_\_\_

CO, DPC/RSU \_\_\_\_\_ Date \_\_\_\_\_ APPROVED/DISAPPROVED

***DPC/RSU MANPOWER USE ONLY:***

***TYPE OF ORD ISS:*** \_\_\_\_\_

***OBLIGATED AMT:*** \_\_\_\_\_

***ROWS PROFILE:*** \_\_\_\_\_

PLT CODE:LEJE

RUC: \_\_\_\_\_

TYPE OF IDT:

CERTIFIED CORRECT

IDT DATE(S)

# IDT

REG


(REG)

(ATP)

OP SPONSOR SIGNATURE \_\_\_\_\_

(RMP)

(AM) (PM) (PM) (AM) (PM) (PM) (AM) (PM) (PM) TOTAL

NAME	INIT	RANK	SSN	(AM)	(PM)	(PM)	(AM)	(PM)	(PM)	(AM)	(PM)	(PM)	TOTAL	IDT	COMMENTS
X - PRESENT			TOTAL												

1 DRILL = 2 X'S & 4 HRS  
 2 DRILLS = 3 X'S & 8 HRS

DATE			*AM		*PM		*PM	1630
DATE			*AM		*PM		*PM	1630
DATE			*AM		*PM		*PM	1630

\* - MUST INPUT TIMES INTO THESE FIELDS

SIGNATURE OF MUSTERING PERSONNEL \_\_\_\_\_