



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1001.1B  
G-1/RPM

SEP 23 2020

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1001.1B

From: Commanding General  
To: Distribution List

Subj: U.S. MARINE CORPS RESERVE SUPPORT TO MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE (SHORT TITLE: MCIEAST-MCB CAMLEJ RESERVE SUPPORT SOP)

Ref: (a) 10 U.S.C., Armed Forces  
(b) Public Law 113-66, National Defense Authorization Act for Fiscal Year 2014  
(c) MCO 1001R.1L Ch 1  
(d) MCO 3000.19B  
(e) MCO 5311.1E  
(f) MCO 1001.62B  
(g) MCO 1610.7A  
(h) MCO P1070.12K Ch 1  
(i) JAGINST 5800.7F  
(j) MCO 1001.59A  
(k) MCO 6100.13A Ch 2  
(l) MCO 6110.3A Ch 1 and Admin Ch  
(m) NAVMED P-117 Ch 148  
(n) MCO 1900.16 Ch 2  
(o) DoD 7000.14-R, Department of Defense Financial Management Regulations  
(p) Joint Travel Regulations  
(q) MCTFSPRIUM

Encl: (1) MCIEAST-MCB CAMLEJ Reserve Policy and Procedural Guidance  
(2) MCIEAST-MCB CAMLEJ IMA Statement of Understanding  
(3) MCIEAST-MCB CAMLEJ IMA Drill Request  
(4) MCIEAST-MCB CAMLEJ IMA Muster Sheet  
(5) MCIEAST-MCB CAMLEJ IMA Drill Accomplishments  
(6) MCIEAST-MCB CAMLEJ Reserve Orders Request

Reports Required: I. Drill Report (Report Control Symbol MCIEAST-MCB CAMLEJO 1001.1-01) MCIEAST-MCB CAMLEJ IMA Muster Sheet, Chap 2, par. 3d (1)(d)

1. Situation. To promulgate policies and procedures for the effective employment of Reserve Component (RC) individuals, and units assigned or attached to installations and subordinate units throughout MCIEAST.

2. Cancellation. MCIEAST-MCB CAMLEJO 1001.1A.

3. Mission

a. This Order establishes policies and procedures for the effective employment of RC individuals and units assigned or attached to installations and subordinate units throughout MCIEAST.

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b. Summary of Revision. The primary purpose of this revision is to correct administrative oversights, update references, and supply revised forms and amplification of business processes included in this Order. It should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To publish standardized procedures for the effective utilization of RC elements assigned or attached to MCIEAST.

(2) Concept of Operations. In accordance with references (a) through (q) and enclosures (1) through (5), this Order establishes policies, procedures, and guidance to facilitate optimal support to affected RC personnel.

b. Tasks. MCIEAST-MCB CAMLEJ General and Special Staff Department Heads and MCIEAST subordinate commands will ensure compliance with the contents of this Order.

5. Administration and Logistics

a. All forms referenced in this Order can be obtained via Naval Forms Online utilizing the following web address:  
<https://forms.documentservices.dla.mil/order/>.

b. Submit all recommendations concerning this Order to the Assistant Chief of Staff (AC/S), G-1 (Attn: MCIEAST-MCB CAMLEJ Reserve Program Manager) via the cognizant staff section.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ General and Special Staff Departments and MCIEAST subordinate commands.

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



N. E. DAVIS  
Chief of Staff

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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## Chapter 1

Purpose and Organization

1. Purpose. To detail selected categories of the RC; describe the concept for employment by MCIEAST-MCB CAMLEJ organizations (MCIEAST Command Element (CE), subordinate installations, and activities); outline the separate conditions and constraints that must be met prior to MCIEAST employment; delineate General and Special Staff Officer responsibilities for the effective recruiting, planning, coordination, support, and employment of MCIEAST Reserve Marines.

2. MCIEAST-MCB CAMLEJ Ready Reserve Categoriesa. Active Reserve (AR)

(1) Definition. Per reference (c), AR Marines are a category of the Selected Reserve (SelRes); serving full time in specified billets and are issued Permanent Change of Station (PCS) Orders to Headquarters, U.S. Marine Corps (HQMC), combatant commanders' headquarters, operational CE, or supporting establishments for three to four years. Upon completion of their tour of duty, AR Marines execute PCS orders to follow-on duty stations. AR Marines serve the purpose of integrating Reserve Marines and units into Active Duty (AD) commands, and for organizing, administering, recruiting, instructing, or training the RC.

(2) MCIEAST-MCB CAMLEJ Function. AR Marines maintain an operational link between the Commanding General (CG) MCIEAST-MCB CAMLEJ, Deputy Commandant for Manpower and Reserve Affairs (M&RA), and the Commander, U.S. Marine Corps Forces Reserve (COMMARFORRES). They provide a continuous reserve expertise presence within MCIEAST-MCB CAMLEJ Headquarters and Major Subordinate Commands (MSC) and effectively advise and assist the CG MCIEAST-MCB CAMLEJ with the primary responsibility of reserve integration of IMAs, IRRs, and Selected Marine Corps Reserve (SMCR) units into the operational force. They are assigned to the Table of Organization (T/O) on specified MCIEAST AR Billet Identification Codes (BICs). The subordinate unit Commander and principal General or Special Staff Officer to which they report will maintain ADCON/OPCON of them. AR personnel will participate in MCIEAST training and exercises as directed.

b. IMA

(1) Definition. Per reference (c), an IMA Marine is a SelRes Marine who receives training and is pre-assigned to an AC organization with reserve structure that must be filled to support mobilization requirements during contingency operations or other specialized requirements. Training of IMA Marines is accomplished through any combination of drills, Annual Training (AT), ADOS, or other authorized duty periods. Principally, a weekday drilling assignment, IMA periods of duty may include weekends, weekdays, or through any blend necessary to meet the training, exercise, or contingency (involuntary and voluntary) requirements of the command to which they are assigned as arranged between the IMA Marine and the assigned work section. ADCON is maintained by COMMARFORRES.

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(2) MCIEAST-MCB CAMLEJ Function. IMA Marines are assigned to the MCIEAST CE, subordinate installations, and activities with T/O BIC. As required, IMAs mobilize and deploy in support of MCIEAST installation requirements. When IMAs are not in an active status, military training is maintained primarily through drills and AT. Specific management of the MCIEAST-MCB CAMLEJ IMA program is further outlined in chapter 2.

### 3. MCIEAST-MCB CAMLEJ Reserve Forces Aggregates and Responsibilities

a. Director of Reserve Affairs HQMC. The Director, Reserve Affairs serves as the overall Marine Corps Program Manager and is responsible for policy, procedures, program funding, and manning levels.

b. COMMARFORRES. As directed by HQMC (M&RA), COMMARFORRES exercises ADCON over IMA Marines and provides consolidated reserve administrative support during peacetime. COMMARFORRES issues AD orders, processes travel claims, and coordinates security clearances when requested by the CG MCIEAST-MCB CAMLEJ via the subordinate installation Operational Sponsor (OpSponsor).

c. CG, MCIEAST-MCB CAMLEJ. MSC set priorities for their reserve Marines; the CG MCIEAST-MCB CAMLEJ exercises control of reserves through appropriate General and Special Staff Officers, and subordinate installation and activity commanders.

d. MCIEAST-MCB CAMLEJ G-1 Reserve Program Manager. The Program Manager provides oversight and recommends reserve manpower and funding priorities to the CG MCIEAST-MCB CAMLEJ. The Program Manager has direct tasking authority to subordinate units for reserve administration and manpower matters. Additional responsibilities include:

(1) Vetting all reserve requirements (including, but not limited to IMA personnel funding/allocations, ADOS-AC/RC/Contingency Operations orders requests, Additional Training Periods (ATP), Additional Flight Training Periods (AFTP), Readiness Management Periods (RMP) allocations, IMA recruiting requirement validation, and activation requests) throughout the region for the CG MCIEAST-MCB CAMLEJ approval and routing to the Commander, Marine Corps Installations Command (COMMCICOM);

(2) Overseeing all end-unit proposed reserve force structure changes submitted and routed via the chain of command;

(3) Providing counsel on activation policies and procedures, and integrating SMCR units into the CG MCIEAST-MCB CAMLEJ training and exercises, contingencies, and planning operations;

(4) Performing as, or supervises duties of, the MCIEAST OpSponsor in overseeing the IMA program for all MCIEAST Commanders and MCIEAST-MCB CAMLEJ General and Special Staff Department Heads; and

(5) Managing permissions for Drill Manager Module (DMM) for all MCIEAST-MCB CAMLEJ subordinate commands.

e. Subordinate Unit Commanders and MCIEAST-MCB CAMLEJ General and Special Staff Departments shall: Take a personal interest in and are responsible for the effective scheduling and execution of the day-to-day duty assignments and integration of MCIEAST forces and personnel, assigned or

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attached active and reserve. Commanders and General and Special Staff Department Heads are personally responsible for:

(1) Screening, interviewing, and vetting of potential assignment of IMAs to their commands, staffs, or departments before they are joined to appropriate T/O BIC;

(2) Directing internal billet assignments and overseeing personnel actions, active or reserve, within their units/departments; and

(3) As required, the Program Manager and/or unit assigned OpSponsors advise unit Commanders and General and Special Staff Officers in their responsibilities for the integration and employment of assigned reserves as outlined in references (c) and (f).

f. Operational Sponsor. Per references (c) and (f), the commanding officer (CO) of each subordinate installation with IMA BICs allocated on their T/O shall appoint in writing an OpSponsor. The OpSponsor will perform administrative coordination and training documentation in accordance with the references. The OpSponsor may create and assign in writing, for their unit or command an alternate OpSponsor. They may also form an IMA detachment and designate an IMA Officer-in-Charge. OpSponsors, by virtue of their assigned billet, are authorized to assign Drill Mustering Officials in writing within their units and commands. See chapter 2 for amplifying instructions. OpSponsors are authorized direct liaison with the MCIEAST-MCB CAMLEJ, G-1 Program Manager.

g. Personnel Administration. Each subordinate installation, normally through the servicing Installation Personnel Administration Center (IPAC), is tasked with providing administrative support as required for reserve Marines attached to their commands in excess of 30 days. For all other routine administrative matters IMA Marines will utilize the Electronic Personnel Action Request (EPAR) System through Marine Online (MOL) and routed to Marine Forces Reserve Personnel Administration Center.

Chapter 2

Management of MCIEAST-MCB CAMLEJ Reserves

1. ADCON and OPCON. Installation and activity commanders exercise OPCON over IMAs assigned to their units. COMMARFORRES exercises ADCON over IMAs until the Marine is in receipt of AD orders in excess of 30 days, at which time installation and activity commanders exercise both OPCON and ADCON over assigned IMA Marines.

2. Reserve Support Personnel. In addition to the AR Marines contributing reserve expertise to ensure successful integration of reservists, there are several key personnel directly responsible for supporting IMA members.

a. MCIEAST-MCB CAMLEJ G-1 Reserve Program Manager

(1) The MCIEAST-MCB CAMLEJ Program Manager is co-located with and reports to the AC/S, G-1. The MCIEAST-MCB CAMLEJ Program Manager is functionally responsible for recommending priorities for reserve manpower and funding, de-conflicting competing requirements for reserve support within the region, and ensuring proper integration and employment of reserve Marines.

(2) As required, the Program Manager and Marine Corps Recruiting Command (MCRC) effectively coordinates with HQMC, via COMMCICOM and COMMARFORRES, in support of recruiting, assignment, funding, and administrative support of MCIEAST assigned IMA and reserve Individual Augmentees. Specifically, the Program Manager facilitates and coordinates validation of the MCRC or recruiting mission for IMA billets throughout the region, and conducts mission planning with the OpSponsors to ensure that additional IMA recruiting requirements are identified to HQMC (RA).

(3) In coordination with the OpSponsors for each subordinate installation/activity, the Program Manager performs the below outlined duties in support of reserve requirements:

(a) Ensures correct and effective coordination with COMMARFORRES concerning all administrative matters of IMAs assigned throughout MCIEAST;

(b) Coordinates with OpSponsors to ensure the execution of internal IMA administrative support procedures;

(c) Performs as the MCIEAST-MCB CAMLEJ DMM Manager; assigns and manages all permissions in DMM for MCIEAST-MCB CAMLEJ and MCIEAST subordinate commands per reference (c), and as required by higher headquarters (HHQ);

(d) Ensures fitness reports and proficiency and conduct (Pro/Con) marks of joined IMA and IRR Marines are submitted by subordinate units and staff sections accurately and timely through MOL, and in accordance with existing MCIEAST-MCB CAMLEJ policies;

(e) Assists subordinate unit Commanders and General and Special Staff Officers with the development of revised IMA manpower requirements as required;



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(f) As required and outlined in chapter 3, endorse requests and waivers for ADOS orders for further submission to HHQ;

(g) Coordinates with HQMC (RA) to validate IMA recruiting requirements throughout the region; and

(h) Serves as the senior staff advisor to the CG, MCIEAST-MCB CAMLEJ on all matters pertaining to reserve policy, programs, and individual Reserve Marines.

(i) In conjunction with the OpSponsors:

1. Annually develops and submits region-wide prioritized ADOS budget requirements to COMMCICOM G-1 (Reserve Manpower);

2. Tracks and effectively obligates fiscal year ADOS budget.

3. Annually develops and submits region-wide ATP/AFTP/RMP requirements to HQMC; and

4. Ensures the management of IMA Drills, ATP, AFTP, and RMP utilizing DMM.

b. Operational Sponsor. Per references (c) and (f), an OpSponsor is designated in writing by the commander of each subordinate installation/activity with IMA personnel allocated to their T/O. OpSponsors shall:

(1) Monitor and advise their unit Commanders and General and Special Staff Officers for the effective integration and support of IMA Marines into an assigned staff sections;

(2) Ensure procedures are in place to actively advertise vacant IMA program billets;

(3) As needed, coordinate interviews of prospective IMA Marines with the AD principal in order to determine qualifications and availability ensuring assignment policy outlined in reference (f) is practiced. Once favorably completed, the Marine formally requests for the billet assignment to COMMARFORRES through coordination with Prior Service Recruiter (PSR) or Marine's present command as appropriate.

(4) For the current fiscal year, annually develop and submit command ADOS budget and ATP/AFTP/RMP requirements to MCIEAST-MCB CAMLEJ G-1 Program Manager;

(5) Ensure all AT, off-site Inactive Duty Training (IDT), and ADOS for training orders requests are submitted 15 business days prior to the orders start date and 60 days for ADOS-Contingency Operation orders requests. Detailed instructions are contained in chapter 3.

(6) Ensure management of drill accounting through DMM; forward all appointment letters, letters designating certifying officials, mustering officials, and delegation of authorization cards (NAVMC 11119) to COMMARFORRES via MCIEAST-MCB CAMLEJ Program Manager per reference (c), and as required by HHQ;

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(7) Provide oversight and guidance in order to assist coordination and planning of the IMA's drills and periods of AT, to include an annual Obligor drill and AT schedule, if required;

(8) Ensure procedures are in place to facilitate the completion of all required annual training (e.g., Physical Fitness Test (PFT), Combat Fitness Test (CFT), MarineNet annual online classes etc.) and provide other training support as necessary or required;

(9) Create tracking procedures to ensure the unit Commanders and General and Special Staff Officers generate and submit fitness reports and Pro/Con marks on IMA Marines for required reporting periods and/or occasions per references (g) and (h) respectively;

(10) Ensure security clearance requirements for IMA billets are current and appropriate; and

(11) Enforce Marine Corps standards (e.g., Professional Military Education (PME), body composition and military appearance, physical fitness, etc.) and advise the MCIEAST-MCB CAMLEJ Program Manager on orders continuation suitability for any IMA Marine not meeting standards.

(12) Assist in the creation of Defense Travel System (DTS) and Marine Resource Order Writing Service (MROWS) orders for travel cost reimbursement as well as ensuring each IMA member has a Government Travel Charge Card.

### 3. IMA Program

a. Overview. Per chapter 10 of reference (c), and this Order, the IMA Program consists of officer and enlisted personnel assigned to MCIEAST-MCB CAMLEJ, subordinate installations and activity T/Os. Generally, IMA Marines are senior enlisted and officers; therefore, they traditionally have greater latitude with their civilian work schedule and are able to drill during weekday hours.

b. Recruiting. Recruiting sources for IMA personnel are Prior Service and Non-Obligor Marines affiliated with the IRR or SMCR.

(1) IRR. PSRs coordinate interviews, through the OpSponsors, with the appropriate duty section to which the Marine may be joined. Geographic requirements, Military Occupational Specialty and civilian background determine which installation/activity staff section the prospect will be assigned. On the staff section's recommendation, the PSR obtains the OpSponsor's approval/signature and submits the prospect's application to COMMARFORRES for final approval.

(2) SMCR. Prior Service/Non-Obligor Marines of the SMCR may request an inter-unit transfer, in accordance with reference (f), from their current unit to an IMA billet within MCIEAST. OpSponsors will coordinate an interview with the SMCR member to determine assignment suitability.

(3) Non-prior Service (NPS)/Obligor Marines. Per reference (f), NPS Marines, or Obligor, will not be recruited to IMA program billets. In situations where the Obligor cannot drill because an SMCR unit is not available within commuting distance, HQMC (RA) must approve the Obligor's join to the IMA program if a billet exists. The OpSponsor must then comply

with the mandatory participation requirements provided in reference (c).

c. Length of Tour. The standard tour length is three years for officer and enlisted Non-Obligors. Obligor IMA Marines are under an initial four to six year contract or service obligation. Unless an extension is approved by HQMC (RA), or an inter-unit transfer is executed, COMMARFORRES will transfer Marines to the IRR upon completion of their tour. Extension requests should be submitted approximately 90 days prior to the Marines' end of tour.

d. Minimum Participation Requirement. IMA Marines assigned to MCIEAST units are required to maintain satisfactory performance by completing 48 regular drills per fiscal year (two drills equate to an eight hour day for a maximum of 24 total days) and one AT Period (12 to 13 days, one travel day authorized if not local). IMA Marines are required to perform an AT each fiscal year to be considered compliant with directed participation requirements per reference (c). Drills and ATs are funded through COMMARFORRES.

e. Unsatisfactory Participation. IMA Marines failing to meet the minimum participation requirement, or complete training and readiness requirements in accordance with reference (f) will be subject to involuntary transfer to the IRR.

(1) Drills

(a) IDT. Per references (c) and (f), IDTs, or regular drills, cannot exceed 48 per fiscal year and are accountable by the OpSponsor.

(b) Additional IDT Periods. Additional periods of duty are intended to support MCIEAST requirements to improve IMA readiness by providing individuals the means to receive required training for attaining and maintaining designated readiness levels. Three categories of additional duty periods are ATP, AFTP, and RMP. Fiscal year limitations for these periods are defined in reference (c). These additional periods are limited to annually promulgated COMMARFORRES allocations to MCIEAST platoon codes. Requests beyond the initial allocation are coordinated by the OpSponsor through the MCIEAST-MCB CAMLEJ Program Manager and submitted to COMMARFORRES.

(c) Scheduling. The scheduling and location of all drills are arranged between the Marine's work section and the IMA Marine with notification to the OpSponsor. The agreed drills are requested and endorsed by the work section using the MCIEAST-MCB CAMLEJ IMA Drill Request (enclosure (3)). The drill request will also be used to schedule AT periods and to reschedule any previously approved drills. The signed drill request is then provided to the OpSponsor for processing.

(d) Muster Sheets. The Unit Muster Sheet within DMM is the source document substantiating IDT attendance for all paid and nonpaid IDTs. If the OpSponsor has not delegated permissions in DM to subordinate OpSponsors/Work Section/Mustering Official to account for drills performed, the MCIEAST-MCB CAMLEJ IMA Muster Sheet (enclosure (4)) will be completed. After verifying completion of drills through the IMA Marine's assigned work section, the authorized mustering official will submit the signed muster sheet to the OpSponsor or designated certifying official for certification. The OpSponsor is responsible for the timely and accurate reporting of their IMA's drills and will account for drills using DM. In the case that DM is

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not accessible or functioning, completed muster sheets will be forwarded to MCIEAST-MCB CAMLEJ RLO for processing and payment. Unless otherwise directed, OpSponsors must maintain file copies for two fiscal years and be prepared to forward to MCIEAST-MCB CAMLEJ RLO on an as-needed basis.

(2) Annual Training. ATs may be arranged at any time during a fiscal year between the OpSponsors and the IMA Marine as long as scheduling supports the mission of the duty location and the Marine's availability. Requests for AT orders will be submitted using enclosure (6). IMA Marines will normally perform a minimum of 12 consecutive days of AT (exclusive of travel) per fiscal year. Following the provisions detailed in paragraph 5101 of reference (c), requests for extended or split AT submitted via MROWS may be approved by HQMC (M&RA) or COMMARFORRES, respectively, provided the sponsoring command/organization has budgeted the required associated funding. Basic pay and allowances are paid in the increments below:

(a) First in Progress Payment (IPP). This will normally include the first seven days on orders and can be expected to be paid during the AT period. COMMARFORRES must receive endorsed orders with proper reporting endorsement provided by OpSponsor to effect this first payment.

(b) Final Payment. Upon completion of orders, a completed travel claim with proper reporting and detaching endorsement provided by the OpSponsor will be submitted to COMMARFORRES. This will affect one or both of the following payments:

1. Final IPP. The final IPP will include remaining days on orders.

2. Travel. Any reimbursable travel expenses and per diem entitlements will be received in a separate payment by the Finance Office through DTS or a mileage only reimbursement.

(3) Orders. The following is a list of commonly used types of orders:

(a) Off-Site IDT. IMA Marines executing off-site drills will be issued MROWS orders and are entitled to Temporary Additional Duty (TAD) allowances as prescribed in reference (p). To account for the individual's drill dates, exclusive of travel days unless travel on orders commences from the Home Training Center, drills will be completed and certified in DMM. For reimbursement of TAD allowances, a travel claim will be submitted to and paid by COMMARFORRES via the EPAR system.

(b) ADOS-AC/RC/Contingency Operations. Refer to chapter 3 for defining purposes, requesting procedures, and responsibilities of execution of ADOS-AC/RC/Contingency Operation orders.

f. Training Requirements. IMA Marines will complete the PFT and CFT annually with their assigned units in accordance with reference (k). Personal weapons qualifications, gas chamber, basic infantry skills training, or other training may be directed at the discretion of the assigned unit, or as advised by the OpSponsor. The OpSponsor will advise Commanders and General and Special Staff Department Heads on all current training requirements to ensure annual and basic infantry skills training for the IMA are coordinated and executed. The OpSponsor will report training completion

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to COMMARFORRES while IMAs are in a drilling status.

4. IRR Augments. IRR augments are a larger pool of Reserve Marines who help fill MCIEAST requirements.

a. Contingencies. IRR augments are subject to activation under a voluntary or involuntary basis in support of contingencies. Subordinate Commanders and General and Special Staff Department Heads identify billet requirements to MCIEAST-MCB CAMLEJ Program Manager. Billet requirements are validated by the Chief of Staff, MCIEAST-MCB CAMLEJ prior to submission to HQMC Manpower Management Integration Branch (MMIB) and Plans Policies and Operations (PP&O) for review and approval, via COMMCICOM (G-1).

b. Exercises. In support of exercises and training periods of short duration (30 days or less), AD orders are normally filled through Reserve Counterpart Training or regionally controlled MCIEAST-MCB CAMLEJ (G-1) ADOS funding. For longer periods (31 days or more), additional administrative, medical, and dental requirements must be completed prior to orders being issued.

c. IRRs are not statutorily entitled to paid drills or AT as are SMCR/IMA Marines. However, as available, IRR Marines may earn retirement credit and obtain satisfactory years by voluntarily accepting orders to AD in support of MCIEAST-MCB CAMLEJ requirements.

d. During periods of AD orders, IRRs report to the subordinate unit identifying the globally sourced Individual Augmentee requirement. The MCIEAST-MCB CAMLEJ Program Manager will monitor gaining units to ensure the IRR is administratively and logistically supported throughout the term of AD.

#### 5. Administration

a. Service Records. COMMARFORRES maintains IMA and IRR electronic Service Record Books/Officer Qualification Records, and Medical and Dental records until an IMA is ordered to AD through ADOS in excess of 30 days. Each subordinate installation, normally through the servicing IPAC, is tasked with requesting service records from COMMARFORRES as required.

b. Service Treatment Records (STRS). STRS for IMA Marines will be maintained by the military treatment facility (MTF) that services the local area where the IMA performs the preponderance of their service. When IMA Marines check-out of their IMA detachment, they will retrieve their STR from the local MTF and report to their OpSponsor.

c. Civilian Employment Information (CEI). The CEI Program is a data collection point created to capture civilian employment-relations for interests outlined in sections 12302 and 10149 of reference (a). Department of Defense requires IMA and IRR Marines to update CEI through MOL on an annual basis, or when their employment information changes, whichever happens first. All orders will be disapproved if CEI is not current in the Marine Corps Total Force System (MCTFS).

d. Security Clearance. Managed and processed by COMMARFORRES, security clearances and access for IMA billet-holders will be current per reference (f).

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e. Fitness Reports, Pro/Con Marks, and Awards. The review and reporting of assigned MCIEAST personnel and the handling of appropriate evaluations and awards follows the MCIEAST-MCB CAMLEJ chain of command. The IMA Marine Drill Accomplishments (enclosure (5)) is provided to record remarks for each period of service and provide an accumulative history of billet accomplishments for reporting occasions.

(1) Fitness Reports. Installation Commanders and General and Special Staff Officers are reporting seniors or reviewing officers over assigned reserve personnel, AR or IMA, and will submit fitness reports in accordance with reference (g).

(2) Pro/Con Marks. Pro/Con marks for IMAs are submitted per reference (h).

(3) Awards. Commanders and General and Special Staff Department Heads shall develop, evaluate, and forward appropriate personnel recognition and administrative requirements for assigned personnel per existing MCIEAST-MCB CAMLEJ policies.

f. Individual Equipment. IMA Marines equipment requirements are those items necessary to accomplish their assigned drilling status tasks. Note: Unless otherwise directed Individual Combat Clothing and Equipment (ICCE) issued to IMA by the Consolidated Issue Facility will be held by the supporting logistics sections and issued to the IMA Marine before field training. ICCE is returned to the supporting logistics section at the completion of training.

g. Medical and Dental. IMA Marines are required to meet service medical and dental qualifications as outlined in references (c) and (m). For administrative and orders-issuing purposes the following medical updates are required: IMA Marines in a drilling status or on orders for 30 days or less will provide proof from their primary care physician of medical and dental readiness. While on orders in excess of 30 days, IMA Marines will check into a local MTF to satisfy requirements.

h. Retention. IMA Marines will process requests for extensions or reenlistments on service contracts through COMMARFORRES or through their assigned unit if on orders in excess of 30 days. OpSponsors may complete Block 39g of NAVMC 11537A the "Commanding Officer/Commander Recommendation" for the command, but must submit their written appointment letter with the Reserve Reenlistment Extension Lateral Move requests.

i. Legal. All reservists are subject to the Uniform Code of Military Justice while in a duty status. References (c) and (i) outline the implementation and exercise of non-judicial punishment and courts-martial. ADCON applies while performing the following duties:

(1) IDT, AT, and all AD 30 days or less. For all IMA and IRR Marines not joined to MCIEAST units, the OpSponsors will refer adverse or punitive actions to COMMARFORRES.

(2) 31 days or more of AD. All IMA and IRR Marines joined to MCIEAST units; The CG MCIEAST-MCB CAMLEJ and subordinate commanders exercise adverse or punitive actions over these personnel.

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j. Other Training Duty. Per reference (c), paragraph 3202, other periods of AD may be performed in order to provide structured individual and/or unit training, or educational courses to a Reserve Marine. Requests for these particular orders, to include PME and Exercise Participation, are normally funded and requested to COMMARFORRES (G-3).

Chapter 3

Active Duty for Operational Support (ADOS)

1. Application. This chapter is applicable to reserve personnel assigned to, or showing interest in, joining MCIEAST-MCB CAMLEJ General and Special Staff and MCIEAST subordinate installations or activities.

2. Policy. Per reference (j), the ADOS program is intended to provide personnel augmentation for both Active and Reserve forces in support of emerging personnel requirements of the Total Force Marine Corps to meet short-term operational, administrative, and exercise support requirements.

a. ADOS is intended to accomplish those specific duties required to complete the operational support identified on each orders request.

b. ADOS is a volunteer program. Upon request and subject to approval by the commander, Marines may terminate orders early with a minimum of two weeks' notice given to the command. Commanders may terminate orders early if the Marine is given a minimum of two weeks' notice.

c. ADOS is not a vehicle for Reserve personnel to improve the potential for augmentation to the RC, selection to the AR program, achieve AD retirement eligibility, or otherwise create a career status.

d. The ADOS program is not intended to overcome T/O sourcing shortfalls.

e. The beneficiary of the work to be performed by the member while on ADOS orders is the driving factor for the type of orders and funding. Accordingly whichever component benefits is the component against which the billet counts for end strength accounting purposes.

3. ADOS-AC. If the beneficiary is the AC, then the orders will be requested, issued, and funded against the AC budget for ADOS. The appropriation category used to fund ADOS-AC activities is Military Personnel, Marine Corps.

4. ADOS-RC. If the beneficiary is the RC, then the orders will be requested, issued, and funded against the RC budget for ADOS. The appropriation category used to fund ADOS-RC activities is Reserve Personnel, Marine Corps.

5. ADOS-Contingency Operations. In support of a National emergency or contingency operations, ADOS-Contingency Operations orders are required. Orders are issued by HQMC under presidential authority, and are controlled by Congress. When needed, IMAs are expected to voluntarily enter such active service within as short time as two weeks in order to support contingency operations. Involuntary activation is authorized only as a last resort option and only employed as critical circumstances dictate.

6. MCIEAST-MCB CAMLEJ ADOS-AC and ADOS-RC Requirements

a. ADOS-AC/RC, or conventional ADOS, is funded through a regionally allocated annual budget. The MCIEAST-MCB CAMLEJ Program Manager manages the ADOS program for the region, resources subordinate commander's requirements, prioritizes competing requirements, and develops the ADOS budget for the CG



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MCIEAST-MCB CAMLEJ.

b. MCIEAST Subordinate Unit Commanders and MCIEAST-MCB CAMLEJ General and Special Staff Departments shall: Be responsible for identifying the following requirements to the MCIEAST-MCB CAMLEJ Program Manager through their respective OpSponsors:

(1) Identify projected annual ADOS funding requirements for the upcoming and following fiscal years (24 months out);

(2) Identify individual ADOS augmentation requirements for the upcoming fiscal year utilizing NAVMC 11349 with justification.

c. Operational Sponsors. On behalf of installation/unit Commanders and General and Special Staff Officers, OpSponsors will validate their current fiscal year requirements and provide that data on a NAVMC 11349 to MCIEAST-MCB CAMLEJ Program Manager no later than the 15th of each November. That data is consolidated by the MCIEAST-MCB CAMLEJ Program Manager and provided to Marine Forces Command (MARFORCOM) G-1 for submission to HQMC (RA) for consideration. When funds have been approved by HHQ and monies are allocated to MCIEAST-MCB CAMLEJ appropriately, OpSponsors may advertise ADOS funded billets if needed.

(1) OpSponsors will identify emerging and unfunded requirements exceeding their approved budget to MCIEAST-MCB CAMLEJ Program Managers immediately. When additional funds are confirmed, the requirement may be filled or advertised as needed.

(2) OpSponsors will ensure nominating commands understand that subsequent assignment of Reserve personnel to TAD while performing ADOS is at the discretion of the gaining command, but should be commensurate with the purpose of the ADOS assignment. Funding for travel and transportation expenses must be provided by the gaining command.

7. MCIEAST-MCB CAMLEJ ADOS-Contingency Operation Requirements.

ADOS-Contingency Operation requirements are identified by the subordinate unit commanders to their OpSponsor; they are requested by the OpSponsor through the Marine Corps Force Augmentation Processing System (MCFAPS) as a Requirement Tracking Number (RTN) to HQMC (MMIB) via Program Manager and MARFORCOM G-1.

8. ADOS Orders Administration. In accordance with reference (j), the following provides detailed information on the MCIEAST-MCB CAMLEJ eligibility criteria, orders requesting procedures, and medical hold processes:

a. Eligibility for ADOS Orders. Marines desiring to perform ADOS shall clearly understand that the ADOS assignment is temporary and there is no entitlement, expressed or implied, for continued ADOS assignments, AD retirement, or other career incentives. Marines will not start travel or execute orders prior to possession of authenticated orders. Nominating commands will ensure the following requirements are met prior to requesting orders by-name to the Program Manager via the OpSponsor:

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(1) Requests for initial ADOS-AC/RC orders are due at a minimum of 45 days prior to the requested start date. Requests for ADOS-AC/RC orders will be submitted using enclosure (6). Requests for initial ADOS-Contingency Operation orders will be requested through MCFAPS for HQMC (MMIB) approval via the Program Manager and MARFORCOM at least 60 days prior to the requested start date.

(2) Orders requests requiring approval of a waiver will be submitted to HQMC (M&RA) via the Program Manager. Upon approval, the order writing authority will promptly issue orders to enable the member ample opportunity for employer notification or PCS coordination. The following types of command-endorsed waivers must be submitted to the Program Manager with its corresponding timeline:

(a) Order requests exceeding 365 days of continuous AD, 1,095 days of AD in a 1,460-day period, five years of continuous AD, or 16 years of active service require submission at a minimum of 60 days prior to the requested start date.

(b) ADOS-AC/RC orders requests totaling 181 to 365 days with per diem will be submitted at a minimum of 45 days prior to the requested start date.

(c) ADOS-AC/RC orders requests totaling 181 to 365 days without per diem will be submitted at a minimum of 30 days prior to the requested start date. Upon approval from Reserve Affairs (RA), PCS orders will be issued and executed accordingly.

(3) The following information must be resident and current in MCTFS:

(a) Periodic Health Assessment or physical exam, current within one year respectively.

(b) Human Immunodeficiency Virus Screening, current within two years.

(c) PFT and CFT, current in accordance with reference (k).

(d) CEI, current within one year.

(e) Member must have a valid primary residence address in order to receive their orders. Post Office Boxes are not acceptable.

(4) Member must be a rank/MOS match to the billet requirement. One rank up or one rank down applies with the exception for the rank of colonel, sergeant major, and first sergeant. In the case of ADOS-Contingency Operations, the member's present BIC must equal the BIC of the requirement in MCFAPS.

(5) Member must be within the established body composition standards as described in reference (k), and physically fit for duty per references (c) and (k) through (m).

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(6) The requested orders end date must be 15 days prior to the Reserve End of Current Contract or 30 days prior to the Mandatory Removal Date.

(7) IMAs shall be satisfactory participants. ADOS normally will not be considered a substitute for AT requirements. To further ensure satisfactory participation, IMA Marines will complete required IDTs and AT for the fiscal year before executing ADOS.

(8) Per reference (b), it is required that an IMA, IRR, or SMCR member who desires to waive his 30 day notification of mobilization must provide a written statement to HQMC (MMIB) indicating such.

(9) For nominated IMA Marines not assigned to MCIEAST, written approval is required from the Inspector-Instructor, CO, or current OpSponsor. IRR Marines do not require permission or endorsement.

b. Requesting Procedures

(1) ADOS-AC and ADOS-RC

(a) Nominating commands will request orders to the OpSponsor for formal screening of the Marine's record to ensure eligibility criteria is met. The OpSponsor will determine what type of orders will satisfy the requirement: ADOS-AC, ADOS-RC, or ADOS-Contingency Operations.

(b) The OpSponsor will then forward a formal orders request to the Program Manager, not less than 45 days from requested start date, using enclosure (6). This request will clearly articulate orders type, billet requirements, duties, special qualifications, experience necessary, level of security clearance if required, location of duty assignment, significant justification, and the unit point of contact.

(c) After confirming the Marine's eligibility and funds availability, the Program Manager will enter the request into MROWS. If commercial travel is requested, the Program Manager will request flight arrangements through DTS. The following order writing information will apply:

1. Government lodging and meals are directed if available. If government lodging and meals are not available, per diem may be authorized per reference (p). Prior planning and advance requests for per diem and lodging will be coordinated between the requesting section and the Program Manager.

2. Rental car is not authorized. If required, individual units may coordinate and pay for rental cars or car pools out of their own funding in order to provide transportation to and from the airport, lodging, and duty sites.

3. For ADOS-AC, MCIEAST-MCB CAMLEJ will provide the order writing authority with direct fund citation data to cover the travel and per diem costs.

(d) The Program Manager will track orders routing and authentication in MROWS which is also viewable by the OpSponsor. If the orders are disapproved, the MCIEAST-MCB CAMLEJ Program Manager will notify

the OpSponsor for corrective action and resubmission of the updated request if applicable. Once authenticated, orders will be printed and released to the OpSponsor who will ensure a copy is delivered to the Marine.

1. 31 Days or More. Upon commencement and completion of the ADOS periods in excess of 30 days, and in accordance with references (n) through (q), the appropriate unit diary entries will be completed by the servicing IPAC of the Marine's assigned unit ensuring that the correct component code is reported for accurate end strength accounting. Marines must obtain a command reporting and detaching endorsement specifically stating availability of government quarters and messing. Travel claims will be submitted via EPAR for reimbursement of per diem and travel entitlements.

2. 30 Days or Less. Marines on ADOS orders for less than 31 days are physically accountable by their assigned command. However, pay and allowances, settlement of travel claims, and other administration are controlled by COMMARFORRES. OpSponsors will provide reporting and detaching endorsements specifying availability of government quarters and messing. Endorsed ADOS orders will be submitted to COMMARFORRES to initiate IPPs normally paid in seven-day increments. Upon completion of the ADOS period, travel claims must be submitted to COMMARFORRES for payment of final IPP and per diem and/or travel entitlements. Travel claims must include all orders, endorsements, and applicable receipts.

(e) No confirmation orders are authorized. Only funded, authenticated orders will be executed.

(2) ADOS-Contingency Operation

(a) Nominating commands will request orders to the OpSponsor for formal screening of the Marine's record ensuring eligibility criteria is met. In MCFAPS, the OpSponsor will nominate the Marine into the requested RTN using the Manpower Requirement Tracking Module (MRTM) further ensuring the Marine's BIC and MOS is a match to the requirement.

(b) The OpSponsor will then forward a formal orders request to MCIEAST-MCB CAMLEJ Program Manager, not less than 60 days from the requested start date, using the MCIEAST-MCB CAMLEJ Reserve Orders Request Form. It is the OpSponsor's responsibility to track this request for approval until orders have been successfully authenticated.

(c) After confirming the Marine's eligibility, the MCIEAST-MCB CAMLEJ Program Manager will notify MARFORCOM G-1 of the MRTM nomination and monitor this request in MCFAPS using the Sourcing Nominee Approval Process, or SNAP module, also viewable by the OpSponsor. The Marine's record will be screened and approved by HQMC (MMIB) via the approval of the Assistant Secretary of the Navy. ADOS-Contingency Operation orders are then generated in MROWS by MMIB. The OpSponsor will notify the Marine appropriately for execution.

(d) Requests for extension or early termination of ADOS-Contingency Operation orders will be submitted through MCFAPS in the Individual Augmentation Management Module (IAMM) by the OpSponsor after the Marine's record has been screened. All eligibility criteria previously listed still applies when requesting to extend on ADOS-Contingency Operation orders. The OpSponsor will formally request the modification of orders by

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sending the MCIEAST-MCB CAMLEJ Reserve Orders Request Form to the MCIEAST-MCB CAMLEJ Program Manager not less than two weeks from the current orders end date. The MCIEAST-MCB CAMLEJ Program Manager will then include comments in the IAMM record forwarding the endorsement to COMMCICOM G-1. COMMCICOM will approve or disapprove orders. Early termination of ADOS-Contingency Operation orders are normally approved. However, extensions are dependent on the availability of funds and may be denied. Again, it is the OpSponsor's responsibility to track these requests for approval until orders have been successfully authenticated.

(e) Upon commencement and completion of the ADOS periods, the appropriate unit diary entries will be completed by the servicing IPAC of the Marine's assigned unit ensuring that the correct component code is reported for accurate end strength accounting. Reporting and detaching endorsements will be issued by the gaining command. For any concurrent TAD performed, Marines will settle travel claims through the appropriate servicing finance office with reporting and detaching endorsement, receipts, and documentation as required. All ADOS-Contingency Operations travel claims will be submitted to COMMARFORRES via EPAR for reimbursement of per diem and travel entitlements.

(3) Reference (j) contains further information regarding pay and entitlements, including contingency-related entitlements, legal procedures, medical, and administration prior to being released from AD.

(4) Injuries Incurred While on ADOS. It is the member's responsibility to report injuries via the chain of command as soon as they occur.

(a) Line of Duty (LOD)

1. Duty for less than 31 days. When a Marine is injured while on ADOS orders, and the period of duty specified in the Marine's orders is less than 31 days, the Marine is required to be released from AD at the end of the orders period. A LOD request must be submitted to HQMC Wounded Warrior Regiment (WWR)/Reserve Medical Entitlements Determination via the Marine Corps Medical Entitlements Data System (MCMEDS) to review, approve/disapprove, track, and manage LOD benefits throughout the Disability Evaluation System process.

2. Duty for 31 days or more. Members injured while on ADOS orders in excess of 30 days whose injuries are not resolved before their Expiration of Active Service, and who elect to be released from AD vice medical hold, may request LOD benefits via their chain of command.

(b) Medical Hold. When a Marine is injured while on ADOS, the period of duty specified in the orders is 31 days or more, and the member elects medical hold, the command will request that the member be placed in a medical hold status to WWR via MCMEDS. If approved, WWR will make the appropriate unit diary entries per reference (q).

1. Because the funding and strength category changes when a Marine on ADOS is placed on medical hold, OpSponsors and gaining commands must inform the original order writing authority by providing to them the MCMEDS screen showing WWR approval in order to issue a modification to reflect accurate accounting of ADOS funds and operational support duty

strength, and notify the Director, RA. The effective date of the modification will be the date the Marine was placed on medical hold. If the original orders authorized per diem, per diem may continue while in a medical hold status not to exceed 180 days without approval from HQMC, Director, Manpower Integration and Administration.

2. Commands are required to immediately notify WWR. This will ensure proper tracking and disposition by a Medical Evaluation Board and/or Physical Evaluation Board if necessary. The Marine may be separated for non-serious conditions and referred to the Veteran's Administration for treatment.

3. Upon determination by a competent medical authority that the Marine is fit for duty, the order writing authority must again be notified to terminate medical hold orders. If the Marine is unfit for duty, the Marine will be separated or medically retired in accordance with reference (n).

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## MCIEAST-MCB CAMLEJ IMA STATEMENT OF UNDERSTANDING

1. **Purpose.** The purpose of this Statement of Understanding (SOU) is to ensure you understand the Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) Individual Mobilization Augmentee (IMA) program policies and individual requirements in accordance with the Management of IMAs (DoDI 1235.11), Marine Corps Reserve Administrative Manual (MCO 1001R.1L Ch 1), IMA Program (MCO 1001.62B) and MCIEAST-MCB CAMLEJO 1001.1.

2. **Policy.** As a member of the IMA program you are required to maintain Marine Corps standards in the categories of attendance, physical fitness, weight control and military appearance, and effort throughout both the calendar and fiscal year. Please review and initial each category listed below, signifying your understanding for each requirement.

**(INT)Admin:**

- Perform an initial check-in upon joining the IMA and a check-out when departing.
- Perform a full check-in/check-out with the IPAC at the beginning of and upon completion of all reserve orders in excess of 30 days.
- Submit all travel claims to the Reserve Liaison Section upon completion of TAD (IDT, ADOS, AT, etc) along with appropriate receipts, orders and endorsements.
- Update all Civilian Employment Information (CEI) and contact information within MOL on an annual basis.

**(INT)Annual Training:**

- PFT (between 1 Jan and 30 Jun)
  - CFT (between 1 Jul and 31 Dec)
  - Rifle Range (E6 and below, W1-W3, O1-O3 with less than 13 years of service)
  - Pistol Range (E6-E8, O1-O5 and W1-W3 with less than 20 years of service)
  - Gas Chamber (IAW MCO 3400.3H)
  - Swim Qual (IAW MCO 1500.52D)
  - Online training via Marine Net may be required at short notice as mandated by CMC.
- Provide copies of all Training Certificates/Event rosters to Reserve Liaison Section to be entered in MOL. Verify updates via MOL.

**(INT)Medical:**

- Complete a HIV Screening every two years.
  - Complete an annual Periodic Health Assessment (PHA).
  - Report any changes in my health status to the Reserve Liaison Section immediately.
- Maintain Marine Corps height/weight/body composition standards. (IAW MCO 6110.3A)

**(INT)Pro/Con or FITREP:**

- Ensure that you receive Pro/Cons or FITREP for all periods of Active Duty over 30 days.
- Ensure that you receive Pro/Cons or FITREP for all grade changes and at the end of each annual reporting period (per MMSB).

**(INT)Reserve Drills/Active Duty Periods:**

- Coordinate with Reserve Liaison Section and work section regarding drills (48 drill periods per fiscal year) and submit all muster sheets to Reserve Liaison Section immediately after drill completion.
- Schedule all Annual Training (AT) periods (13 days /yr) with work section and Reserve Liaison Section at least 45 days before start date.
- Submit all ADOS AC/RC requests to Reserve Liaison Section NLT 45 days before desired start date via your section chain of command.

3. **Certification.** I certify that I completely understand the MCIEAST-MCB CAMLEJ IMA individual programs and policies requirements. I understand that I am responsible for completing the above listed requirements in order to be considered a satisfactory participant. I understand that if I do not comply with the above-listed requirements that I may be subject to be transferred to the IRR. I have been briefed on and received the Drill and Annual Training Procedures.

Per the reference, a standard IMA tour is three years unless a tour extension is requested by your command within 90 days of your tour expiration and approved by the Reserve Affairs Division, MM, HQMC. To guarantee continued service contact a Prior Service Recruiter (PSR) to locate open SMCR/ IMA billets prior to your end of tour date. This is recommended to coordinate an inter-unit transfer (IUT). If you do not IUT or no extension request has been submitted, or they were denied, you will be transferred to the Individual Ready Reserve (IRR) on the first of the month after your tour ends.

Signature	Printed Rank Name	EDIPI	Date
Home Phone Number	Cell Phone Number	E-mail Address	Work Section
OpSponsor/IMA Administrator Signature	Printed Rank Name		Date
MCIEAST-MCB CAMLEJ/RLO/1001.1/3 (7/20)	PREVIOUS EDITIONS ARE OBSOLETE		LiveCycle Designer 11.0

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**MCIEAST-MCB CAMLEJ IMA DRILL REQUEST**

1001  
RLO

\_\_\_\_\_  
(Date)

From: \_\_\_\_\_ USMCR

Printed Rank Name

EDIPI

MOS

To: Operational Sponsor / Reserve Program Manager

Via: Work Section / Mustering Official \_\_\_\_\_

Work Section

Subj: INDIVIDIAL MOBILIZATION AUGMENTEE REQUEST TO SCHEDULE DRILLS

Ref: (a) MCIEAST-MCB CAMLEJO 1001.1B

1. In accordance with reference (a) I request to be scheduled for drills on the following dates:

- Initial Request       Annual Training       Reschedule Request       Cancel Request

Date	AM/PM	Drill Type	Date	AM/PM	Drill Type	Date	AM/PM	Drill Type

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
(Date)

From: Work Section/Mustering Official \_\_\_\_\_

To: Operational Sponsor / Reserve Program Manager

Subj: INDIVIDIAL MOBILIZATION AUGMENTEE REQUEST TO SCHEDULE DRILLS

1. Forwarded, recommending approval.

\_\_\_\_\_  
Printed Rank Name

\_\_\_\_\_  
Signature



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### MCIEAST-MCB CAMLEJ IMA MUSTER SHEET

**PRIVACY ACT STATEMENT**  
Information contained on this form is maintained under the systems of records notices M01133-3 (Marine Corps Recruiting Information Support System)(May 23, 2008, 73FR 30095). Authority for maintenance of the system under 5 U.S.C. 5042, Headquarters U.S. Marine Corps; 5 U.S.C. 301, Departmental Regulations; and E.O. 9397 (SSN). PRINCIPAL prospective applicants and reserve entitlement programs. PURPOSE to provide recruiters, administrators, and decision makers with information necessary, which may influence the decision making process. ROUTINE USE are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as routine use pursuant to 5 U.S.C. 552a(b)(3). DISCLOSURE is mandatory for request to be processed.

IMA PLATOON \_\_\_\_\_ RUC/MCC \_\_\_\_\_

TYPE OF IDT	
IDT DATES	NO. OF IDT

NAME	GRADE	EDIFI	AM		PM		AM		PM		TOTAL	COMMENTS
			(	)	(	)	(	)	(	)		

MUSTERING OFFICIAL SIGNATURE \_\_\_\_\_

MUSTERING OFFICIAL PRINTED RANK AND NAME \_\_\_\_\_

CERTIFIED CORRECT: OPERATIONAL SPONSOR SIGNATURE \_\_\_\_\_

NOTE: IMA OIC's will not sign muster sheets pertaining to themselves.

- X - PRESENT SATISFACTORY
- U - PRESENT UNSATISFACTORY
- NS- NOT SCHEDULED
- EA - EXCLUDED ABSENCE
- UA - UNEXCUSED ABSENCE

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## MCIEAST-MCB CAMLEJ IMA DRILL ACCOMPLISHMENTS WORKSHEET

### PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice M01133-3 (Marine Corps Recruiting Information Support System) (May 23, 2008, 73FR 30095). **AUTHORITY:** Maintenance of the system under 5 U.S.C. 5042, Headquarters U.S. Marine Corps; 5 U.S.C. 301, Departmental Regulations; and E.O. 9397 (SSN). **PRINCIPLE:** Prospective applicants and reserve entitlement programs. **PURPOSE:** To provide recruiters, administrators, and decision makers with information necessary, which may influence the decision making process. **ROUTINE USE:** Are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE:** Mandatory for request to be processed.

ADMINISTRATIVE INFORMATION														
<b>Instructions.</b> This form is to be utilized by the Working Supervisors to report Drill Accomplishments for each period covered to ensure the Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) Individual Mobilization Augmentees (IMA) Members are properly reported on IAW MCIEAST-MCB Camp Lejeune Order 1001.1B. This form should aid in developing and reporting Proficiency and Conduct Markings, Fitness Reports comments and Award submission as warranted. These forms are to be maintained and are the responsibility of each IMA Member reported on.														
NAME					RANK		EDIPI		PMOS		BILMOS		BIC	
BILLET DESCRIPTION					REPORTING MCC/RUC/WORK SECTION							WORK PHONE		
IMA JOIN	IMA TERM	RECC	RIFLE	PISTOL	PFT	SCORE	PFT DATE	CFT	SCORE	CFT DATE	HT (in.)	WT	BF %	
ORDERS INFORMATION														
DUTY TYPE			BEGIN DATE:				END DATE:				TOTAL DAYS			
SPECIFIC DETAILS AND MAJOR ACCOMPLISHMENT DURING THIS PERIOD								Time In			Time Out			
DUTY TYPE			BEGIN DATE:				END DATE:				TOTAL DAYS			
SPECIFIC DETAILS AND MAJOR ACCOMPLISHMENT DURING THIS PERIOD								Time In			Time Out			
ADDITIONAL INFORMATION														
PROFESSIONAL MILITARY EDUCATION / SELF EDUCATION DURING THIS PERIOD														
OTHER (I.E. AWARDS, COMMENDATORY CORRESPONDENCE, COMMUNITY INVOLVEMENT DURING THIS PERIOD)														
COMMAND INFORMATION														
WORK SECTION / MUSTERING OFFICIAL NAME					WORK SECTION / MUSTERING OFFICIAL SIGNATURE					DATE				
WORK PHONE:					UNIT:									
OPERATIONAL SPONSOR NAME					OPERATIONAL SPONSOR SIGNATURE					DATE				

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### MCIEAST-MCB CAMLEJ RESERVE ORDERS REQUEST

**PRIVACY ACT STATEMENT**

Information contained on this form is maintained under the Systems of Records Notice M01133-3 (Marine Corps Recruiting Information Support System) (May 23, 2008, 73FR 30095). **AUTHORITY:** Maintenance of the system under 5 U.S.C. 5042, Headquarters U.S. Marine Corps; 5 U.S.C. 301, Departmental Regulations; and E.O. 9397 (SSN). **PRINCIPLE:** Prospective applicants and reserve entitlement programs. **PURPOSE:** To provide recruiters, administrators, and decision makers with information necessary, which may influence the decision making process. **ROUTINE USE:** Are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE:** Mandatory for request to be processed.

PERSONAL INFORMATION									
DATE	RANK	NAME			EDIPI	DOB	MOS		
PRIMARY RESIDENCE ADDRESS									
REPORTING MCC/RUC/WORK SECTION				WORK PHONE	# DRILLS THIS FY	AT COMPLETE THIS FY <input type="checkbox"/> YES <input type="checkbox"/> NO			
EAS	RECC	ORDER TYPE	BIC	HDIP STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO	FLIGHT STATUS <input type="checkbox"/> DIFDEN <input type="checkbox"/> DIFOP		IMA JOIN DATE		
PHA	LAST PHYSICAL	HIV	CEI	PFT/CLASS	CFT/CLASS	RIFLE DATE	PISTOL DATE		
CUMULATIVE ACTIVE DUTY: (1095/1460 or breaks of 31 day breaks)				DUTY STATUS		LIMDU STATUS	DEPLOYABLE		
# DAYS 1095/1460		DATE OF LAST BREAK				<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
ORDERS INFORMATION									
<input type="checkbox"/> LOCAL ORDERS		<input type="checkbox"/> ORDERS ARE MESSAGE DRIVEN		MESSAGE INFORMATION: _____					
MODE OF TRANSPORTATION: <input type="checkbox"/> COM AIR <input type="checkbox"/> GOV AIR <input type="checkbox"/> POV <input type="checkbox"/> GOV				QUARTERS: <input type="checkbox"/> AVAILABLE <input type="checkbox"/> NO <input type="checkbox"/> DIRECTED					
ONE WAY MILES FROM PRIMARY RESIDENCE TO DUTY LOCATION: _____				COST PER DAY: \$ _____					
NEAREST AIRPORT TO DUTY LOCATION: _____				MESSING: <input type="checkbox"/> AVAILABLE <input type="checkbox"/> NO <input type="checkbox"/> DIRECTED					
INITIAL START DATE: _____		REPORT DATE: _____		END DATE: _____		TOTAL DAYS REQUESTED: _____			
GTCC HOLDER: <input type="checkbox"/> YES <input type="checkbox"/> NO		RENTAL CAR: <input type="checkbox"/> YES <input type="checkbox"/> NO		REQUEST EARLY TERMINATION DATE: _____					
EXTEND ORDERS TO: _____		TYPE OF EXTENSION: <input type="checkbox"/> REQUIREMENT EXTENDED <input type="checkbox"/> MED HOLD <input type="checkbox"/> LEGAL HOLD							
REQUIREMENT: (INCLUDE RANK/BMOS/BILDES/BIC/MCC/RUC)									
JUSTIFICATION OR MODIFICATION: (INCLUDE SPECIFIC DETAILS AND A BRIEF DESCRIPTION)									
COMMAND INFORMATION									
REQUESTED BY (PRINT RANK NAME)				REQUESTED BY (SIGNATURE)				DATE	
WORK PHONE:				UNIT:					
OPERATIONAL SPONSOR (PRINT RANK/NAME)				OPERATIONAL SPONSOR (SIGNATURE)				DATE	
FOR OFFICIAL USE ONLY									
MCIEAST-MCB CAMLEJ RLO COMMENTS:									
MROWS TRACKING #	RTN	RTN EXPIRATION DATE	WAIVER LTR REQ <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 1095 <input type="checkbox"/> N/A				SANCTUARY <input type="checkbox"/> YES <input type="checkbox"/> NO		
PID/SDN/LOA: _____									