



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1001.2A

B 08

14 Jan 11

MARINE CORPS BASE ORDER 1001.2A

From: Commander

To: Distribution List

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) MANAGEMENT

Ref: (a) MCO P1001R.1K

(b) MCO 3000.19A

(c) MCO 5400.49B

(d) MCBO P5400.1A

(e) MCO 1001.59

Encl: (1) Marine Corps Combat Development Command (MCCDC) IMA
by Table of Organization (T/O) and Monitor Command
Code (MCC)

(2) Sample Billet Sponsor Assignment Letter

(3) Sample IMA Unit Muster Sheet

(4) Orders Request

1. Purpose. In accordance with references (a) through (e), to establish local policy and procedures for the operation and support of MCCDC IMA management

2. Cancellation. MCBO 1001.2.

3. Summary of Revision. This revision contains changes not previously published and should be reviewed in its entirety.

4. Background

a. The IMA Program provides a source of trained and qualified members of the Selected Marine Corps Reserve (SMCR) to fill individual military billets, which augment active component structure of the Marine Corps, Department of Defense, or other departments or agencies of the U.S. Government. IMA billets are required to support mobilization (including pre and/or post mobilization), contingency operations, operations other than war, or other specialized or technical requirements.

b. IMA Billet Identification Codes (BICs) are designated by Reserve Type Code "D" on active component T/Os. In accordance with reference (a), IMA manning is apportioned by the Commandant of the Marine Corps, Reserve Affairs Policy (CMC RAP).

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c. During peacetime, the Commanding General, Marine Corps Mobilization Command (CG MOBCOM) exercises administrative control (ADCON) over IMAs. Operational control (OPCON) of IMAs is exercised by the command to which the IMA is assigned by BIC. In accordance with reference (b), during declared crises, contingencies, or mobilization, IMAs are activated to their assigned BICs by the gaining command requesting active duty orders from CMC, Manpower Plans and Policy Division (MPP).

d. In accordance with reference (a), the IMA Program is established as administrative groupings to facilitate IMA management and training. In accordance with references (c) and (d), the Director, Reserve Support Unit (RSU) serves as operational sponsor for the MCCDC IMA.

e. IMAs are assigned to BICs commensurate with their grade and MOS. Assignments may be made one grade above or below that of the grade required by BIC, with the exception of reserve colonels, who may only be assigned to BICs requiring the grade of O-6. IMA tour lengths are normally 3 years from date of initial join. Extensions may be granted on a case-by-case basis with a waiver from CMC (RA).

f. During peacetime, IMAs are required to train in their pre-assigned billet by performing 48 inactive duty training (IDT) periods, and 12 days of annual training (AT). IMA IDT and AT periods are utilized for training and proficiency in the duties of the billet assigned. Additionally, in accordance with reference (a), IMAs are to complete the AT requirements of an SMCR member.

5. Policy

a. MCCDC IMA Program. MCCDC's IMA Program is comprised of all IMAs assigned to MCCDC and its supported commands residing aboard Marine Corps Base, Quantico (MCBQ). Tenant organizations residing aboard MCBQ may, at their option, request sponsorship within the MCCDC IMA. Enclosure (1) shows activities and tenants which currently fall under MCCDC's IMA Program.

b. MCCDC IMA Operational Sponsor. The Director, RSU serves as the primary point of contact for all IMA matters, and functions as the primary interface between billet sponsors and CG MOBCOM.

c. IMA Billet Sponsor. Each organization within the MCCDC will identify a point of contact to serve as an IMA Billet Sponsor. The billet sponsor will be appointed in writing utilizing the example in enclosure (2). The billet sponsor establishes billet training requirements, coordinates scheduling, supervises and evaluates the performance of the IMAs assigned to their organization. Irrespective of their reserve component status, IMAs should be considered full fledged members of the command to which assigned. Billet sponsor functions are critical to the successful application of this concept through the integration of IMAs into their respective organizations. The billet sponsor coordinates IMA administration with the Director, RSU.

d. IMA Manning. Total authorized manning for the MCCDC IMA is established by the Commandant of the Marine Corps, Reserve Affairs annually via MARADMIN. Annually, the Director, RSU; MCCDC G-1; Training and Education Command G-1; and other representatives as designated by the Chief of Staff, MCCDC will meet to review and recommend changes to the allocation of manning down to the division/work center level. The focus of the review will be billet sponsor mission requirements and utilization of their current IMA manning. Final recommendations will be submitted for the review and approval of the Chief of Staff, MCCDC. (NOTE: Manning allocations for tenant organizations included within the MCCDC IMA will be reviewed and adjusted only by CMC (RAP).)

e. Active Duty Operational Support (ADOS) in Support of Billet Sponsors. In the event that normal IDTs and AT are insufficient to fully train and prepare an IMA for the duties of the assigned BIC, billet sponsors should first request additional IDTs and/or ATs as described in paragraph 4f above. If additional training time is still required, IMAs may perform voluntary ADOS in support of their billet sponsors subject to the availability of funding. In accordance with reference (e), ADOS funding is programmed one fiscal year in advance. Billet sponsors anticipating ADOS requirements for their IMAs should plan accordingly.

f. Active Duty Operational Support or Mobilization Away from the Billet Sponsor. Members of the MCCDC IMA may volunteer for ADOS and/or mobilization assignments away from their assigned organization only with the prior approval of their current billet sponsor.

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g. Scheduling of Required IDT and AT Periods. Billet Sponsors are responsible for scheduling 47 IDTs and 12 days of AT for each assigned IMA Marine. One IDT will be scheduled by the Director, RSU in accordance with paragraph 5i below. The primary purpose of these training periods is to ensure that each IMA is fully trained and prepared to perform the functions of the billet to which assigned upon activation during a mobilization. A requirement for additional training above and beyond the mandatory 48 drills and 12 days of AT may be requested subject to available funding. Additional training may be funded through additional IDTs, additional or extended AT, or ADOS and must be requested via the Director, RSU as described below. Billet sponsors should avoid making definitive plans for additional training until additional funding approval is secured.

h. Management of Additional IDT and/or Additional AT. Annually, the Director, RSU will solicit billet sponsor input on projected requirements for additional IDT periods (additional training periods (ATP), readiness management periods (RMP), and extended or additional AT periods). Billet sponsors with requirements to utilize ATPs and RMPs must request prior approval from the Director, RSU and must ensure that the particular IMA Marine has utilized all regular IDT periods. Similarly, requests for additional ATs should be made only after the particular IMA Marine has utilized all available training periods (both AT and IDTs) for the given fiscal year.

i. Mandatory Annual Inactive Duty Training. The purpose of the annual IDT is to review IMA policy/requirements and to provide current information on Marine Corps Reserve career opportunities/progression. Annually, all IMAs assigned to the MCCDC IMA of the grade lieutenant colonel or master sergeant and below are required to perform one IDT with the Director, RSU. Dates for the mandatory IDT will be published no later than 90 days in advance.

6. Action

a. Assistant Chief of Staff, G-1:

(1) Upon receipt of a mobilization directive, coordinate directly with billet sponsors for the activation of IMAs as required.

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(2) Initiate reviews of the T/Os when required to ensure that the designation of IMA billets is appropriate and sufficient to meet contingency, mobilization, or other augmentation requirements.

b. Director, Reserve Support Unit:

(1) Serve as the MCCDC IMA Operational Sponsor, acting as the primary point of contact for all matters related to the MCCDC IMA.

(2) Report IDT attendance utilizing the Drill Manager Module (DMM) within 1 working day of receipt of information from the billet sponsor.

(3) Provide training to billet sponsors on the DMM for reporting periods of IDT.

(4) Request active duty orders for IMA members as they are coordinated and submitted by the billet sponsor.

(5) Coordinate with billet sponsors to identify the specific IMA billets within their organizations requiring staffing, not to exceed the total manning allocated to the particular billet sponsor.

(a) Coordinate with the appropriate Prior Service Recruiting District to staff IMA billet vacancies within the MCCDC IMA.

(b) Based on the recommendations from the billet sponsor's interview, facilitate the IMA membership and join process with CG MOBCOM via the appropriate prior service recruiter.

(6) Ensure that the IMA personnel roster is current and accurately reflected at MOBCOM.

(7) Utilizing the Training Management System in Marine on Line report the results of the annual physical fitness test, combat fitness test, and other annual training requirements for all IMAs, as required.

(8) Upon receipt of a mobilization directive, provide assistance to Assistant Chief of Staff, G-1 and billet sponsors during the process of activating IMAs to their assigned billets.

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(9) Review and provide comments on T/O reviews and IMA structure initiated by the Assistant Chief of Staff, G-1 in accordance with reference (c).

c. IMA Billet Sponsors

(1) Determine IMA billet qualifications, skills, and training requirements.

(2) Serve as the training sponsor for IMA personnel by developing and implementing training programs to prepare each Marine for successful accomplishment of the mobilization assignment.

(3) Establish IDT schedules and AT periods to ensure that the IMA is fully prepared to perform the duties required of the BIC upon mobilization. Reference (a) gives billet sponsors considerable latitude in scheduling IDTs and AT; therefore, these periods of duty may be established as best meets the unit's operational requirements and the reservists' availability.

(4) Ensure all IDTs and AT periods are performed within the functions of the BIC, and that IMAs meet participation requirements established within reference (a).

(5) Identify IMA staffing requirements, not to exceed allocated manning, by the BIC to the Director, RSU annually.

(6) Conduct personal interviews and review the applications of reservists applying for IMA billets and tour extensions. Provide recommendations to the CG MOBCOM via the Director, RSU regarding the applicants.

(7) Report IDT attendance of the IMA to the Director, RSU within 1 working day of the completion of each IDT period, utilizing the DMM or format contained in enclosure (3).

(8) Provide requests to the CG MOBCOM via the Director, RSU for IMA active duty or IDT (alternate site) orders using the format contained in enclosure (4). Requests must be provided a minimum of 30 days in advance.

(9) Submit fitness reports in accordance with appropriate Marine Corps performance evaluation directives.

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(10) Report results of required Physical Fitness Test and other training requirements to the Director, RSU as required.

(11) Upon receipt of a mobilization directive, submit requests for activation of IMAs to CMC (MPP-60) via chain of command.

(12) Provide Navy-Marine Corps Intranet (NMCI) seats and/or computer access for assigned IMAs to the level necessary to perform the functions of the assigned billet.

(13) Submit award recommendations for IMAs as appropriate via chain of command wherein the IMA is assigned by billet.

/s/

D. J. CHOIKE

DISTRIBUTION: A

MARINE CORPS COMBAT DEVELOPMENT COMMAND (MCCDC) IMA
BY TABLE OF ORGANIZATION (T/O) AND MONITOR COMMAND CODE (MCC)

COMMAND	UIC	MCC PLT	MCTFS Code
Marine Corps Combat Development Command	M30000	007	MCDC
Marine Corps Warfighting Lab	MS3002	1GF	MCDC
Joint Concept Development and Experimentation	MS3002	ME9	MCDC
Marine Corps Base, Quantico (MCBQ)	M30004	012	MCDC
Headquarters and Service Battalion	M30007	012	MCDC
Security Battalion, MCBQ	M30006	012	MCDC
Training and Education Command	M30407	086	MCDC
MAGTF Staff Training Program	MS3015	086	MCDC
Security Cooperation and Education Training Center	M30015	086	MCDC
Marine Corps Center for Lessons Learned	M30407	086	MCDC
The Basic School	M30300	078	MCDC
Officer Candidate School	M30380	069	MCDC
Weapons Training Battalion	M30903	095	MCDC
Marine Corps University	MS3302	068	MCDC
Command and Staff College	MS3303	068	MCDC
Expeditionary Warfare School	MS3304	068	MCDC
Communications School	MS3305	076	MCDC
Marine Corps Intelligence Activity	MS5122	077	MCDC
Marine Corps Network Operations and Security Center	MS5111	MB1	MCDC
Personnel Family Readiness Division	MS5105	QBN	MCDC
Marine Corps Embassy Security Group	M53502	R00	MCDC
Marine Corps Information Operations Center	M30050	TSR	MCDC

ENCLOSURE (1)

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SAMPLE BILLET SPONSOR ASSIGNMENT LETTER

1000

From:

To: Director, Reserve Support Unit

Subj: APPOINTMENT AS INDIVIDUAL MOBILIZATION AUGMENTEE
(IMA) BILLET SPONSOR

1. The following individual is appointed as the IMA Billet Sponsor for:

Organization: _____

Name/Rank/SSN: _____

Phone Number: _____

E-Mail: _____

2. Point of contact is _____.

Signature
Section OIC or Chief of Staff

ENCLOSURE (2)

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SAMPLE IMA UNIT MUSTER SHEET

IMA PLATOON CODE:MCDC

RUC: 88831

<u>TYPE OF IDT:</u>	<u>LOCATION OF IDT</u>	<u>IDT DATES</u>	<u>#</u>
REG	HTC	20 MAR 10	2
(REG)	(HTC)	21 MAR 10	2
(ATP)	(Off-site location)		
(RMP)			

NAME	GRADE	SSN	AM (20)	PM (20)	AM (21)	PM (21)	AM ()	PM ()	TOTAL
MARINE, JOE	LTCOL	1111	X	X	X	X			4
MOTIVATOR, CLARA	CAPT	2222	X	X	NS	NS			2

Comments:

BILLET SPONSOR
 (Assignment letter or
 certification authorization
 must be on file)

Note 1: If a telecommute IDT, the telecommute request and telecommute log must accompany the muster sheet.

Note 2: All IMA Marines are no longer required to muster. Reserve general officers will continue to sign their own UMSS and OpSponsors will sign for all other IMAs.

ADMIN USE ONLY

Date Received _____

Unit Diary Number _____ Date _____

ENCLOSURE (3)

ORDERS REQUEST

DUTY INFORMATION: Date: _____

Submitting Organization: _____

Point of Contact: _____
(name) (phone #)

Type of Orders Requested: _____

Place an X next to duty type requested.

<input type="checkbox"/>	ADOS-RC	<input type="checkbox"/>	ADOS-AC
<input type="checkbox"/>	Annual Training		
<input type="checkbox"/>	Associate Duty		
<input type="checkbox"/>	PME		
<input type="checkbox"/>	Off-site Drill		
<input type="checkbox"/>	Reserve Counterpart Training		
<input type="checkbox"/>	Other[Specify]:		

Duty Dates*: _____
(travel date) (report date) (end date)

Duty Site: _____
MCC (over 30 days) RUC (over 30 days)

Reporting Instructions: _____
(required) report to: CO, OIC, DIR, etc.

(reporting address)

Duty Purpose: _____

MARINE'S INFORMATION:

Name: _____
(exactly as it appears on ID - FOR AIRLINE TVL)

Reserve Status:

<input type="checkbox"/>	IRR	<input type="checkbox"/>	IMA	<input type="checkbox"/>	SMCR*
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 Place an X next to Reserve Status.

*If SMCR, please ensure SMCR unit has agreed to individual performing the duty.

Home Address: _____

Phone Numbers: _____
(home) (work)

ENCLOSURE (4)

Email address:
Grade | MOS | SSN:

(Grade)	(MOS)	(SSN)

Mode of
Travel:
