

Processing of Inter-Unit Transfer requests

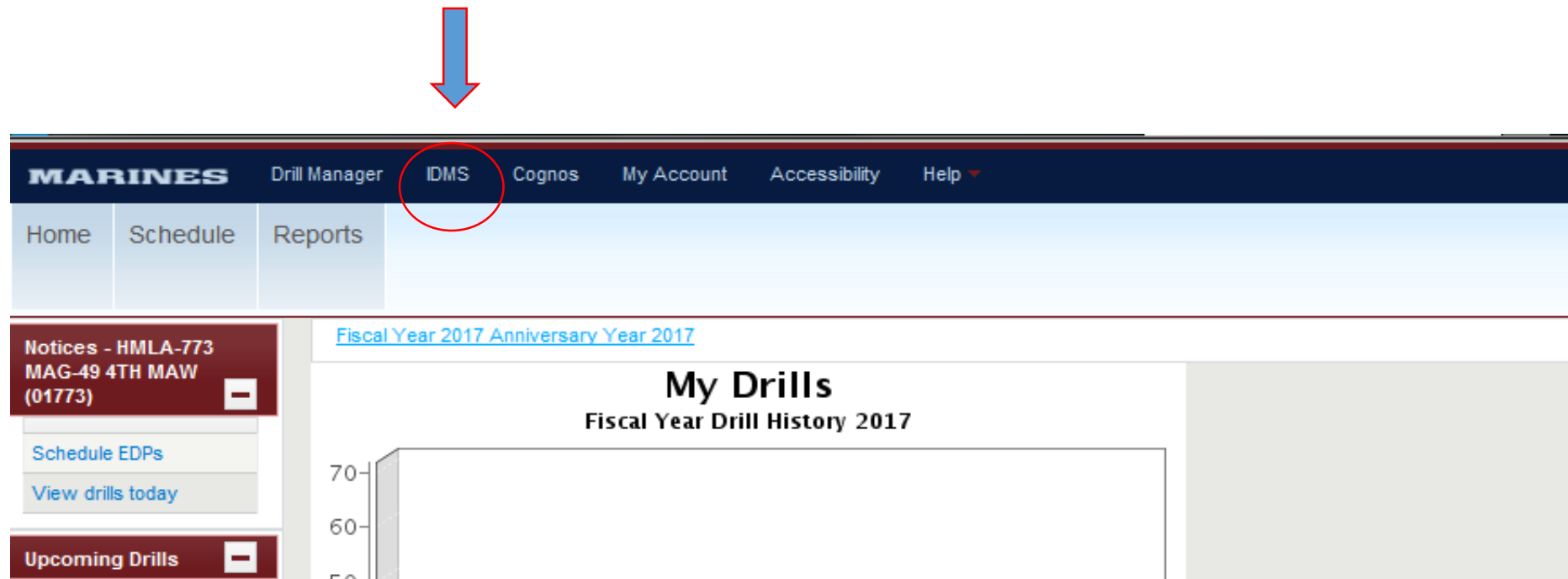
Through IDMS in DMM

Intro

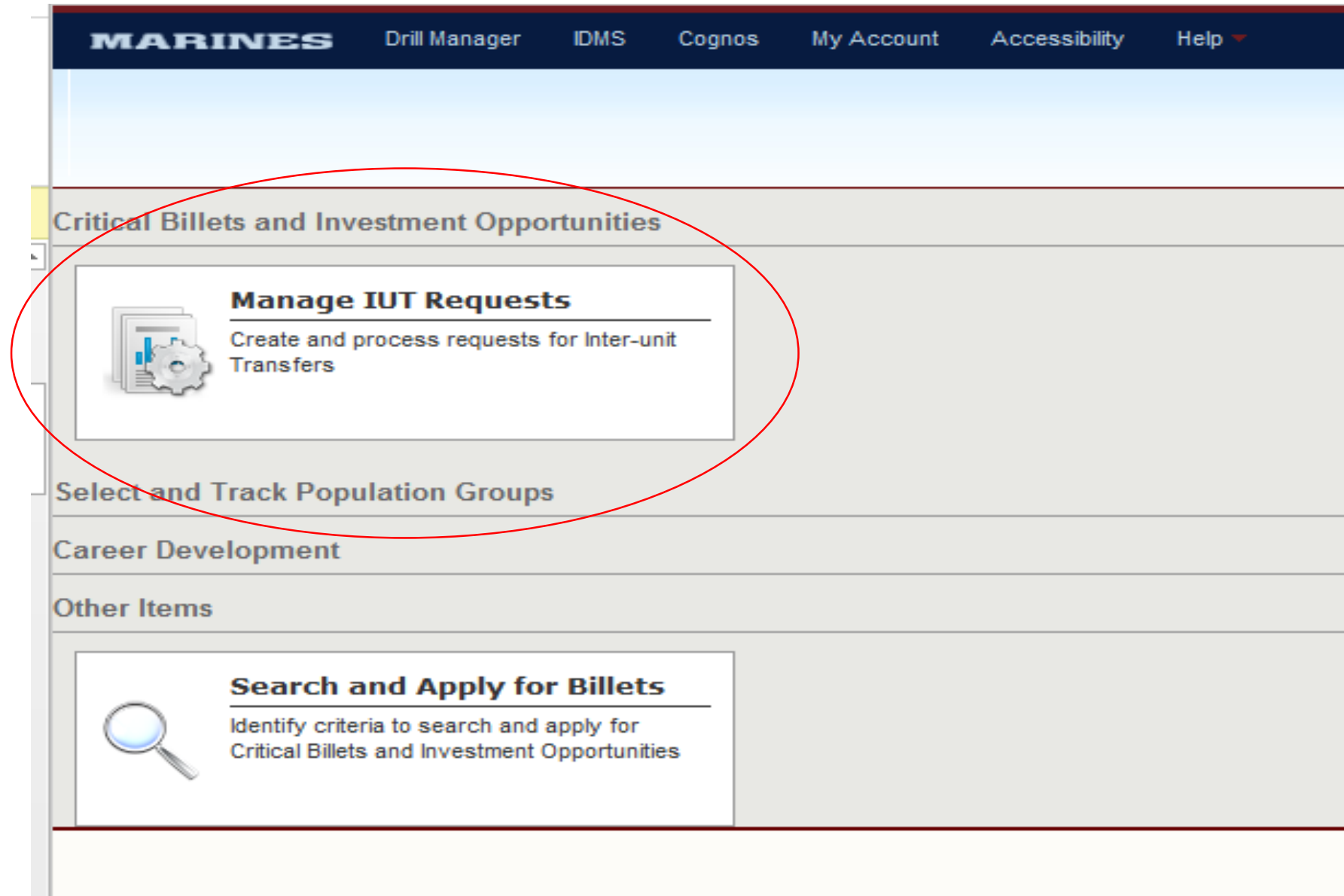
- Inter-Unit Transfer (IUT) requests were previously routed in paper format, but often took a long time to get approved and were often lost in transit between multiple units.
- Beginning earlier this year, IUTs are now processed within Drill Management Module (DMM or DM).
- Every reserve Marine has access to DM to view drill, request drill changes, and now to request an IUT.
- This slideshow will show you how the process works.

Go to the Drill Management Module website

- <https://rtamms.mceits.usmc.mil>
- On the home page click the “IDMS” tab




Click on “Manage IUT Request”



The screenshot displays the MARINES web application interface. At the top, a dark blue navigation bar contains the MARINES logo and links to Drill Manager, IDMS, Cognos, My Account, Accessibility, and Help. Below this, a light blue banner is visible. The main content area is divided into sections. The first section, 'Critical Billets and Investment Opportunities', contains a white box with a red circle around it. This box features an icon of a document with a gear, the title 'Manage IUT Requests', and the description 'Create and process requests for Inter-unit Transfers'. Below this section are 'Select and Track Population Groups', 'Career Development', and 'Other Items'. The 'Other Items' section contains a white box with a magnifying glass icon, the title 'Search and Apply for Billets', and the description 'Identify criteria to search and apply for Critical Billets and Investment Opportunities'.

MARINES Drill Manager IDMS Cognos My Account Accessibility Help


Critical Billets and Investment Opportunities

 **Manage IUT Requests**
Create and process requests for Inter-unit Transfers

Select and Track Population Groups

Career Development

Other Items

 **Search and Apply for Billets**
Identify criteria to search and apply for Critical Billets and Investment Opportunities

To begin the IUT click on “Request an IUT”

MARINES Drill Manager IDMS Cognos My Account Accessibility Help Logout

Create an IUT Request

Request an IUT

Request an IUT

Search IUT Requests

Last Name:

First Name:

EDIPI:

PMOS:

Request Status: **ACTIVE**

Export **Clear** **Search** **ests**

Active IUT Requests

Archived IUT Requests

Last Name ^	First Name ^	Rank ^	EDIPI ^	PMOS ^	Losing Unit ^	Gaining Unit ^	Status
					HMLA-773 MAG-49 4TH MAW (01773)	HQTRS MAG-41 4TH MAW (00048)	Draft

(1 of 1) 1 10

All information should be updated. Once complete click on “Next”



Name:

EDIPI:

Rank:

PMOS:

Home Address:

City:

State:

Zip Code:

Work Phone: 000-000-0000

Home Phone: 000-000-0000

Email Address:

Future Legal Address:

*Street:

*City:

*State:

*Zip Code:

*Phone:



Select “Unit type,” “Unit,” and “Search for Available BICs.” If you find an open BIC that matches your MOS, click “Next”

MARINES

Drill Manager

IDMS

Cognos

My Account

Accessibility

Help

CAPT JEFFREY R DIERLING

Logout

Inventory Management

Prioritization and Sourcing

Manpower Management

Reports

Create New Request -

Step 1

Marine

Step 2

Select Gaining Unit

Step 3

Gaining Unit Details

Step 4

Remarks

Step 5

Attachments

Step 6

Finalize

Unit Type:

SMCR

Unit:

04073 - HQTRS MARFORRES

Search for Available BICs

(1 of 1)

1

10

Choose one

BIC

M00242EX004

NON-OBLIGOR MOS AND GRADE MATCH, NO STRUCTURE

No

No

No

M00242EX009

MARINE PENDING MATTER RENDERING THEM INEFFECTIVE

No

No

No

(1 of 1)

1

10

<< Back

Next >>

Save as Draft

Submit to Losing Command

Cancel and Delete

Select the date you want the IUT to take effect then click “Next”

- IUTs cannot be approved after the effective date, so set this for at least 3 weeks out. If the effective date passes before the IUT is approved, it will be returned to start over again.

The screenshot shows the MARINES IDMS web application interface. The top navigation bar includes links for Drill Manager, IDMS, Cognos, My Account, Accessibility, and Help. Below this is a menu with options: Inventory Management, Prioritization and Sourcing, Manpower Management, and Reports. The main section is titled 'Create New Request' and features a progress bar with six steps: Step 1 Marine, Step 2 Select Gaining Unit, Step 3 Gaining Unit Details (currently active), Step 4 Remarks, Step 5 Attachments, and Step 6 Finalize. The form fields for Step 3 are as follows:

- Gaining Unit: HQTRS MAG-41 4TH MAW (00048)
- Address: 1058 BOYINGTON DR
- City: FORT WORTH NAS
- State: TEXAS
- Zip Code: 76127
- Mandatory Drill Participation Date: 2011-05-02 -
- IUT Effective Date: (highlighted with a red circle)

At the bottom of the form, there are three buttons: '<< Back', 'Next >>' (highlighted with a red circle and a blue arrow pointing to it), and 'Save as Draft'. To the right of these buttons is a 'Cancel and Delete' button. A calendar pop-up is open, showing the month of August 2017. The calendar grid has days of the week (S, M, T, W, T, F, S) as columns and dates (1-31) as rows. The date 17 is highlighted in orange.

Add any remarks necessary for the losing and gaining units' administrators and leadership to process the request.

The screenshot shows the 'MARINES' IDMS interface. The top navigation bar includes 'Drill Manager', 'IDMS', 'Cognos', 'My Account', 'Accessibility', and 'Help'. The user is logged in as 'CAPT JEFFREY R DIERLING'. The main menu has 'Inventory Management', 'Prioritization and Sourcing', 'Manpower Management', and 'Reports'. The 'Create New Request' process is shown with six steps: Step 1 Marine, Step 2 Select Gaining Unit, Step 3 Gaining Unit Details, Step 4 Remarks (current step), Step 5 Attachments, and Step 6 Finalize. The 'Remarks' field is a large text area with an 'Add' button below it. Below the form is a table with columns: Date, Action, Comment, Submitted By, and Unit. The table contains one row: 08/17/2017, Create Request, IUT Request created., [blank], HQTRS MAG-49 4TH MAW. At the bottom, there are buttons: '<< Back', 'Next >>', 'Save as Draft', 'Submit to Losing Command', and 'Cancel and Delete'. A red circle highlights the 'Next >>' button, and a blue arrow points to it from below.

Date	Action	Comment	Submitted By	Unit
08/17/2017	Create Request	IUT Request created.		HQTRS MAG-49 4TH MAW

Attach the MFR IUT checklist, distance waiver (if applicable), and any other supporting documents for the gaining and losing units to view, then click “Next”

MARINES Drill Manager IDMS Cognos My Account Accessibility Help ▾

Create New Request - [REDACTED]

Step 1 Marine Step 2 Select Gaining Unit Step 3 Gaining Unit Details Step 4 Remarks **Step 5 Attachments** Step 6 Finalize

+ Choose Upload Cancel

<< Back **Next >>** Save as Draft Submit to Losing Command Cancel and Delete

Review final outcome and click “Submit to Losing Command”

Step 1
Marine

Step 2
Select Gaining Unit

Step 3
Gaining Unit Details

Step 4
Remarks

Step 5
Attachments

Step 6
Finalize

Please review the information below. Inaccurate information and warnings will appear in red (with this icon *), and items noted as an error must be updated **before** a request can be submitted.

- *Error: [Marine](#) - Future Legal City can only contain alphabetic characters.
- *Error: [Marine](#) - Future Legal ZIP Code must be 5 numbers.
- *Error: [Gaining Unit Details](#) - IUT Effective Date is Required.
- *Error: [Remarks](#) - You must provide remarks for the IUT request.

Name:

Losing Unit: HQTRS MAG-49 4TH MAW

Gaining Unit: HQTRS MAG-41 4TH MAW

New BIC: M00242EX004: NON-OBLIGOR MOS AND GRADE MATCH, NO STRUCTURE

Effective Date:

Future Legal Address

Street:

City:

State: Alabama

Zip Code:

Phone:

<< Back

Next >>

Save as Draft

Submit to Losing Command

Cancel and Delete

To begin the IUT click on “Request an IUT”

MARINES Drill Manager IDMS Cognos My Account Accessibility Help [Logout](#)

Create an IUT Request

Request an IUT

[Request an IUT](#)

Search IUT Requests

Last Name:

First Name:

EDIPI:

PMOS:

Request Status: **ACTIVE**

[Export](#) [Clear](#) [Search Requests](#)

Active IUT Requests

Archived IUT Requests

Last Name ^	First Name ^	Rank ^	EDIPI ^	PMOS ^	Losing Unit ^	Gaining Unit ^	Status
					HMLA-773 MAG-49 4TH MAW (01773)	HQTRS MAG-41 4TH MAW (00048)	Draft

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- Check the status of your request on the right side of the Manage IUT Requests page under the IDMS tab.

Final thoughts:

- The IUT Checklist is required for all IUTs.
- A distance waiver is required if you will be commuting over 100 miles to the duty location requested.
- No other documents are required.
- IUTs are not a fire and forget weapon. Once it's submitted, contact the losing and gaining unit to let them know it's ready for their action, then follow up on your request at least once per week. You remain with your current unit until the IUT is approved and ran on Unit Diary.