Processing of Inter-Unit Transfer requests

Through IDMS in DMM

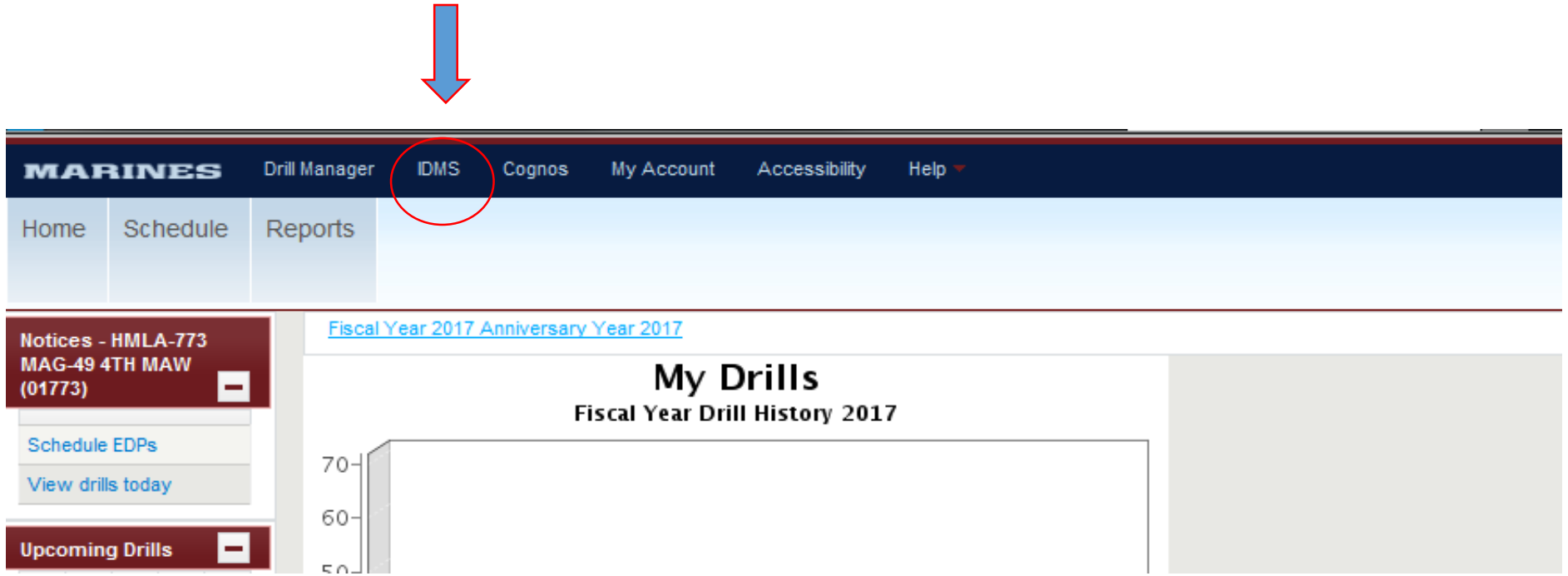
Intro

- 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.

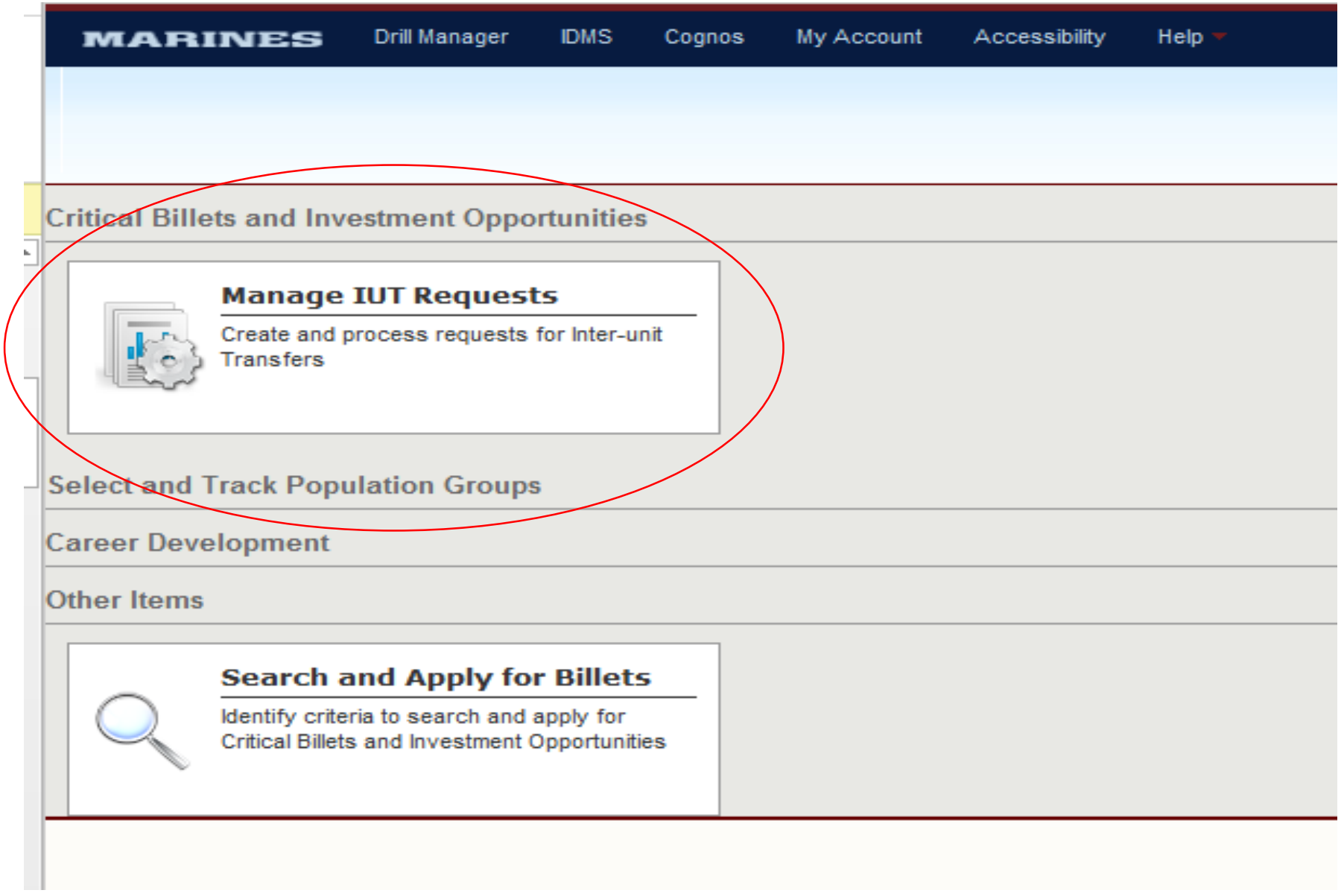
- This slideshow will show you how the process works.

Go to the Drill Management Module website

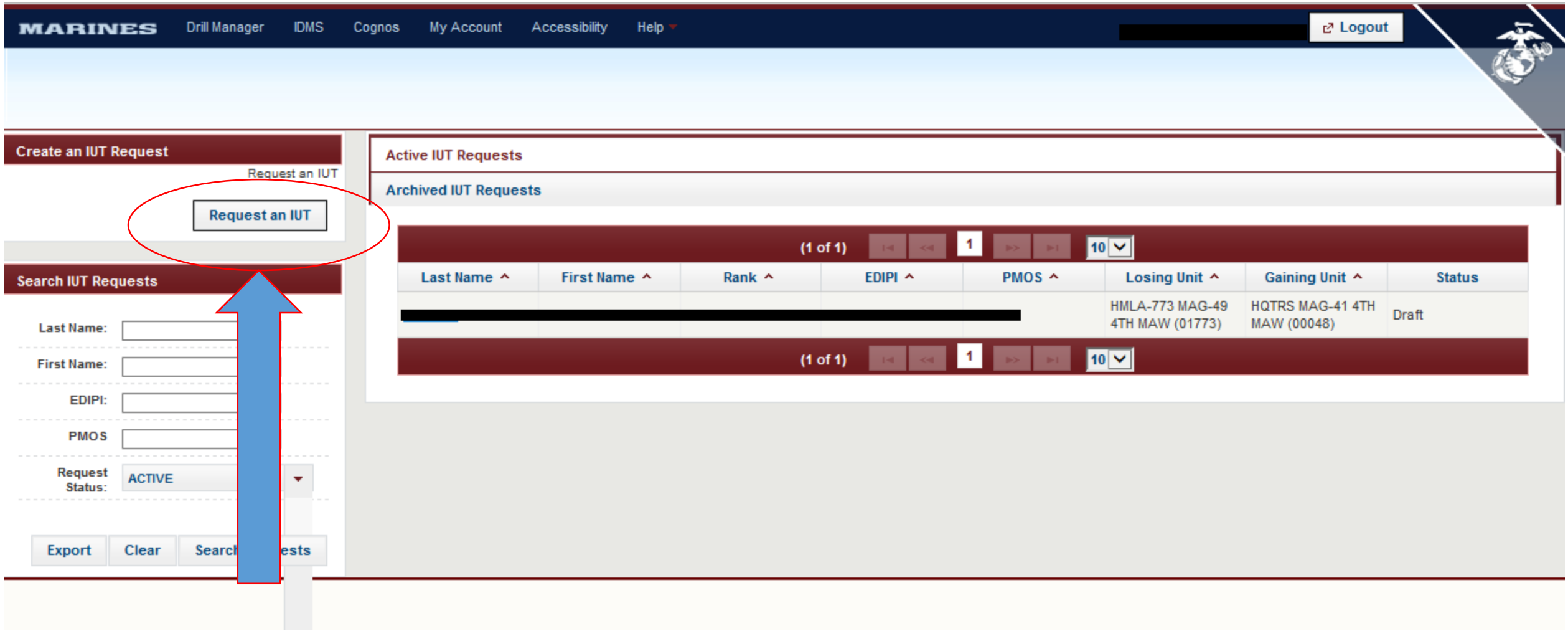
- https://rtamms.mceits.usmc.mil
- On the home page click the “IDMS” tab



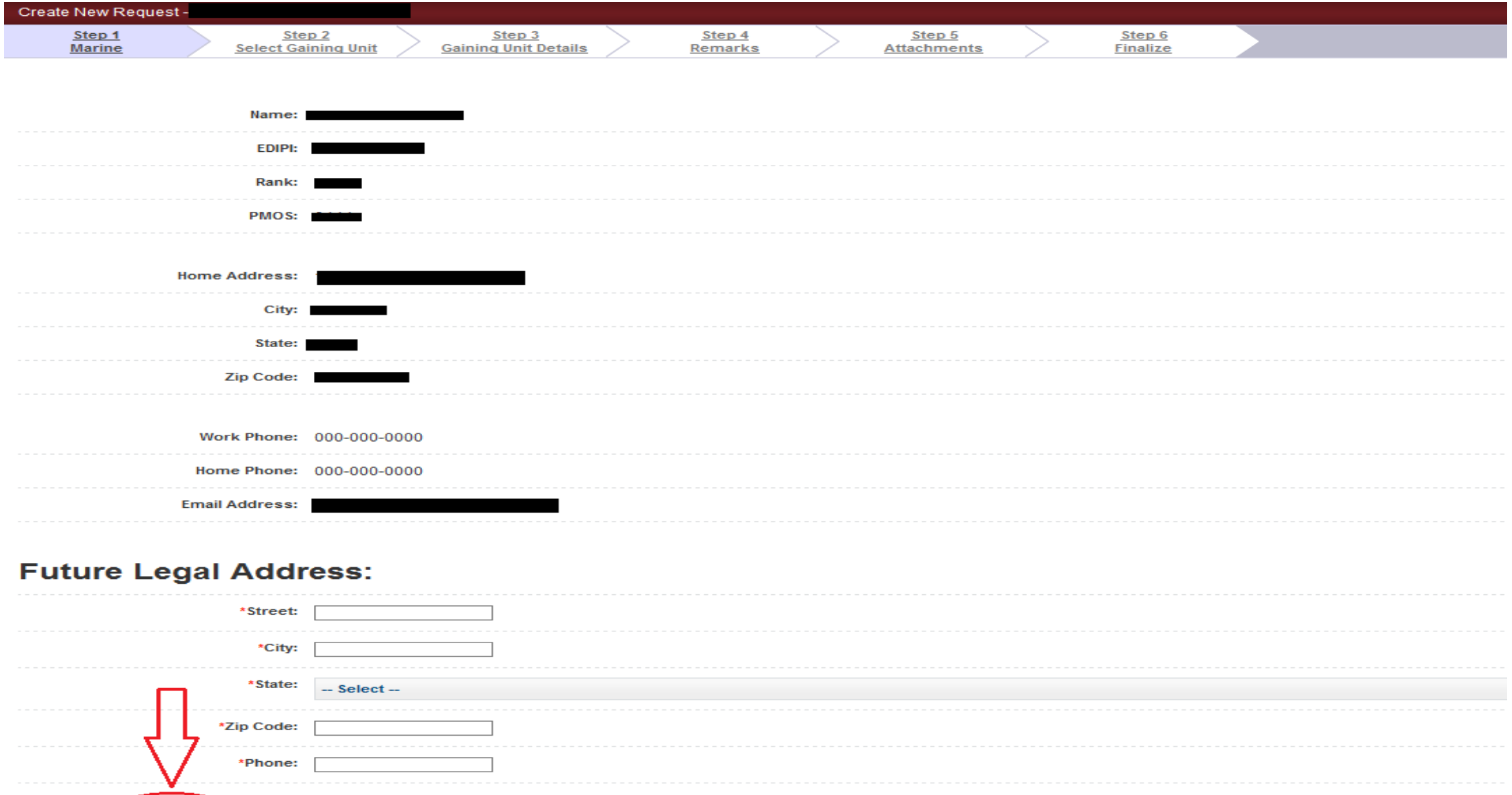
Click on “Manage IUT Request”



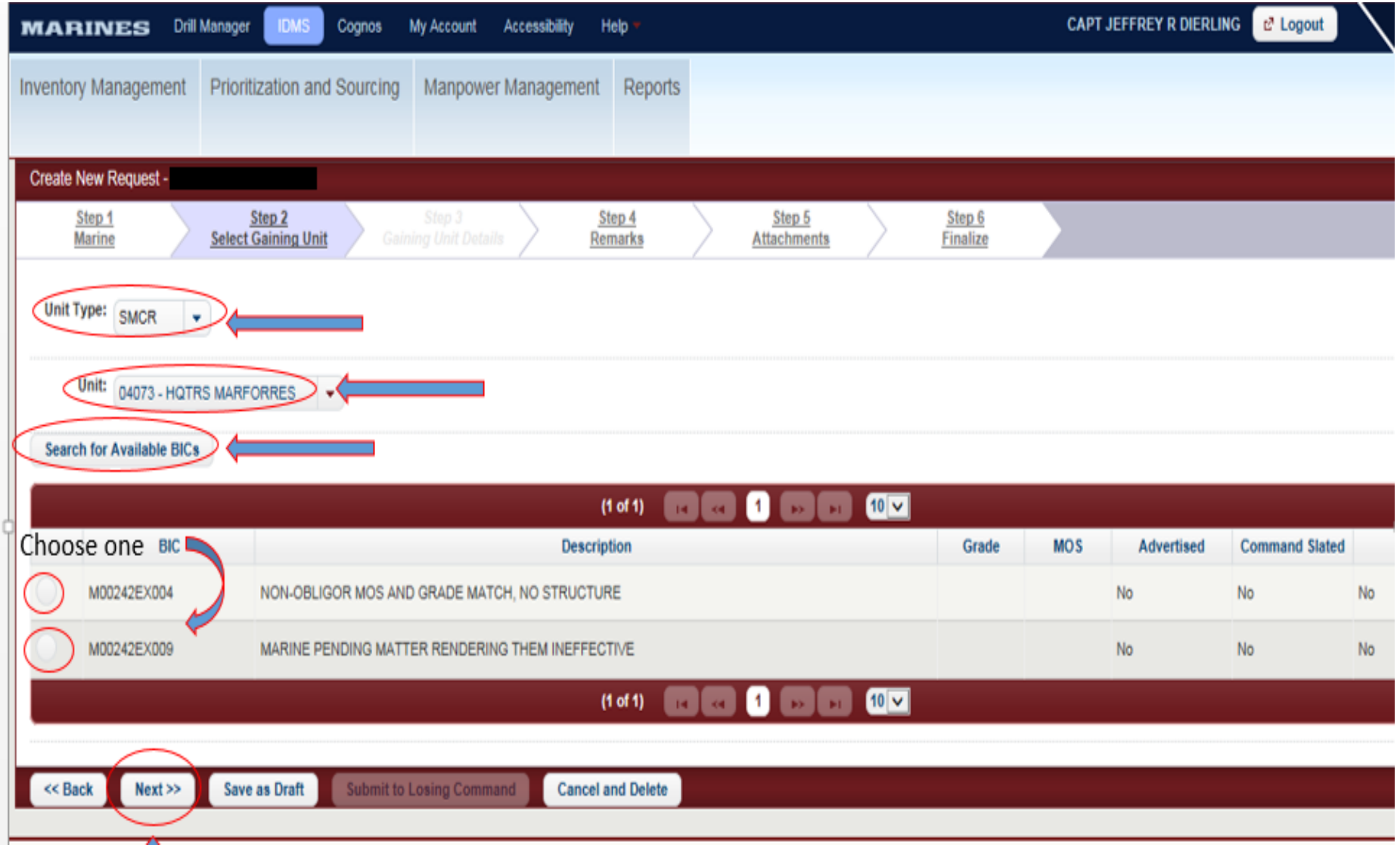
To begin the IUT click on “Request an IUT”



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

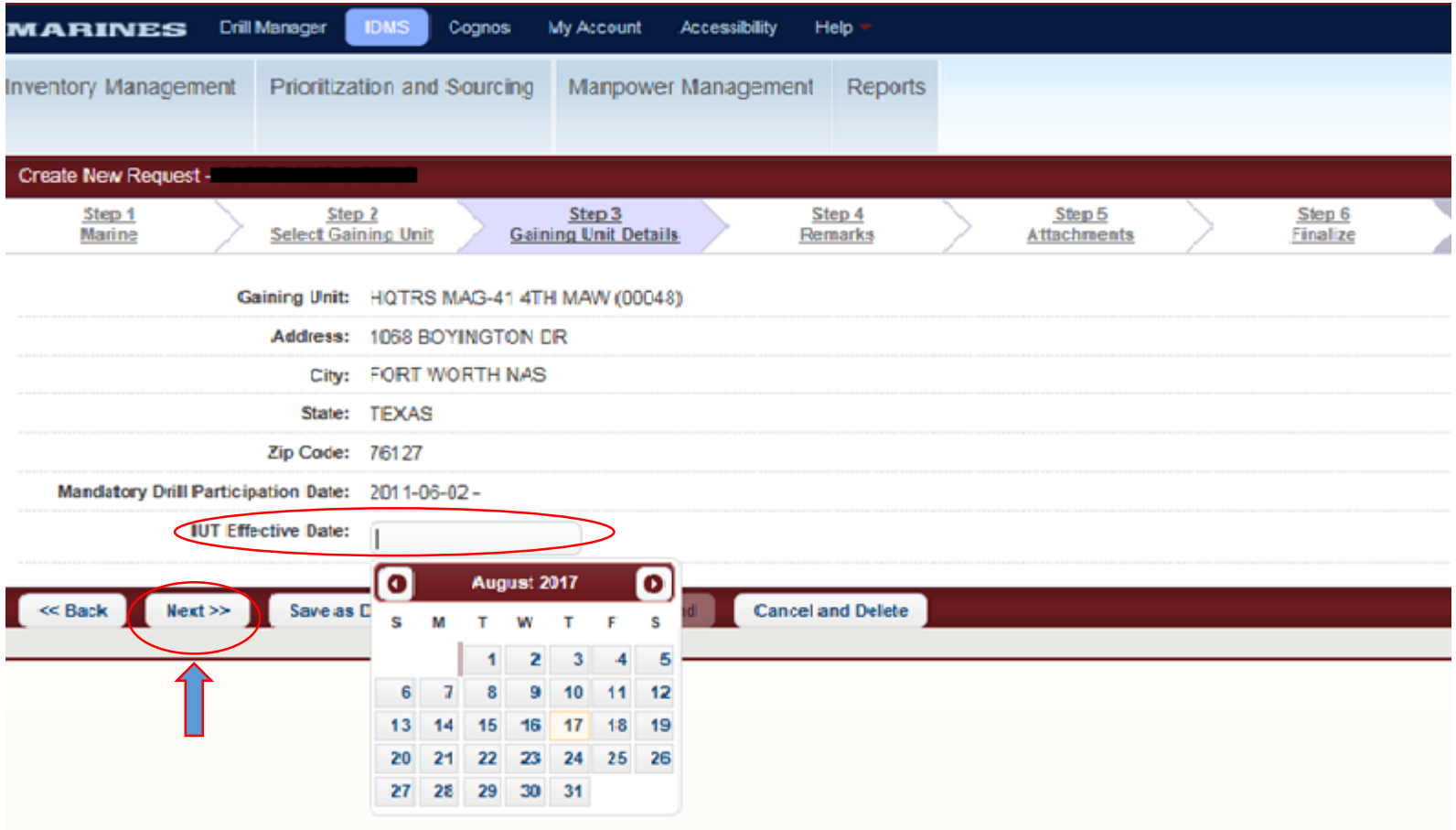


Select “Unit type,” “Unit,” and “Search for Available BICs.” If you find an open BIC that matches your MOS, click “Next”

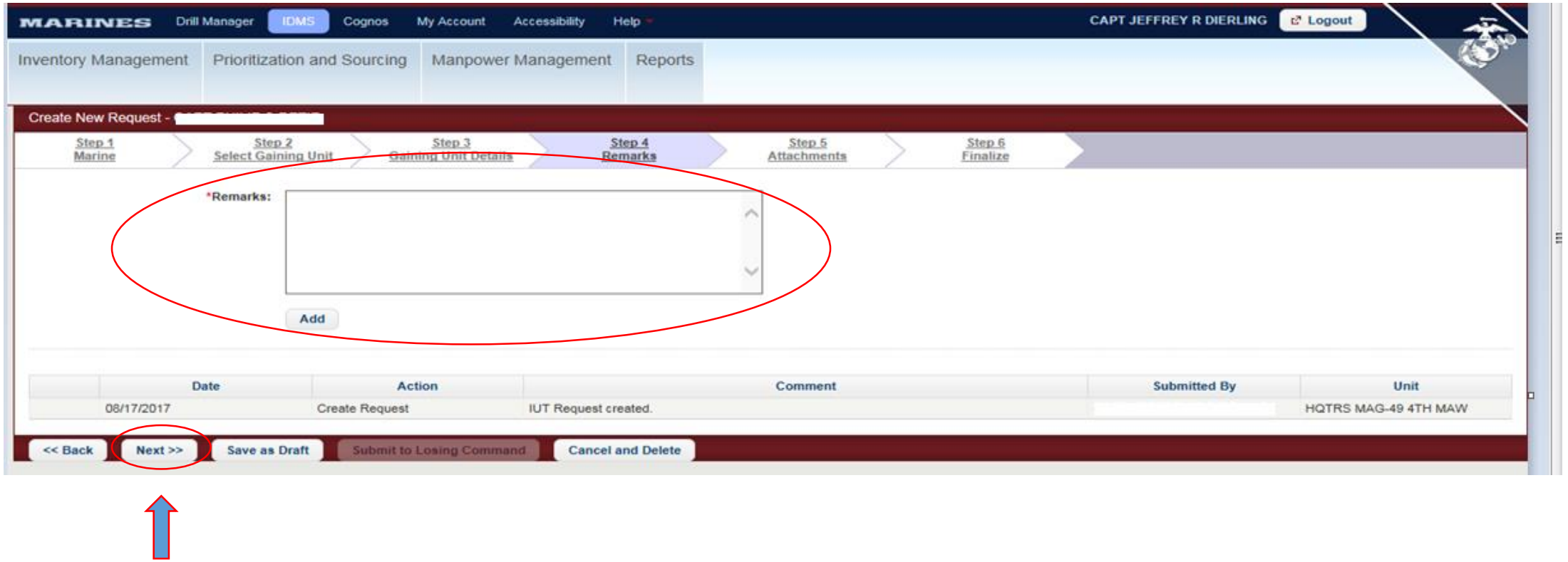


Select the date you want the IUT to take effect then click “Next”

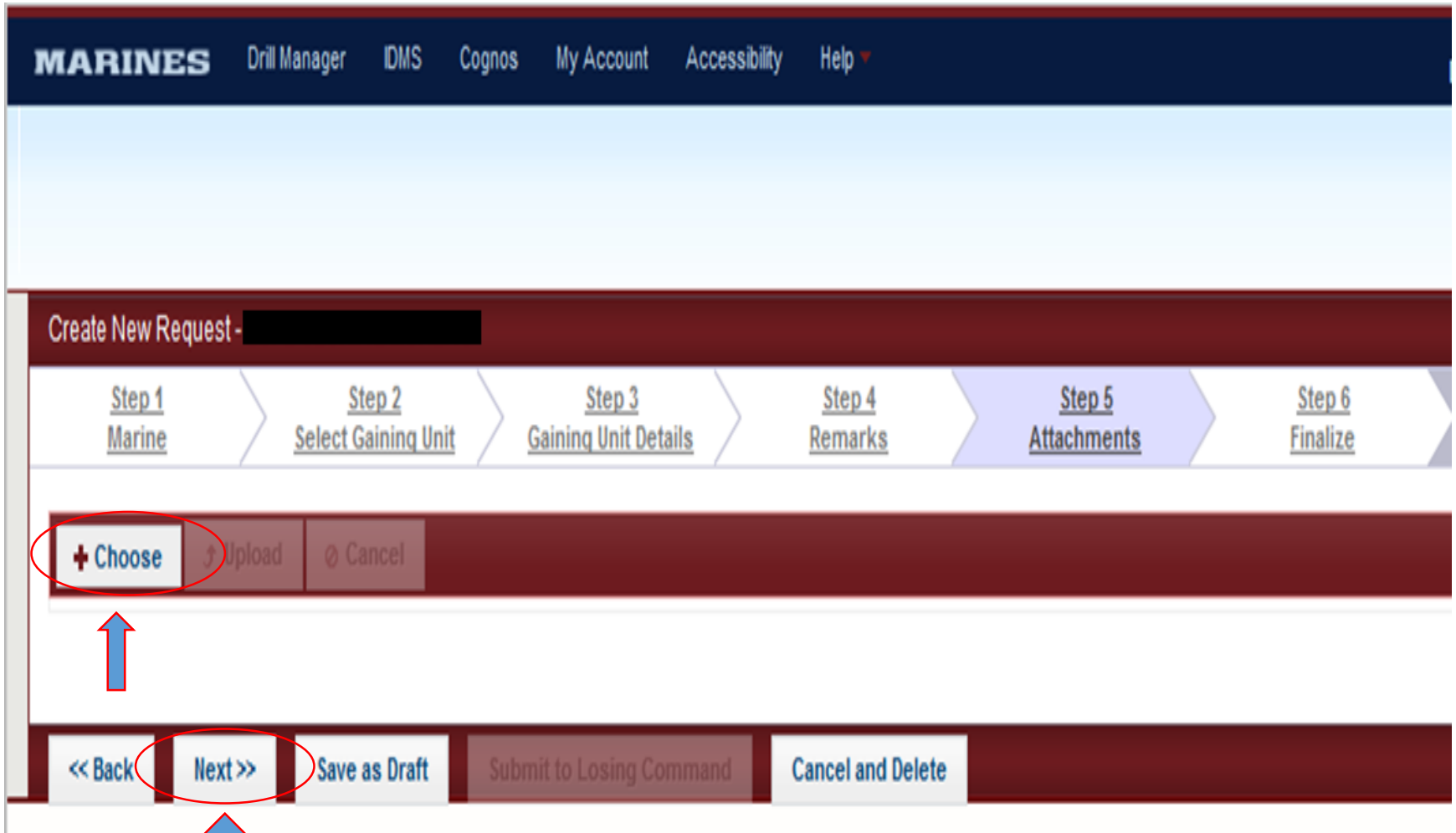
- IUTs cannot be approved after the effective date, so set this for at least 3 weeks out. If the effective date passes before the IUT is approved, it will be returned to start over again.



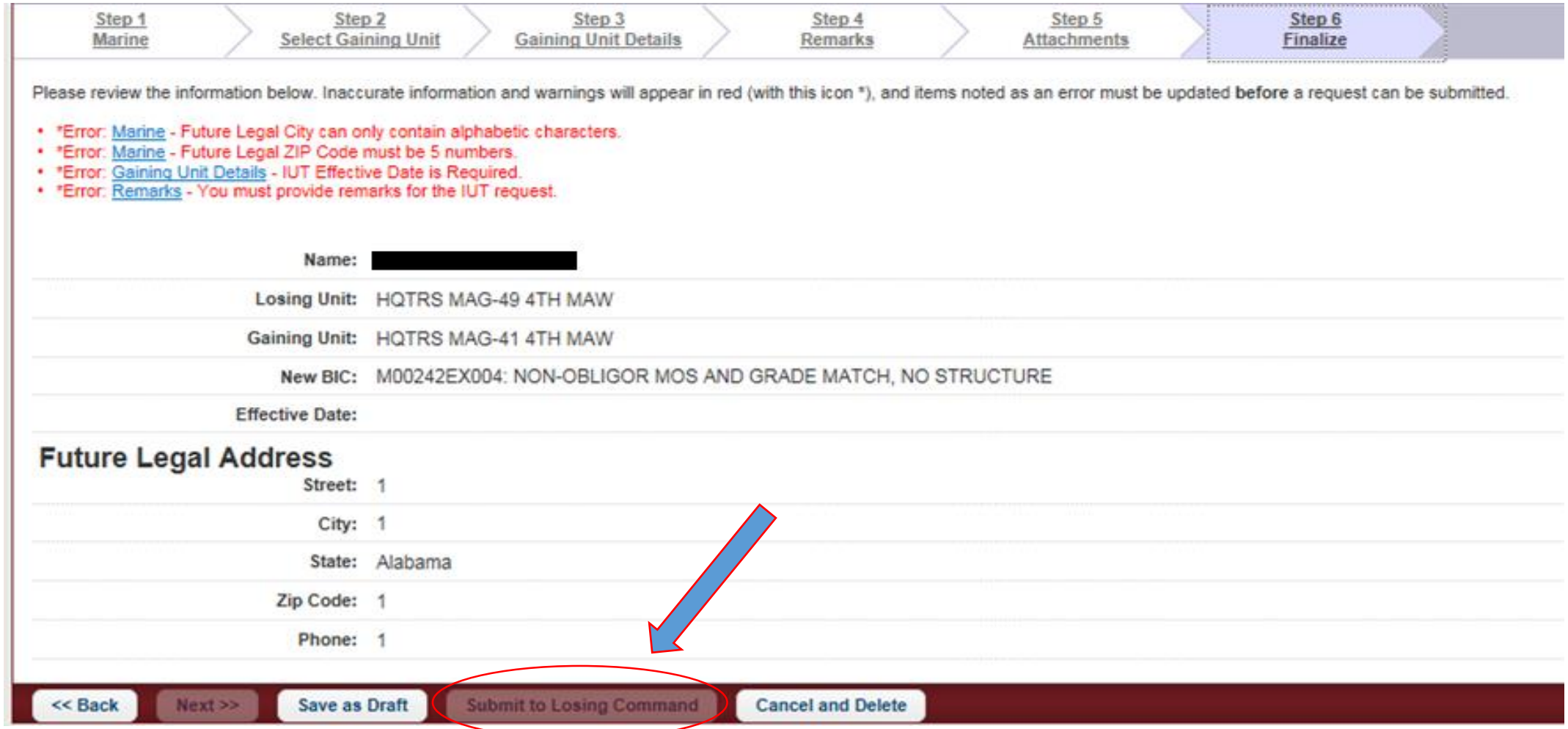
Add any remarks necessary for the losing and gaining units' administrators and leadership to process the request.



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”



Review final outcome and click “Submit to Losing Command”



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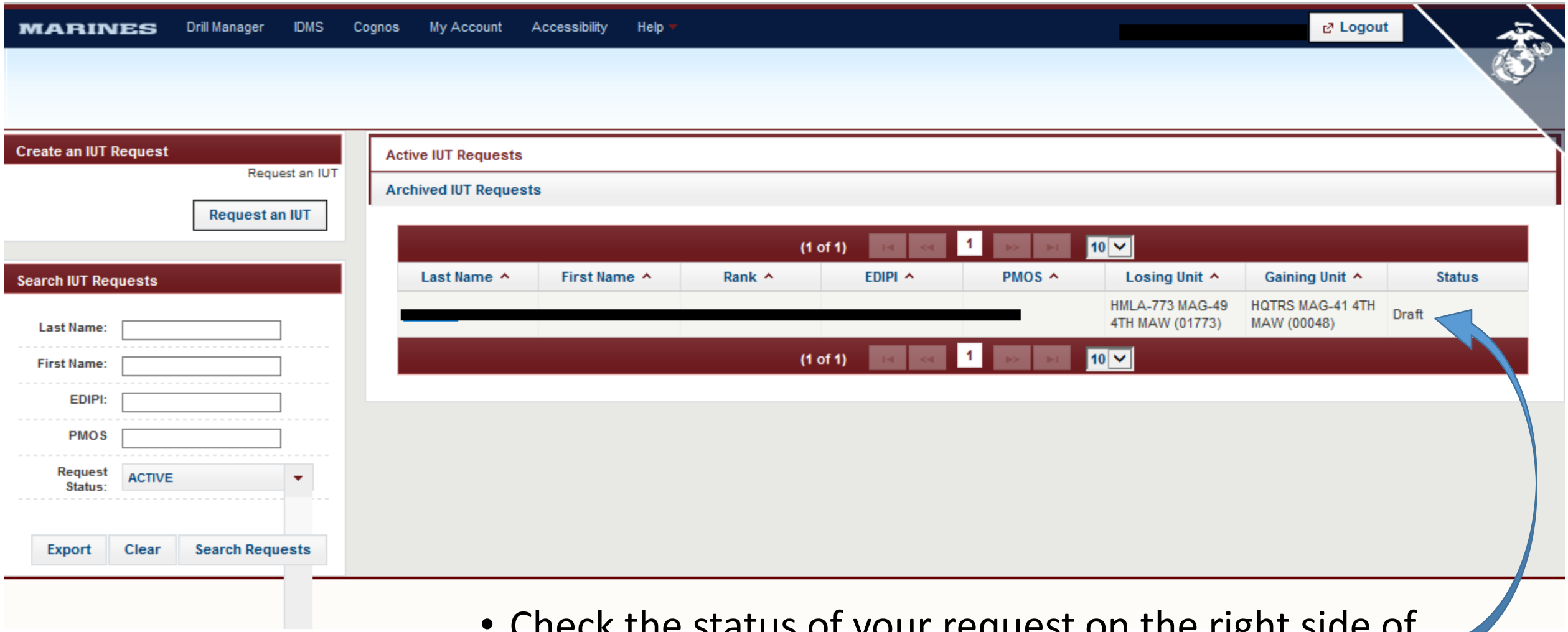

- Check the status of your request on the right side of the Manage IUT Requests page under the IDMS tab.

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.