

Processing of Inter-Unit Transfer requests

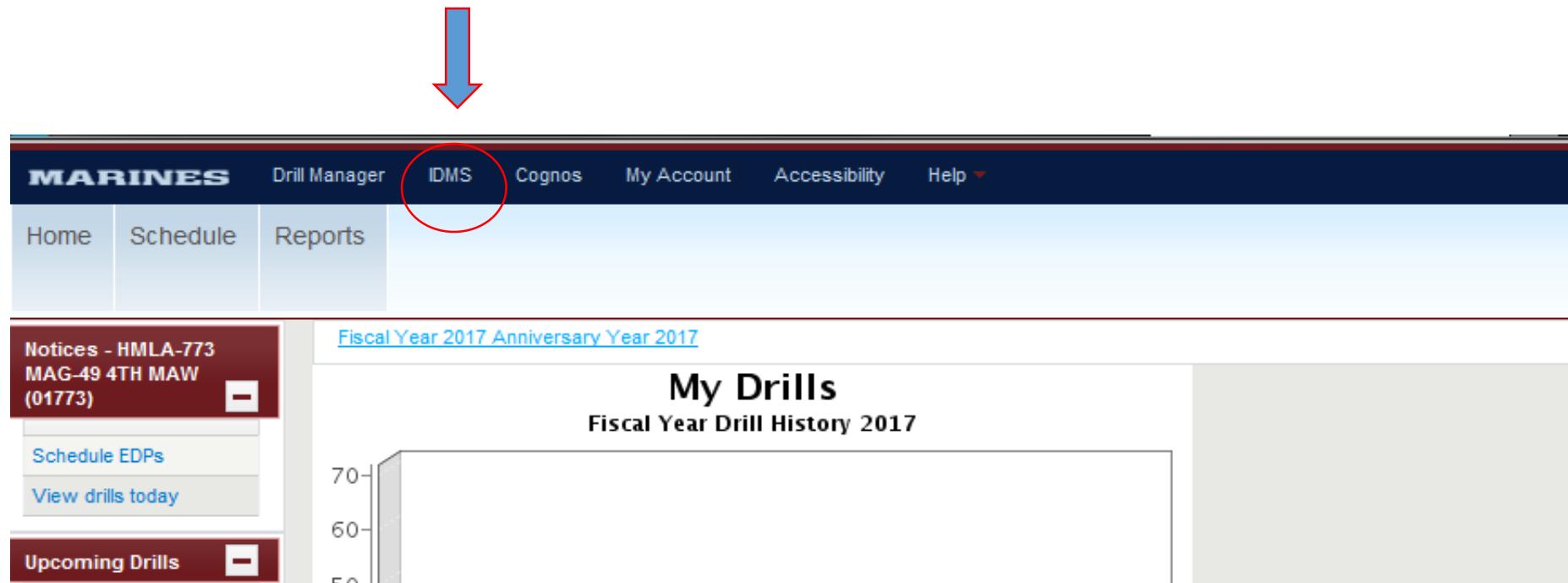
Through IDMS in DMM

Intro

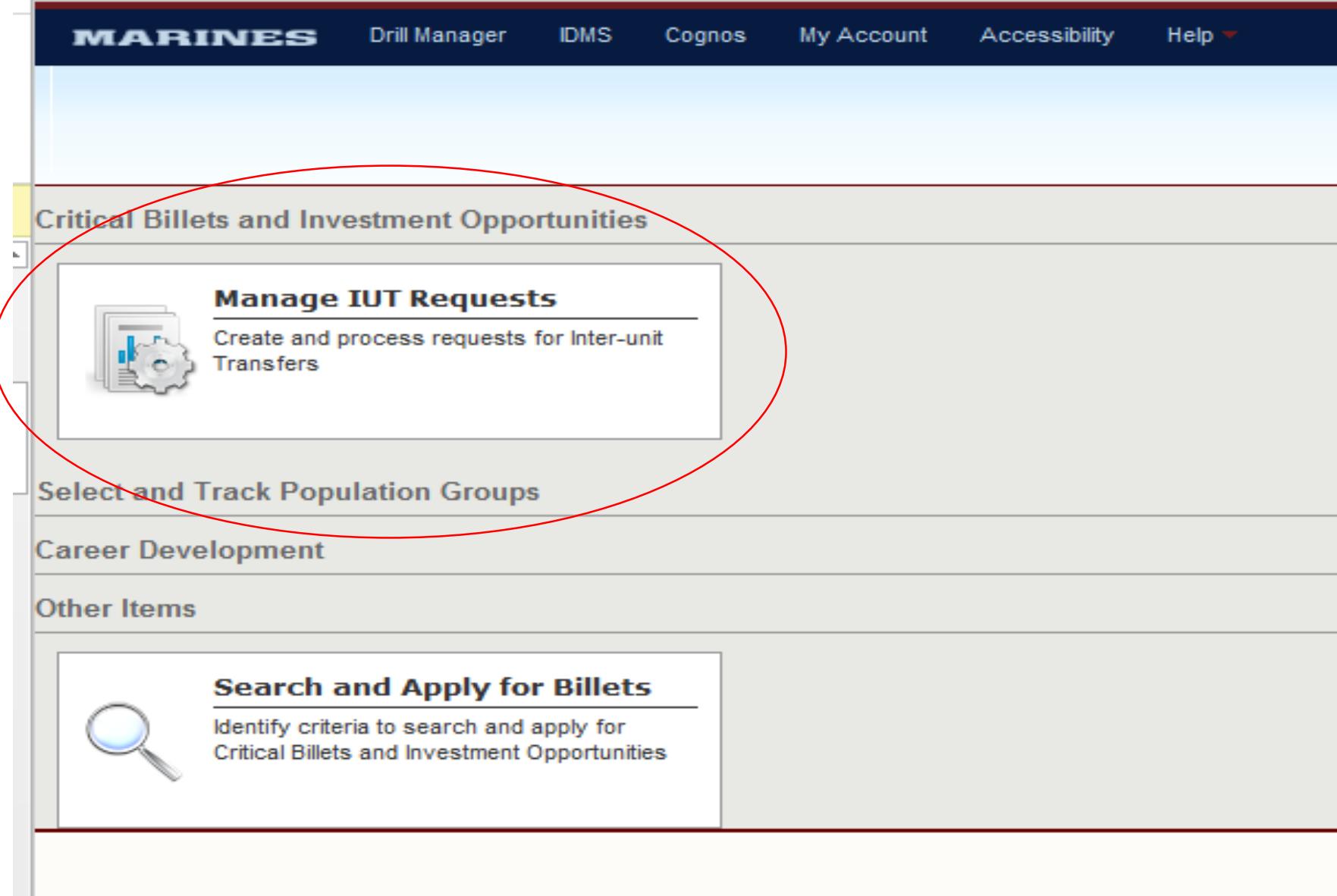
- Inter-Unit Transfer (IUT) requests were previously routed in paper format, but often took a long time to get approved and were often lost in transit between multiple units.
- Beginning earlier this year, IUTs are now processed within Drill Management Module (DMM or DM).
- Every reserve Marine has access 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 shows the MARINES software interface. At the top, there is a dark blue header bar with the word "MARINES" in white. Below the header, there are several menu items: "Drill Manager", "IDMS", "Cognos", "My Account", "Accessibility", and "Help".

The main content area is titled "Critical Billets and Investment Opportunities". It contains two main sections:

- Manage IUT Requests**: This section is highlighted with a large red circle. It features a gear and document icon, the title "Manage IUT Requests", and the description "Create and process requests for Inter-unit Transfers".
- Search and Apply for Billets**: This section features 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".

On the left side of the main content area, there is a vertical sidebar with the following categories:

- Critical Billets and Investment Opportunities
- Select and Track Population Groups
- Career Development
- Other Items

To begin the IUT click on “Request an IUT”

The screenshot shows the MARINES software interface for managing IUT requests. On the left, a sidebar titled "Create an IUT Request" contains a "Request an IUT" button, which is circled in red and has a large blue arrow pointing to it from the bottom left. Below this button are search fields for Last Name, First Name, EDIPI, PMOS, and Request Status (set to ACTIVE), along with "Export", "Clear", and "Search" buttons. On the right, there are two sections: "Active IUT Requests" and "Archived IUT Requests". The "Active IUT Requests" section shows a single record with the following details:

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

The "Archived IUT Requests" section is currently empty. The top navigation bar includes links for MARINES, Drill Manager, IDMS, Cognos, My Account, Accessibility, Help, and Logout, along with the Marine Corps logo.

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

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

Name: [REDACTED]

EDIPI: [REDACTED]

Rank: [REDACTED]

PMOS: [REDACTED]

Home Address: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip Code: [REDACTED]

Work Phone: 000-000-0000

Home Phone: 000-000-0000

Email Address: [REDACTED]

Future Legal Address:

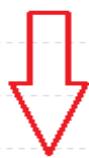
*Street: [REDACTED]

*City: [REDACTED]

*State: -- Select --

*Zip Code: [REDACTED]

*Phone: [REDACTED]



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

The screenshot shows the MARINES IDMS interface for creating a new request. The top navigation bar includes links for Drill Manager, IDMS (which is selected), Cognos, My Account, Accessibility, and Help. The user is CAPT JEFFREY R DIERLING. The main menu tabs are Inventory Management, Prioritization and Sourcing, Manpower Management, and Reports. The current step is Step 2: Select Gaining Unit.

The 'Create New Request' form has the following fields and controls:

- Step 1: Marine** (disabled)
- Step 2: Select Gaining Unit** (selected)
- Step 3: Gaining Unit Details** (disabled)
- Step 4: Remarks** (disabled)
- Step 5: Attachments** (disabled)
- Step 6: Finalize** (disabled)

Form fields:

- Unit Type:** SMCR (highlighted with a red circle and arrow)
- Unit:** 04073 - HQTRS MARFORRES (highlighted with a red circle and arrow)
- Search for Available BICs** (highlighted with a red circle and arrow)

The search results table displays two BICs:

Choose one BIC	Description	Grade	MOS	Advertised	Command Slated
<input type="radio"/> M00242EX004	NON-OBLIGOR MOS AND GRADE MATCH, NO STRUCTURE			No	No
<input type="radio"/> M00242EX009	MARINE PENDING MATTER RENDERING THEM INEFFECTIVE			No	No

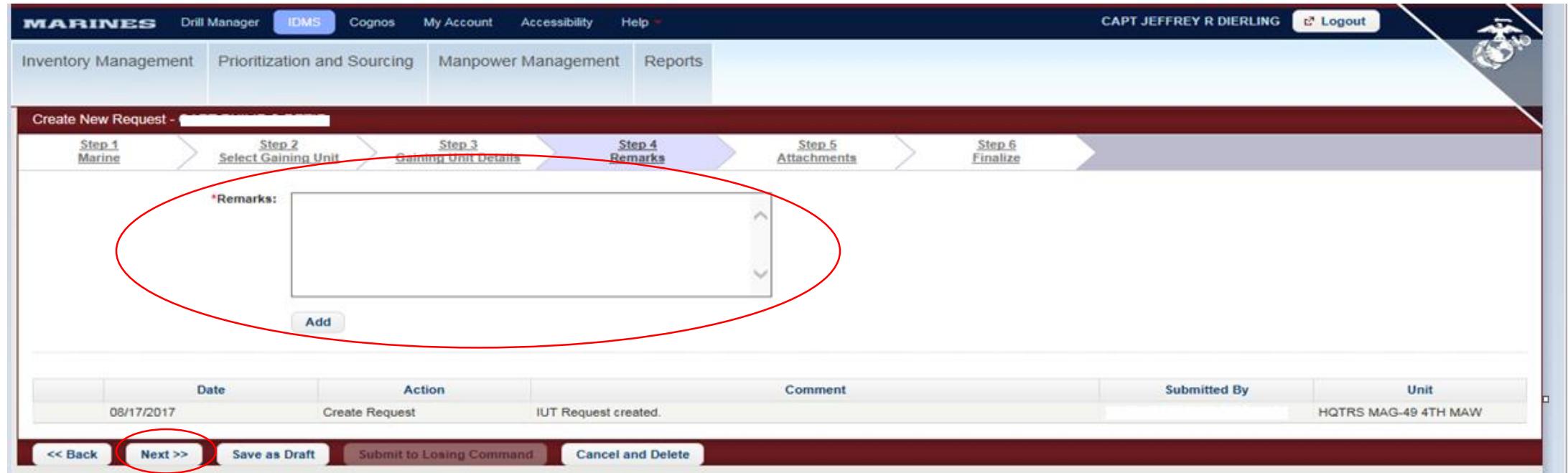
At the bottom of the form are buttons: << Back, **Next >>** (highlighted with a red circle), Save as Draft, Submit to Losing Command, and Cancel and Delete.

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 a software interface for 'Drill Manager' under the 'MARINES' logo. The top navigation bar includes 'Drill Manager', 'IDMS' (which is highlighted in blue), 'Cognos', 'My Account', 'Accessibility', and 'Help'. Below the navigation is a menu bar with 'Inventory Management', 'Prioritization and Sourcing', 'Manpower Management', and 'Reports'. A red banner at the top says 'Create New Request - [REDACTED]'. Below this is a step-by-step process: 'Step 1 Marine' (disabled), 'Step 2 Select Gaining Unit' (disabled), 'Step 3 Gaining Unit Details' (enabled), 'Step 4 Remarks' (disabled), 'Step 5 Attachments' (disabled), and 'Step 6 Finalize' (disabled). The 'Gaining Unit Details' section shows the following information: Gaining Unit: HQTRS MAG-41 4TH MAW (00048), Address: 1058 BOYINGTON DR, City: FORT WORTH NAS, State: TEXAS, Zip Code: 76127. The 'Mandatory Drill Participation Date' is listed as 2011-06-02. The 'IUT Effective Date' field is empty and circled in red. Below the date fields are buttons: '<< Back', 'Next >>' (circled in red), 'Save as C...', and 'Cancel and Delete'. A blue arrow points upwards from the 'Next >>' button to the 'IUT Effective Date' field. A calendar for August 2017 is displayed, showing the 17th as the selected date.

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



The screenshot shows a web-based application for creating a new request. The top navigation bar includes links for MARINES, Drill Manager, IDMS (which is highlighted in blue), Cognos, My Account, Accessibility, and Help. The user is logged in as CAPT JEFFREY R DIERLING. The main content area is titled 'Create New Request' and is divided into six steps: Step 1 (Marine), Step 2 (Select Gaining Unit), Step 3 (Gaining Unit Details), Step 4 (Remarks), Step 5 (Attachments), and Step 6 (Finalize). Step 4 is currently active, indicated by a blue background. A red oval highlights the 'Remarks' text area, which is currently empty. Below the text area is a small 'Add' button. At the bottom of the page, there is a table with columns for Date, Action, Comment, Submitted By, and Unit. The table shows a single entry: Date 08/17/2017, Action Create Request, Comment IUT Request created, Submitted By HQTRS MAG-48 4TH MAW, and Unit HQTRS MAG-48 4TH MAW. At the very bottom of the page, there are several buttons: '<< Back', 'Next >>' (which is highlighted with a red oval), 'Save as Draft', 'Submit to Losing Command', and 'Cancel and Delete'. A blue arrow points upwards from the bottom of the page towards the 'Next >>' button.

Date	Action	Comment	Submitted By	Unit
08/17/2017	Create Request	IUT Request created.	HQTRS MAG-48 4TH MAW	HQTRS MAG-48 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”

The screenshot shows the MARINES software interface for creating a new request. The top navigation bar includes links for MARINES, Drill Manager, IDMS, Cognos, My Account, Accessibility, and Help. The main title is "Create New Request - [REDACTED]". Below the title is a step-by-step navigation bar with six steps: Step 1 Marine, Step 2 Select Gaining Unit, Step 3 Gaining Unit Details, Step 4 Remarks, Step 5 Attachments (which is highlighted in light purple), and Step 6 Finalize. The "Attachments" step contains a "Choose" button with a plus sign, an "Upload" button, and a "Cancel" button. A red circle and a blue arrow point to the "Next >" button at the bottom of the screen, which is also circled in red. Other buttons at the bottom include "<< Back", "Save as Draft", "Submit to Losing Command", and "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: [REDACTED]

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: 1

City: 1

State: Alabama

Zip Code: 1

Phone: 1



<< Back

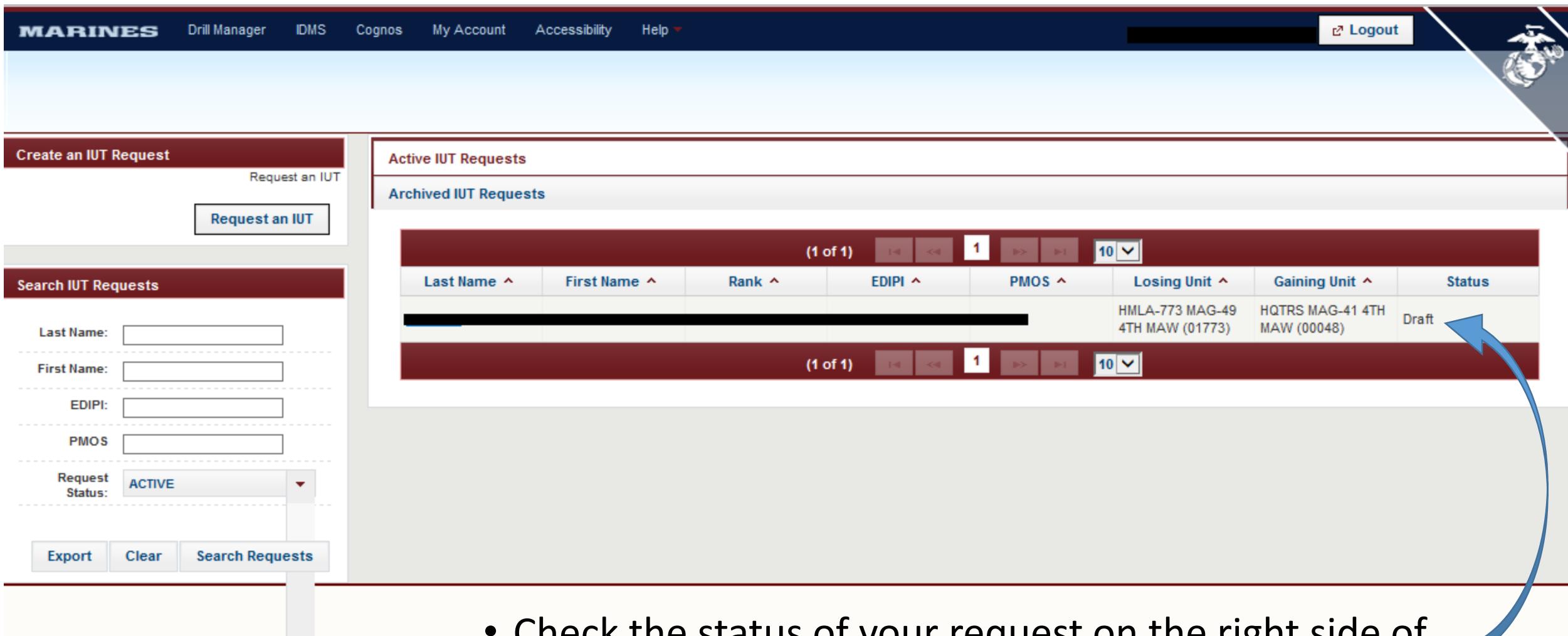
Next >>

Save as Draft

Submit to Losing Command

Cancel and Delete

To begin the IUT click on “Request an IUT”



The screenshot shows the MARINES IDMS interface with the following components:

- Header:** MARINES, Drill Manager, IDMS, Cognos, My Account, Accessibility, Help, Logout, and the Marine Corps logo.
- Create an IUT Request:** A button labeled "Request an IUT".
- Search IUT Requests:** Fields for Last Name, First Name, EDIPI, PMOS, and Request Status (set to ACTIVE). Buttons for Export, Clear, and Search Requests.
- Active IUT Requests:** A table with columns: Last Name, First Name, Rank, EDIPI, PMOS, Losing Unit, Gaining Unit, and Status. The table shows one row with the status "Draft".
- Archived IUT Requests:** A table with columns: Last Name, First Name, Rank, EDIPI, PMOS, Losing Unit, Gaining Unit, and Status. The table is currently empty.

- 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.