

1300

(Date)

From:

Rank LAST NAME, First Name MI LAST 4/MOS (ex. Sergeant MARINE, Model T. 6789/0321)

Via: (1)

OpSponsor, Requesting Unit (ex. Operational Sponsor, Marine Forces North, New Orleans LA)

(2) Commander, Marine Forces Reserve, G-1 (attn: IPAC/SELRES)

Subj: REQUEST FOR INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) TOUR EXTENSION

Ref: (a) MCO P1001.1_

1. Per the reference, I request a one year tour extension for the following IMA Detachment billet with _____

Name of unit

a. BIC: _____

b. BilMOS: _____

c. Billet description: _____

d. Billet grade: _____

e. Platoon code: _____

f. Date joined present unit: _____

2. My reason for this request is: _____

Signature of Marine

FIRST ENDORSEMENT

(Date)

From:

OpSponsor, Requesting Unit (ex. Operational Sponsor, Marine Forces North, New Orleans LA)

To: Commandant of the Marines Corps (Reserve Affairs)

Via: Commander, Marine Forces Reserve, G-1 (attn: IPAC/SELRES)

1. Forwarded, recommending _____.

approval/disapproval

2.

Full justification of recommendation, to include availability of replacement personnel and ongoing performance of requesting Marine

3. Point of contact is _____.

POC's Name and contact information

Signature of OpSponsor

How to fill out:

1. Have member fill in blanks with a justification why he wants to stay with the unit another year and sign.
2. Opsponsor puts in his justification why he wants to keep the Marine as well. Recommend approval is not acceptable. Opsponsor signs and emails form to csc@marforres.usmc.mil.