

Individual Mobilization
Augmentee (IMA)
Operational Sponsor
(OpSponsor) Administrative
Guide

Individual Mobilization Augmentee (IMA) Operational Sponsor (OpSponsor) Administrative Guide

This guide was created and maintained by the Selective Reserve Branch, Installation Personnel Administration Center (IPAC), New Orleans and is designed to assist OpSponsors with sorting out administrative responsibilities and workflow associated with supporting IMA Members. The guide is not all encompassing, but is a guide to putting the OpSponsors on the right track.

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Supporting Administrative Agencies

The main agencies providing administrative support and assistance for IMA Members are: the IMA Program Manager at Headquarters Marine Corps, responsible for management of the entire program; Marine Corps Individual Reserve Support Activity (MCIRSA), Marine Forces Reserve (MFR), responsible for the general administration; and IPAC, New Orleans, responsible for the personnel administration.

Headquarters Marine Corps
(Attn: RAM 5 IMA Program Manager)
3280 Russell Road
Quantico, Virginia 22134

Marine Forces Reserve
(Attn: MCIRSA)
2000 Opelousas Ave
New Orleans, LA 70146

Marine Forces Reserve
(Attn: IPAC)
2000 Opelousas Ave
New Orleans, LA 70146

Comm: 703-784-0524
DSN: 278-0524

Comm: 1-800-255-5082

Comm: 1-800-255-5082

An additional administrative agency you need to associate with is the Personnel Administrative Center providing support for the active duty Marines in your command; they will also be providing administrative support to your IMA Members who are performing periods of active duty with your command for over 30 days in duration.

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Customer Service Center (CSC)

The Customer Service Center is the primary means by which MFR manages personnel administration for your IMA personnel. Personnel Action Requests (PARs) can be initiated by:

- Logging on to the website, <https://csc.marforres.usmc.mil> (Preferred method)
- Email at csc@marforres.usmc.mil

NOTE: (E-MAILS THAT ARE SIGNED DIGITALLY WILL NOT TRANSMIT PORPERLY)

- Calling the Help Desk toll free number, 1-800-255-5082
- Sending a fax to 504-697-8695

Depending on the complexity and amount of research and time needed to complete action, PARs are either worked and completed immediately by the Customer Service Center (CSC) personnel or assigned to the appropriate section/individual within MFR to work and complete. The progress of the PARs can be tracked and email notifications given at every level of involvement through to completion. All PARs will be answered within 5 working days. If not, the OpSponsor or Marine should contact the CSC immediately for assistance and follow-up.

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Getting Started as an OpSponsor

In order to perform the basic administrative duties as an OpSponsor you will need to obtain proper access for yourself and your support staff (if any) to the following systems (you will have to provide a copy of your OpSponsor Assignment for some access):

System	System's Use	Request access through/from
Drill Management Module	Affects payment of Inactive Duty Training (IDT) periods performed by IMA Members	IMA Program Manager located at Headquarters Marine Corps Comm: 703-784-0524 DSN: 278-0524
Marine Forces Reserve Customer Service Center (CSC)	Initiates Administrative Action Requests	The CSC website: https://csc.marforres.usmc.mil The Help Desk: 1-800-255-5082
Marine Online (MOL)	Multi-functional portal for Marine/Commander controlled administration.	The CSC website: https://csc.marforres.usmc.mil The Help Desk: 1-800-255-5082 (IPAC adds you to the 88831 RUC then MCIRSA adds you to MOL (2-3 day process))
Reports Module (within MOL)	Creates adhoc reports on personnel	Initial request for MOL access
Training Management System (TMS) (within MOL)	Schedules and records required training events	Initial request for MOL access

Automated Personnel Evaluation System (APES) (within MOL)	Rate a Marine's performance.	Initial request for MOL access
Marine Reserve Order Writing System (MROWS) (within MOL)	The order writing system for ALL periods of duty EXCEPT regular drills performed at the Home Training Center.	The Help Desk at (317)-200-3399 manned by Harold Smith (Harold.Smith@mcw.usmc.mil) and Elizabeth Beckett (Elizabeth.Beckett@mcw.usmc.mil)
System	System's Use	Request access through/from
Document Tracking Management Service – Travel (DTMS-T) within MOL	Creates, submits and tracks travel vouchers through to completion	The Administrative Personnel Center servicing your active duty Marines

Additionally, getting started as an OpSponsor you should become familiar with MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (Short Title: MCRAMM), MCO 1001.59_ Active Duty For Operational Support (ADOS) In Support Of The Total Force (Short Title: ADOS), and MCO 1001.62_ Individual Mobilization Augmentee (**IMA**). The contents of these orders will affect the majority of management issues for the IMA members in your command.

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Audits

Audits are the means by which administration centers ensure complete accuracy within a Marines pay and personnel record. Failure to complete audits during prescribed periods can result in inaccurate payments of basic pay and allowances and travel entitlement. Marines are required to perform an audit of their personnel record on the following occasions:

- Upon joining/rejoining a command
- Within 60 days prior to a deployment
- Within 60 days prior to performing Annual Training
- Whenever there is a change in marital or dependency status
- Every three years (if none of the above situations have occurred)

The IPAC monitors occasions and conducts each of the above listed audits through communication with the Marine via the Customer Service Center and solicits assistance through the OpSponsors to achieve completion.

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Awards

Personal awards for submitted through the Improved Awards Processing System (iAPS) website: <https://www.manpower.usmc.mil/iaps/> should be routed through the owning unit's chain of command. Information on

awards can be sought from SecNavInst 1650.1_ Navy And Marine Corps Awards Manual and MCO 1650.19_ Administrative And Issue Procedures For Decorations, Medals, And Awards.

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Body Composition Program (BCP)

BCP monitors and evaluates the appearance of Marines while providing assistance through focused supervision in order to ensure compliance with established body composition and military appearance standards. BCP is managed by the Marines command (OpSponsor and/or support staff); conducting the required weigh-ins and adherence to current Marine Corps height and weight standards contained in MCO 6110.3 Marine Corps Body Composition And Military Appearance Program. When processing a Marine on the BCP, the BCP assignment form, NAVMC 11621 BCP Evaluation Form follows the operational chain. Every time the Operational Commander signs the NAVMC 11621 BCP Evaluation Form affecting change to the Marine's BCP status (i.e. assignment to the program, extension on the program, removal from the program, etc.) a copy of the NAVMC 11621 BCP Evaluation Form must be submitted to the Customer Service Center, so the Marines Marine Corps Total Force System (MCTFS) data can be updated.

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Bonuses, Affiliation

Marines who are in receipt of an affiliation bonus must meet all requirements outlined in the Statement of Understanding (SOU) the Marine signed prior to accepting the bonus. Be aware of your Marines with approved bonuses and what the parameters of their SOU are before authorizing transfers or periods of active duty outside the command beyond 30 days. SOUs will not prevent conducting the transfer or period of active duty, but may result in a pro-rated recoupment of bonus funds already disbursed if the SOU is violated.

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Career Planning: Reenlistments and Extensions

Career management is ultimately the responsibility of each Marine; however as an OpSponsor you have an inherent responsibility to ensure each Marine career is being managed properly. When Marines are nearing their Reserve Expiration of Current Contract (RECC) they need to initiate the reenlistment or extension process with the MCIRSA Career Planner if they intend to remain a Marine. Because of the signatures needed and information verification associated with reenlisting/extending, it is recommended that Marines contact the MCIRSA Career Planner no later than six months prior to their RECC. Initiating the process six months out will allow the Marine time to fix any problems (i.e. fitness report date gaps or unacceptable medical readiness) the Career Planner identifies that could delay or prevent Headquarters Marine Corps approval. The MCIRSA Career Planner can be contacted at (504) 697-8491/8492.

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Drops

Marines whose Reserve Expiration of Current Contract (RECC) date approaches and they did not execute a reenlistment or extension, will be discharged in the Marine Corps Total Forces System (MCTFS) by the IPAC's Selected Reserve Branch and will no longer be a Marine. Careful visibility must be exercised over your Marines to ensure they execute a reenlistment or extension prior to their RECC if they desire to remain in the Marine Corps. If they are discharged and did not reenlist or extend in time and still desire to be in the Marine Corps, they must seek enlistment as a civilian through a Prior Service Recruiter. If on the fifth day after the Marine's RECC has expired, with no reenlistment/extension, the Marine will be dropped from the rolls. Questions with reference to drops can be further addressed at (504) 697-7930.

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Dependency Data

Marines are required to keep their marital status and dependency data current within the (MCTFS). A Personnel Action Request (PAR) must be created by the Marine in the Customer Service Center (CSC) whenever there is a change in marital status or dependent data. The PAR should contain a completed Dependent Package, which can be obtained from the Installation Personnel Administration Center (IPAC) website, <http://marines.mil/unit/marforres/MFRHQ/G1/IPAC/NEW%20IPAC%20SITE/Home.html>. Assistance filling out the documents or answering associated questions is provided by the Selected Reserve Branch (SelRes), Installation Personnel Administration Center (IPAC), Comm: (504) 697-7899/7925. Dependent Packages need to contain a copy of the proper source documents to completely process; below are basic documents required for adding or losing a spouse or child(ren) (including stepchildren). *NOTE* if adding a spouse who has been previously married, include a divorce decree for each terminated marriage.

Dependent Add

Marriage certificate
Birth certificate
Court ordered child support
Dependency Affidavit
Mother's support statement

Dependent Loss

Divorce decree
Death certificate
Court ordered custody loss

For dependents who are not spouses or children, refer to MCO P1751.3_ Dependency Determination And Basic Allowance For Housing for more information or contact the Selected Reserve Branch at the above numbers for guidance.

All Marine's marital status and dependent data has a direct impact on pay and entitlements, and can inhibit expedient execution of orders. You should ensure your Marines maintain accurate marital status and dependent data and update that data immediately upon a change.

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Drill Management Module

The DM Module is the means by which OpSponsors pay IMA Members for performing Inactive Duty Training Periods through the following website: <https://dm.manpower.usmc.mil/> . For any questions regarding Drill Management Module you may contact MCIRSA at (504) 697-8459. See IDT section for more details on types of drills. A quick reference guide for Paid Drills and User Roles can be found below.

Paid Drill Matrix

In order for a drill to be paid Steps 1-6 must be completed. To view the status of a drill and verify what step it is currently in, view the Drill Details.

STEP	STATUS	WHAT ROLE INITIATES THIS STATUS	STATUS DEFINITIONS	NEXT STEP IN THE DRILL MANAGER PROCESS
1	<i>Created Drill</i>	Individual Marine, Schedule Creator or Proxy	The drill request has been created and submitted to Approver.	Approver is notified and takes action on drill request.
2	<i>Approved Drill</i>	Approver	The drill request has been approved and the Marine may now attend the scheduled drill.	Once a drill has been approved the Mustering Official is notified to substantiate the attendance at a drill.
STEP	STATUS	WHAT ROLE INITIATES THIS STATUS	STATUS DEFINITIONS	NEXT STEP IN THE DRILL MANAGER PROCESS
3	<i>Saved Muster</i>	Mustering Official or Mustering Manager	The muster sheet has been created and saved by the Mustering Official or Muster Manager.	After a drill has been completed, the saved muster sheet is submitted to the Approver to be reviewed.
4	<i>Submitted Muster</i>	Mustering Official or Muster Manager	The muster has been submitted to the Approver for review.	Once a muster sheet has been submitted, the Approver is notified to review and certify the muster sheet.
5	<i>Certified Muster</i>	Approver	The muster sheet has been approved and certified.	Once a muster sheet has been certified, the Muster Manager prepares the muster and exports the transactions into the Unit Diary Marine Integrated personnel System (UD/MIPS).
6	<i>Exported Muster</i>	Muster Manager	The muster has been exported for input into UD/MIPS.	Drill is available to be processed within the Total Force System for pay

DMM User Roles Defined

User Role	Explanation	Held By
Schedule	Generates the schedule for a unit.	Ops Officer/Chief

Creator		
Reviewer	Reviews RIDT (Reschedule individual Duty for Training) and APD (Additional Paid Drill) requests for an individual Marine.	Small Unit Leaders
Proxy	Submits individual requests on behalf of another Marine.	Platoon Sergeant
Muster Official	Substantiates attendance at a drill.	Mustering Official
Muster Manager	Prepares the muster and exports transactions into the Unit Diary Marine integrated Personnel System (UD/MIPS).	Personnel Officer/Chief
Approver	Certifies the unit schedule, individual requests, and the muster sheet.	Commanding Officer or Operating Sponsor
Trusted Agent	Acts as the Approver in his absence.	I&I (Inspector-Instructor)
APD Manager	Manages distribution of Additional Paid Drills for a unit.	Ops Officer/Chief
DM Manager	Grants or removes user roles.	Personnel Officer/Chief

DMM User Role Matrix

User Roles Matrix	Home	Schedule	Reports	Account Management	APD Management	Unit Diaries	Holds
Schedule Creator	*	*	*				
Reviewer	*	*					
Approver	*	*	*				
Trusted Agent	*	*	*				
Proxy	*	*					
Muster Manager	*	*	*			*	*
Muster Official	*	*					
DM Manager	*	*		*			
APD Manager	*	*			*		

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Inactive Duty Training Periods (IDT) (aka Drills)

IDT is authorized training performed by members of the Ready Reserve not on AD and performed in connection with the prescribed activities of the units with which they are affiliated. IDT consists of regularly scheduled unit training periods, , and Additional Paid Drills (APD) which are further categorized as: Additional Training Periods (ATPs), Additional Flight Training Periods (AFTPs), Funeral Honors Duty Allowance (FHDA); and finally equivalent training (Associate Duty). The primary purpose of IDT is to provide individual and/or unit readiness training.

- ATPs may be performed by IMA members and are additional IDT periods intended to improve readiness by providing for individuals and units to receive required and necessary training for attaining and maintaining designated readiness levels. ATPs are performed to accomplish additional required training as defined by a unit's wartime mission or a member's CO/I-I/OIC/OpSponsor.
- AFTPs are authorized for SMCR and IMA aircrew members for conducting aircrew training and combat crew qualifications training. AFTPs will be used to attain and maintain aircrew flying proficiency and sustain mobilization readiness.

- For FDHA, Members are entitled to \$50.00 for a minimum of two hours inactive duty in support of funerals to honor deceased veterans. This allowance entitles the reservist to certain reimbursable travel expenses, a single inactive duty service credit point, and, for FHDA performed on or after 1 October 2000, authorizes members to be paid the amount of one drill or \$50.00, whichever is greater, and is subject to Federal and State Tax Withholding. A maximum of one FHDA is authorized and paid each calendar day, and one reserve retirement credit point is earned for FHD. FHDs may not be performed in conjunction with any IDT period. If a single IDT drill is scheduled for the same day as a FHD, it must be completed prior to or commence after the FHD is performed.
- Associate Duty may be authorized by MCIRSA for IMA members to perform inactive duty on an affiliated basis with a Reserve or Active Component unit. The intent of associate duty must be to enhance the Marine's readiness. Pay and allowances are not authorized while performing this duty; however, inactive duty Reserve retirement points are awarded.

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Dual Service Spouses

Marines who are married to another service member offer a unique set of situations for every set of orders, except inactive duty for training (IDT), they perform. The IPAC is required to obtain spouses payment history and compare it to the IMA member's to ensure allowances were paid properly. The IPAC Selected Reserve Branch conducts periodic payment verifications and solicits information from the IMA member to support the complete the verification process. Without the proper verification, any disbursement of allowances during the period verified will result in the Marine being paid the lowest amount possible due to the inability to verify if a higher allowance rate was the correct rate at which to pay the Marine. It is required that audits of all LES's from the service spouse be verified against the Marine's pay account monthly. In order to accomplish this, the service spouse's LES is required to be forwarded to the IPAC.

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Family Care Plans

Per MCO 1740.13A Marines who are married to another service member or are single parents are required to have a family care plan on file with the unit's commanding officer or his/her designated representative. The family care plan details who assumes responsibility of the Marines child(ren) in the event of the Marine's deployments.

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Joins

The following chart outlines the basic steps to joining a Marine to the IMA Program. There may be additional requirements, based on the situation, at any given step (such as ensuring the Marine requesting the Inter-unit transfer meets the rank/billet requirement), but the below is a basic document flow to join a Marine to the IMA Program. For steps where more than one party can take action, it is incumbent upon both parties to communicate with each other and agree on who will take the action. In order to ensure there is no delay in the Marine's potential payments or ability to

meet command mission requirements, interested parties can provide needed documentation to ensure every action is completed with the utmost urgency, through to the submission of the proper documents into the CSC.

Join from:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
SMCR Unit	Member requests an inter-unit transfer (IUT) via IUT request located on the IPAC website and submits it to the Losing SMCR Command.	Losing SMCR Command approves the IUT via endorsement on the Member's IUT request.	Member submits the endorsed IUT request to the Gaining IMA Command for their endorsement.	Member provides Losing and Gaining Command endorsed IUT request to Losing SMCR Command	Losing SMCR Command issues IUT Orders to the member and transfers the Marine on the unit diary to the IMA Program RUC 88831 and forwards the service record to IPAC and medical and dental records to the Gaining IMA Command.	IPAC joins the Marine on the unit diary to the IMA Program on RUC 88831. (Marine or Gaining IMA Command can submit the IUT to the CSC to ensure a rapid join process).
IMA	Member requests an inter-unit transfer (IUT) via IUT request located on the IPAC website and submits it to the Losing IMA Command.	Losing IMA Command approves the IUT via endorsement on the Member's IUT request.	Member submits the endorsed IUT request to the Gaining IMA Command for their endorsement.	Member provides Losing and Gaining Command endorsed IUT request to IPAC via PAR through the CSC.	IPAC issues IUT Orders to the member and a copy to the Losing IMA Command, and adjusts the members command data on the unit diary to the Gaining IMA Command.	Losing IMA Command forwards the member's medical and dental records to the Gaining IMA Command.
IRR	Member completes join packet with a prior service recruiter.	Member or Prior Service Recruiter obtains the Gaining IMA Command's/ OpSponsor's acceptance signature on the join packet and provides valid BIC.	Member or Gaining IMA Command/ OpSponsor submits join packet to IPAC via PAR through the CSC to join the member.	IPAC joins the Marine on the unit diary to the IMA Program on RUC 88831.		

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Mandatory Participants (Obligors)

Mandatory participants are Marines who still have a contractual obligation to perform 48 drills and an Annual Training each fiscal year. Under no circumstances will a mandatory participant be allowed to transfer to the Individual Ready Reserve IRR prior to the Mandatory Drill Participation Stop Date without Commander Marine Forces Reserve approval.

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Medical/Dental Readiness

Each IMA Member's medical readiness is the responsibility of the OpSponsor along with ensuring the proper reporting within the MCTFS. Ensure their medical, including annual PHAs and dental readiness is current and maintained in accordance with the current SECNAVINST 6102.3 and MCO 1001R.1_.

OpSponsors are responsible for coordinating maintenance of medical/dental records at a local military medical treatment facility or SMCR unit medical section, which may require Memorandums of Understanding between the command and the servicing facility. Contact MCIRSA (COMMARFORRES's IMA Medical) if a facility is unavailable. OpSponsors are also responsible for ensuring their members' Medical Readiness Reporting System (MRRS) data is maintained.

If an IMA Member is required to be placed on Temporarily Not Physically Qualified (TNPQ) Status, Not Physically Qualified (NPQ) Status, or in receipt of Line of Duty (LOD) benefits, OpSponsors must coordinate assignments through the MCIRSA Limited Duty Coordinator to affect the proper flow of documents. MCIRSA Limited Duty Coordinator can be contacted at (504) 697-8481.

The proper processing and reporting of medical issues has a direct impact on a Marine's ability to perform Inactive Duty Training (IDT) and ability to accept Annual Training or Active Duty Orders. Immediate action is paramount to ensure there are no negative effects from slow processing and follow-up practices.

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Non-Judicial Punishment

Conducting non-judicial punishment is subjective to the operational commander. When such action is taken on an IMA Member who is not currently performing active duty orders over 30 days in duration, upon the conclusion of the proceedings and when all signatures have been obtained, a Personnel Action Request should be submitted via the Customer Service Center to record the event in the MCTFS and the original should be mailed to the IPAC, New Orleans for inclusion in the Marine's service record. The OpSponsor must reference ForO P5800._ and contact MFR SJA prior to conducting NJP and awarding of punishments.

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OpSponsor Approval Process

Designated commands and authorized organizations provide operational sponsorship for IMA Program personnel. Commands/organizations will: Designate a single point of contact in writing as OpSponsor for all matters concerning the IMA Program. The point of contact should be an active duty or Active Reserve officer or senior Federal employee who is available on a daily basis and familiar with the duty requirements of the IMA Program billets assigned to that command/organization. Designation letters with the appointee's signed endorsement of acceptance will be submitted to CMC (RA) and MCIRSA. To ensure continuous and effective management, changes in the designated OpSponsor must also be coordinated with CMC (RA) and MCIRSA via the CSC. A sample IMA OpSponsor Letter is included near the end of this guide.

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Orders Writing (MROWS)

Orders writing using Marine Reserve Order Writing System (MROWS) within Marine Online (MOL) is the means by which to authorize your IMA Members to perform the follow types of duty:

- Active Duty for Training (ADT)
- Active Duty for Operational Support (ADOS) (to include mobilization)
- Annual Training (AT)
- Associate Duty
- Off-site Inactive Duty for Training (IDT)
- Professional Military Education (PME)
- School

Unless otherwise specified or directed, order writing is the responsibility of the parent command (OpSponsor and/or support staff). A MROWS User Guide is available within the MROWS program as the top selection item under each menu. Additionally, hands on training is offered periodically throughout the year, dates can be obtained by contacting the MROWS Help Desk at (317)-200-3399.

Functional rules establishing order writing parameters can be found in:

- MCO 1001.59_ Active Duty For Operational Support (ADOS) In Support Of The Total Force (Short Title: ADOS)
- MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
- Joint Federal Travel Regulation (JFTR) Volume 1

Acquiring and presenting documentation or explanations to remove Marines from "Hard Hold", "RA Waivers", or "MFR G3 Waivers" is the responsibility of the parent command (OpSponsor and/or support staff).

Acquiring funding and ensuring the funds are available upon authentication of the orders is the responsibility of the parent command (OpSponsor and/or support staff).

Fund approval differs based on the orders.

Authentication of orders written under Reporting Unit Code 88831 is the responsibility of the Orders Processing Center (OPC) IPAC, New Orleans. Comm: 504-697-7936/7938/7940.

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Personnel Action Request (PAR)

PARs are means by which to affect administrative action at Marine Forces Reserve for your IMA Members. PARs can be initiated electronically by the Marine or the command (OpSponsors and/or support staff) through the Customer Service Center by either:

- Logging on to the website, <https://csc.marforres.usmc.mil> (Preferred method)
- Email at csc@marforres.usmc.mil
- Calling the Help Desk toll free number, 1-800-255-5082
- Sending a fax to 504-697-8695

Depending on the complexity and amount of research and time needed to complete action, PARs are either worked and completed immediately by the Customer Service Center personnel or assigned to the appropriate section/individual within Marine Forces Reserve to work and complete. The progress of the PARs can be tracked and email notifications given at every level of involvement through to completion.

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Promotions

Officer promotions are prepared and mailed by Headquarters Marine Corps. Staff NCO promotion warrants are prepared and mailed by MCIRSA who can be reached at (504) 697-8488/8459. Specifics on Officer and Staff NCO promotions concerning holding promotions in abeyance or notifying HQMC in when punitive action is pending on the selected member are contained in the applicable selection message and notifications must be routed through the unit's chain of command with an information copy of the correspondence provided to MCIRSA on Staff NCO selectees.

Promotions to the rank of private first class through sergeant are a shared responsibility between the OpSponsor, MCIRSA, and IPAC, New Orleans. The IPAC can be reached at (504) 697-7899/7925. More details are listed below:

Fixing Zeroed Out Composite Scores:

- OpSponsor – Provides information solicited by IPAC.
- MCIRSA – No action required.
- IPAC – Works the Diary Feedback Report and solicits missing composite score data from OpSponsor.

Recommended/Not Recommended for Promotion:

- OpSponsor – Identifies, to IPAC, Marines “Not Recommended” for promotion and provides corresponding page 11 entry, complete with the Operational Commanders signature by the 14th of the month per MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions.
- MCIRSA – No action required.
- IPAC – Provides list of Marines eligible for promotion for OpSponsors’ action and runs “Not Rec” entries, on Marines identified by the OpSponsor, on unit diary by the 15th of the month.

Select Grades:

- OpSponsor – Reviews “Select Grade” list for final determination of whether or not a Marine will be promoted.
- MCIRSA – Prepares, signs, and mails out promotion warrants to OpSponsors.
- IPAC – Provides the “Select Grade” list to OpSponsors for review and MCIRSA to prepare, sign, and mail out promotion warrants.

Will Not Promotes:

- OpSponsor – Identifies to IPAC, select grade Marines the command “Will Not Promote” and provides corresponding page 11 entry, complete with the Operational Commanders signature by the 4th of the month per MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions .
- MCIRSA – Does not prepare promotion warrants on “Will Not Promote” Marines and/or destroys promotion warrants already prepared on “Will Not Promote” Marines.
- IPAC – Runs “Will Not Promote” entries, on Marines identified by the OpSponsor, on unit diary by the 5th of the month and provides MCIRSA with the names of “Will Not Promote” Marines.

Proficiency and Conduct Marks:

- OpSponsor – Provides IPAC with Proficiency and Conduct Marks signed by the Operational Commander for every occasion warranting markings per MCO P1070.12_ Marine Corps Individual Records Administration Manual (Short Title: IRAM).
- MCIRSA – No action required.
- IPAC – Report Proficiency and Conduct Marks on the unit diary to post in the Marine Corps Total Forces System (MCTFS).

Page 11 Entries:

- OpSponsor – Provides IPAC with all Page 11 entries, prepared in accordance with MCO P1070.12_ Marine Corps Individual Records Administration Manual (Short Title: IRAM), for inclusion in the Marines’ service record.
- MCIRSA – No action required.
- IPAC – Files the Page 11 entries in Marines’ service record.
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IMA PROMOTION PROCESS KEY DATES FOR PROMOTIONS TO E4 OR E5

PROMOTION QUARTER	MCTFS DATA CUTOFF	COMPOSITE SCORE COMPUTED	PROMOTION RECOMMENDATION	SELECT GRADE	PROMOTION DATE	WILL NOT PROMOTE
1 st Quarter (Oct, Nov, Dec)	20 August	Between 10-15 September	Between 6-14 September	Between 20-25 September	1 October	Between 1-4 October
2 nd Quarter (Jan, Feb, Mar)	20 November	Between 10-15 December	Between 6-14 December	Between 20-25 December	1 January	Between 1-4 January
3 rd Quarter (Apr, May, Jun)	20 February	Between 10-15 March	Between 6-14 March	Between 20-25 March	1 April	Between 1-4 April
4 th Quarter (Jul, Aug, Sep)	20 May	Between 10-15 June	Between 6-14 June	Between 20-25 June	1 July	Between 1-4 July

MCTFS Data Cutoff Date

The last date for input of composite score data elements into MCTFS. The following information needs to be submitted before the MCTFS Data Cutoff: CURRENT SEMI ANNUAL PFT SCORE, CURRECNT SEMI ANNUAL CFT SCORE, CURRENT PRO/CON MARKS, CURRENT RIFLE RANGE SCORE, AND COMPLETION OF THE LEADING MARINES MCI.

Composite Score Compute Date

Composite scores generated by this system are ONLY as accurate as the information resident in the MCTFS. It is imperative that commands enter accurate and complete information in a timely manner. If a composite score is not computed because of missing or invalid information, the Marine will receive a "0000" score.

Promotion Recommendation Cutoff Date

Marines whose composite scores are automatically computed by virtue of satisfying TIG/TIS eligibility requirements are recommended for promotion. Marines who are eligible for promotion by TIG/TIS, but are not recommended for promotion, must have a "NOT REC FOR PROM" entry entered in the MCTFS. This entry will prevent their composite scores from being used in the determination of cutting scores for their MOS or Occfld. The "NOT REC FOR PROM" entry should be reported on the unit diary between the 1st and 15th of the month prior to the month for which the Marine is not recommended for promotion during that quarter. An appropriate page 11 counseling entry must be made in the Marine's service record book.

Select Grade

Promotions will be effected quarterly by primary MOS or intended MOS once the monthly promotion authority MARADMIN is received by the command and the "SELECT GRADE" is reflected on the unit's DFR.

Will Not Promote Cutoff Date

If the "NOT REC" unit diary entry is not reported by the 15th, a "WILL NOT PROMOTE" entry will be reported on the unit diary. This entry will erase the "SEL GRADE" entry for the month concerned, but will not penalize the Marine for the following month. An appropriate page 11 counseling entry must be made in the Marine's service record book.

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Retirements

Requests for retirement are initiated by the Marine by completing Appendix J of MCO P1900.16_ Marine Corps Separation And Retirement Manual (Short Title: MARCORSEPMAN), obtaining the OpSponsor's signature and submitting a Personnel Action Request (PAR) through the Customer Service Center, with the signed Appendix J attached. Once the PAR is received, verification on whether the Marine is eligible for retirement is conducted. Provided the request is valid, a "request retirement" entry is reported on the unit diary to alert Headquarters Marine Corps of the Marines intent. System restrictions will not allow the entry to be run if the requested retirement date is less than four full months and more than 14 months from the day the entry is reported, therefore the Marine must allow enough processing time to affect a proper request reporting via the unit diary.

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Tour Extensions

IMA billet tour lengths are for three years. Extensions are granted on an individual basis in 12 month increments with a maximum of two extensions per billet. Prior coordination on tour extension requests with the IMA Program Manager is recommended. Comm: 703-784-0524 DSN: 278-0524, they are then submitted to Selected Reserve Branch, IPAC, New Orleans via the Customer Service Center (CSC).

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Training Data

All annual training requirements for IMA Members should be reported by the command (OpSponsor and/or support staff) using the Training Management System via MOL. Reporting training data late has a direct impact on and impedes Marines' promotions, reenlistments, and ability to conduct active duty, so efficiency in reported should be exercised at all times.

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Transfers

The following chart outlines the basic steps to transferring a Marine from the IMA Program. There may be additional requirements, based on the situation, at any given step (such as ensuring the Marine requesting to transfer to the IRR is not a Mandatory Participant), but the below is a basic document flow to transfer a Marine from the IMA Program. For steps where more than one party can take action, it is incumbent upon both parties to communicate with each other and agree on who will take the action. In order to ensure there is no delay in the Marine's potential payments or ability to meet command mission requirements, interested parties can provide needed documentation to ensure every action is completed with the utmost urgency, through to the submission of the proper documents into the CSC.

Transfer to:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
SMCR Unit	Member requests an inter-unit transfer (IUT) via IUT request located on the IPAC website and submits it to the Losing IMA Command.	Losing IMA Command approves the IUT via endorsement on the Member's IUT request.	Member submits the endorsed IUT request to the Gaining SMCR Command for their endorsement.	Member provides Losing and Gaining Command endorsed IUT request to IPAC via PAR through the CSC.	IPAC issues IUT Orders to the member and a copy to the Losing IMA Command, and transfers the Marine on the unit diary to the Gaining SMCR Command.	Losing IMA Command forwards the member's medical and dental records to the Gaining SMCR Command.
IMA	Member requests an inter-unit transfer (IUT) via IUT request located on the IPAC website and submits it to the Losing IMA Command.	Losing IMA Command approves the IUT via endorsement on the Member's IUT request.	Member submits the endorsed IUT request to the Gaining IMA Command for their endorsement.	Member provides Losing and Gaining Command endorsed IUT request to IPAC via PAR through the CSC.	IPAC issues IUT Orders to the member and a copy to the Losing IMA Command, and adjusts the members command data on the unit diary to the Gaining IMA Command.	Losing IMA Command forwards the member's medical and dental records to the Gaining IMA Command.
IRR	Member completes request to transfer to the IRR and submits it to the OpSponsor.	Losing IMA Command's (OpSponsor only if the member is an obligor) submits a PAR through the CSC	IPAC transfers the Marine on the unit diary to the IRR.	.		

		to transfer the Marine.				
Inter-Service	Member fills out a DD Form 368, Request For Conditional Release with the service recruiter and submits it to the Losing IMA Command.	Losing IMA Command's OpSponsor (only) submits a PAR through the CSC concurring or not concurring.	IPAC endorses the DD Form. 368, Request For Conditional Release authorizing or declining.	If authorized: Member obtains new service enlistment DD Form 4 and presents it to the Losing IMA Command.	Losing IMA Command's OpSponsor (only) submits a PAR through the CSC to inter-service transfer the Marine.	IPAC drops the Marine on the unit diary.

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Travel Vouchers

Submission of travel vouchers is necessary anytime a Marine executes orders that include travel entitlements (i.e. lodging costs, per diem, etc.). Instructions on how to properly complete and submit a DD Form 1351-2 Travel Voucher can be found on the IPAC website, under the "OPC" link labeled "How to properly fill out a Travel Claim PPT". IPAC website: <http://marines.mil/unit/marforres/MFRHQ/G1/IPAC/NEW%20IPAC%20SITE/Home.html>. Submit as follows:

Orders Type:	Submit Via:	Submitted Through:	Submitted To:
Mobilization Orders	DTMS-T	Active Duty Administration	New Orleans Finance Office
ADOS over 30 days	DTMS-T	Active Duty Administration	Active Duty Servicing Finance Office
AT and ADOS 30 days or less	MarForRes Customer Support Center	Reserve Administration (IPAC, New Orleans)	New Orleans Finance Office

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Unsatisfactory Participant

Members serving pursuant to the Initial Enlistment Agreement. When a Member with a mandatory participation requirement acquires at least nine unexcused absences from scheduled training within the preceding 12-month period, or is categorized as an unsatisfactory participant for reasons other than excessive absences, the unit commander must pursue one of the following actions:

- Retain the member and authorize EDPs to regain satisfactory participation status.
- Extend the member's Mandatory Drill Participation Stop Date (MDPSD) by a period of time commensurate to the accumulated unsatisfactory participation time. (The number of months that the MDPSD will be extended is determined by calculating the number of missed drills during the period of unsatisfactory participation and

dividing by four. For example, sixteen missed drills divided by four equals a four month extension ($16/4 = 4$). Fractions equal to or greater than $\frac{1}{2}$ of a month are rounded up. Lesser fractions are disregarded.)

- Extensions will not be granted for periods of less than one month.
 - This opportunity will only be afforded once in a Marine's career.
 - At no time will an extension exceed a Marine's ECC.
 - Commander, Force Headquarters Group is the approval authority for all requests, forward requests via the Marine Forces Reserve, Customer Service Center for approval.
 - Requests will contain the following information on the Marine for which the extension is requested: Name, Grade, last-4 SSN, MDP Start Date, Current MDP Stop Date, Requested MDP Stop Date, Justification, and date of ECC.
- Initiate separation proceedings, per MCO P1900.16_. Note: The nine unexcused absences do not have to be missed consecutively.

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Unit Muster Sheet Certification

The Reserve CO/OIC/I-I/OpSponsor will certify each page of the UMS to verify attendance/absence of reservists, after the final muster has been taken. Prior certification of the UMS by the Reserve commander is not authorized. In the absence of the CO/OIC/I-I/OpSponsor, an officer designated in writing by the CO/OIC/I-I/OpSponsor will certify the UMS.

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Useful Websites

SITE	USE
www.usmc.mil	Marine Corps Orders and Directives
www.doni.daps.dla.mil	Navy Directives/Publications/Manuals
www.mol.usmc.mil	Marine Online -Automated Performance Evaluation System (Fitness Reports) , Marine Reserve Order Writing System (MROWS), Document Tracking and Management System (DTMS), Proficiency and Conduct Marks, Promotion Recommendations.
www.mypay.dfas.mil	Set up direct deposit, Thrift Savings Plan
www.manpower.usmc.mil/iaps	Improved Awards Processing System – processing of personal/unit awards.
https://csc.marforres.usmc.mil	Used for creating, processing, and tracking personnel action requests.
http://www.gsa.gov	Per Diem Rates

OpSponsor Letter

From: Commanding Officer

To: Lieutenant Colonel John A. Smith XXX XX 0000/0000 USMCR

Subj: ASSIGNMENT AS INDIVIDUAL MOBILIZATION AGUMENTEE (IMA) PROGRAM OPERATIONAL SPONSOR

Ref: (a) MCO 1001.62 (IMA Program)

(b) MCO P1001R.1J (MCRAMM)

1. Per the references, you are assigned as the Operational Sponsor (OpSponsor) for this command's IMA Program Marines. For administrative identification purposes, the Marine Corps Total Force System (MCTFS) designated platoon code for all IMA Marines at this command is MCDC.
2. You will read, familiarize yourself with, and perform all duties required by the references.
3. After endorsing this letter, forward a copy to the Marine Forces Reserve customer service center at csc.marforres.usmc.mil.
4. This appointment supersedes all previous assignments of OpSponsor for this command and will terminate upon your transfer from this command, unless sooner superseded or revoked.

COMMANDING OFFICER

FIRST ENDORSEMENT

From: Lieutenant Colonel John A. Smith XXX XX 0000/0000 USMCR

To: Commanding Officer

1. I have assumed the duties and responsibilities of this billet.
2. I have read and will comply with the requirements of the references listed above pertaining to this billet.
3. My contact information is commercial telephone number 000-000-0000 DSN 000-0000, fax number 000-000-0000 and e-mail address john.smith@XXX.XXX.

J. A. SMITH

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Sample Unit Muster Sheet

UNIT: _____

RUC: _____

TYPE OF IDT:

CERTIFIED CORRECT

IDT DATES

NO. IDT

REG

RESERVE UNIT COMMANDER

111001

1

111002

2

111003

3

NAME	GRADE	SSN	PM (01)	PM (01)	AM (02)	PM (02)	PM (02)	AM (03)	PM (03)	PM (03)	TOTAL IDT	COMMENTS
DOE, J.	CAPT		X	X	X	X	X	X	X	X	5	
CAP, W.	GYSGT		NS	NS	X	X	X	A	X	X	4	NOTE 1
LEAF, T.	SSGT		NS	NS	NS	NS	NS	NS	NS	NS	0	NOTE 2
KING, L.	SGT		NS	NS	NS	NS	NS	NS	NS	NS	0	NOTE 3
STAR, D.	LCPL		A	A	A	A	A	A	A	A	0	NOTE 4
CANE, H.	LCPL		A	A	X	X	X	X	X	X	4	NOTE 5

DATE (01) AM NA PM 1800 PM 2200

DATE (02) AM 0700 PM 1100 PM 1800

DATE (03) AM 0700 PM 1100 PM 1630

X – PRESENT

A – ABSENT

NS – Not Scheduled

(Report as “Present” only
personnel actually at muster)

SIGNATURE OF MUSTERING OFFICIAL

Comments should normally be written in the COMMENTS section; however due to space constraints, the example comments are noted below.

NOTE 1	111001- RIDT SCHOOL CONFLICT 111003- LATE EA 0810 CAR PROB
NOTE 2	111001-111003 ADSW
NOTE 3	111001-111003 MEMBER HAS EXCEEDED MAX FY DRILLS
NOTE 4	UA EIN NO CONTACT WITH MEMEBER
NOTE 5	111001- EA EIO FAMILY WEDDING

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Lists of Acronyms and Abbreviations

AD.....	Active Duty
AFTP.....	Additional Flight Training Periods
APD.....	Additional Paid Drill
ATP.....	Additional Training Periods
AT.....	Annual Training
APES.....	Automated Performance Evaluation System
BAH.....	Basic Allowance for Housing
BCP	Body Composition Program
CMC	Commandant of the Marine Corps
COMMARFORRES.....	Commander Marine Forces Reserve
CG.....	Commanding General
CO	Commanding Officer
CSC	Customer Service Center
DTMS.....	Document Tracking and Management System
DMM.....	Drill Management Module
ECC	Expiration of Current Contract
FHD.....	Funeral Honors Duty
FHDA.....	Funeral Honors Duty Allowance
IAPS	Improved Awards Processing System
IDT.....	Inactive Duty Training
IMA	Individual Mobilization Augmentee
IRR.....	Individual Ready Reserve
IRAM	Individual Records Administration Manual
I&I	Inspector-Instructor
IPAC	Installation Personnel Administration Center
IUT	Inter-Unit Transfer
JFTR.....	Joint Federal Travel Regulations
LES.....	Leave and Earning Statement
LOD.....	Line of Duty
MDPSD.....	Mandatory Drill Participation Start Date
MCRAMM.....	Marine Corps Reserve Administration Management Manual
MARCORSEPSMAN.....	Marine Corps Separations Manual
MCTFS.....	Marine Corps Total Force System
MARFORRES.....	Marine Forces Reserve
MCIRSA.....	Marine Corps Individual Reserve Support Activity
MOL.....	Marine On Line
MROWS.....	Marine Reserve Order Writing System
MAP.....	Military Appearance Program
MOBCOM.....	Mobilization Command
MS.....	Muster Sheet
NCO.....	Non-Commissioned Officer
NJP.....	Non-Judicial Punishment
OPSPONSOR.....	Operational Sponsor
OPSO.....	Operations Officer

OPC.....	Orders Processing Center
PAR.....	Personnel Action Requests
PPT.....	Power Point
PSR.....	Prior Service Recruiting
PME.....	Professional Military Education
RUC.....	Reporting Unit Code
RIDT.....	Rescheduled Inactive Duty Training
RA.....	Reserve Affairs
RECC.....	Reserve Expiration of Current Contract
SMCR.....	Selected Marine Corps Reserve
SELRES.....	Selected Reserve
SJA.....	Staff Judge Advocate
SOU.....	Statement of Understanding
TNPQ.....	Temporarily Not Physically Qualified
UDMIPS.....	Unit Diary Marine Integrated Personnel System
UMS.....	Unit Muster Sheet

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