



UNITED STATES MARINE CORPS
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I MARINE EXPEDITIONARY FORCE ORDER P1001.2B

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE RESERVE INTEGRATION STANDING OPERATING PROCEDURES

Ref: (a) MCO 1001.59A
(b) MCO 1001.52J
(c) MCO 1001R.1L
(d) MCO 3000.19B
(e) DoD Directive 1235.10, (Activation, Mobilization and Demobilization of the Ready Reserve)
(f) DoD Instruction 1205.18, (Full-Time support (FTS) to the Reserve Components)
(g) DoD Instruction 1235.11, (Management of Individual Mobilization Augmentees (IMAs))
(h) CJCSI 3110.13C, (Mobilization Guidance for the Joint Strategic Capabilities Plan)
(i) MCO 1001.62_
(j) MCO 1610.7
(k) MCO P1070.12K
(l) MCO 6100.13 w/CH 1
(m) Campen Base Local Commuting Distance Order
(n) MARADMIN 413/10
(o) MARADMIN 078/11
(p) Marine Corps Service Campaign Plan
(q) I MEF Capstone
(r) I MEF Annual Campaign Plan

Encl: (1) I MEF RES INT SOP PROCEDURAL GUIDANCE

1. Situation

a. General. This order establishes I Marine Expeditionary Force (I MEF) policy and tasks in line with service policy on the integration of Marine Forces Reserve (MARFORRES) Selected Marine Corps Reserve (SMCR) units, detachments, individual augments (IA), and I MEF Individual Mobilization Augmentee (IMA) Reserve Component (RC) Marines in support of I MEF mission requirements.

2. Cancellation. I MEFO P1001.2A

3. Mission. When directed, Commanding General (CG) I MEF receives and integrates SMCR units and individual RC Marines to provide a Total Force (TF) capability to accomplish global force requirements.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure activated SMCR units, detachments, and individual Marines as well as IMA and Individual Ready Reserve (IRR) Marines are properly organized, trained, equipped, and administratively prepared while assigned, attached or training with I MEF. The end state is a fully integrated TF ready to accomplish operational tasks as a Marine Corps Air-Ground Task Force (MAGTF).

(2) Concept of Operations. The I MEF Command Element (CE), Major Subordinate Commands (MSCs) and Commanders or Officers in Charge (OICs) who will gain SMCR units or RC individuals will actively and aggressively seek opportunities to seamlessly integrate reserve component personnel and units.

b. Tasks

(1) CGs, 1st Marine Division, 3rd Marine Aircraft Wing, 1st Marine Logistics Group, and Commanding Officer, I MEF Information Group

(a) When assigned as Gaining Force Commander (GFC) for an activated reserve unit, provide the support required per reference (d).

(b) Conduct planning and coordination for reserve integration with activating RC, supported/supporting Marine Forces and I MEF, supported MAGTF Commander, and supporting establishment.

(c) Assume administrative control of activated SMCR units and individuals when directed.

(d) Perform all the responsibilities associated with ADCON of gained RC forces at the Intermediate Location (ILOC) as detailed in reference (d).

(e) Integrate the IMA Marines to best augment your Command and support Command requirements.

(f) Determine Command recruiting requirements for new or departing IMA personnel, and submit needs and change recommendations to the I MEF G-1 Reserve Liaison Officer (RLO) no later than (NLT) the first day of each month.

(g) Appoint an IMA billet sponsor who will routinely communicate with the I MEF G-1 RLO regarding IMA issues.

(h) Designate Command Mustering Officials in writing to the I MEF G-1 RLO who will muster IMA Marines during drill periods.

(i) Coordinate a training schedule with each IMA Marine to support Command requirements using his or her inactive duty training (IDT) periods and annual training (AT) period.

(j) Provide signed muster sheets for each IMA Marine within two working days of the completion of the IDT period to the I MEF G-1 RLO.

(k) Conduct interviews with applicants to fill vacated Command billets and provide an approval or denial of the applicant to the I MEF G-1 RLO within 10 business days of receipt of application.

(1) Assume responsibility for awards, fitness reports (FITREPs), proficiency and conduct (Pro/Con) marks, career planning, medical/dental readiness, and annual training for all IMA Marines joined to your unit.

(2) I MEF Assistant Chiefs of Staff

(a) Conduct planning and coordination for the integration of SMCR units and RC individuals into I MEF CE and its subordinate commands.

(b) Integrate the IMA Marines to best augment your section and support I MEF requirements. To the greatest extent practical, identify an active duty counterpart whose function the IMA Marine will augment and reinforce.

(c) Determine section recruiting requirements for new or departing IMA personnel, and submit needs and change recommendations to the I MEF G-1 RLO NLT the first day of each month.

(d) Appoint an IMA billet sponsor who will routinely communicate with the I MEF G-1 RLO regarding IMA issues.

(e) Designate section mustering officials in writing to the I MEF G-1 RLO, to identify who will muster IMA Marines during drill periods.

(f) Coordinate a training schedule with each IMA Marine to support I MEF requirements using the IMA Marine's IDT periods and AT period.

(g) Provide signed muster sheets for each IMA Marine within two working days of the completion of the IDT period to the I MEF G-1 RLO.

(h) Conduct interviews with applicants to fill vacated billets and provide an approval or denial of the applicant to the I MEF G-1 RLO within 10 business days of receipt of application.

(i) Assume responsibility for awards, FITREPs, Pro/Con marks, career planning, medical/dental readiness, and AT for all IMA Marines assigned to your section.

(3) I MEF Senior Reserve Integration Officer

(a) Serve as the senior advisor to the CG, I MEF on all reserve component matters.

(b) Oversee all matters pertaining to the integration of RC units, detachments, and individuals within I MEF and its MSCs.

(c) Advise the GFC of the status of activated RC units throughout the integration process.

(4) I MEF RLO

(a) Advise the Senior Reserve Integration Officer and CG, I MEF on all individual reserve integration matters.

(b) Perform the duties as the I MEF IMA Program Operational Sponsor for all IMA Marines across I MEF and its MSCs per reference (i).

(5) IMA Marine

(a) Introduce yourself to your assigned section OIC/ Staff Non-commissioned Officer in Charge upon check-in to determine section requirements and mustering officials.

(b) Maintain connectivity with your assigned section / MSC and the G-1 RLO.

(c) Ensure a current recall phone number and email address is accurately reflected within the Personnel Info section of Marine Online (MOL).

(d) Coordinate the scheduling and execution of all required IDT periods and an AT with your assigned section OIC/SNCOIC and the I MEF RLO.

(e) Maintain currency in all annual training and readiness requirements.

(f) Identify Reporting Senior and Reviewing Officer and take responsibility for performance evaluations.

5. Administration

a. Reference (c) provides overall guidance for the administration of members of the Marine Corps Reserve. Administration requirements not specifically addressed within this order will be conducted in accordance with reference (c).

b. This Order contains instructions for the employment of reserve augmentation as an effective way to meet critical garrison and Marine Corps Order/contingency personnel requirements. The active involvement of MSC and I MEF Assistant Chiefs of Staff and their staff members is critical to the success of the Reserve Integration Program.

6. Command and Signal

a. Command. This Order is applicable to I MEF MSCs and the I MEF CE.

b. Signal. Policies, procedures and guidelines contained in this Order are effective upon signature.


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DISTRIBUTION: I, II

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Chapter 1

Organization for Reserve Integration

1000. I Marine Expeditionary Force (I MEF) Reserve Integration Elements. The mission of the Marine Corps Reserve is to provide trained units and qualified individuals to serve on active duty in times of war or national emergency and at such other times as national security may require. I MEF elements are tasked to perform coordination, planning, and supervision that accomplishes the mission of the Marine Corps Reserve within I MEF and in support of Commanding General (CG), I MEF's administrative and operational priorities.

1. Active Reserve (AR). The AR program is an active duty program within the Selected Marine Corps Reserve (SMCR). AR Marines are reserve integration specialists and are assigned to key I MEF Command Element (CE) billets. They report to the Principal Staff Officer to which they are assigned.

1001. I MEF Reserve Liaison Branch (RLB). This branch consists of one AR Lieutenant Colonel (LtCol) to serve as the Reserve Liaison Officer, and a team of AR administrative Marines. The RLB is resident within the I MEF G-1 and reports to the G-1 directly. Their primary purpose is to manage the Individual Mobilization Augmentee (IMA) Marines assigned to I MEF and all individual reserve component (RC) mobilization requirements of I MEF. The I MEF RLB contains the following three sections:

1. IMA Administration Section. Responsible for all IMA administration and pay.
2. Mobilization Section. Responsible for submitting all mobilization requests to Headquarters Marine Corp, Manpower Management Integration Branch (MMIB-2) for processing.
3. Recruiting Section. Responsible for advertising IMA and Mobilization billets with the Marine Corps Recruiting Command (MCRC) Prior Service Recruiters and various reserve websites.

1002. Role of Key Reserve Integration Billets. There are five AR officers and 11 enlisted Marines on the I MEF table of organization (T/O). All the AR Marines fill T/O billets within the G-1 and G-3 Staff Sections of I MEF. One AR Colonel is assigned as the Senior Reserve Integration Officer within the I MEF G-3.

1. Senior Reserve Integration Officer (SRIO). The AR Colonel is the SRIO in I MEF. This officer serves as the senior advisor to the Commander and his staff on generic reserve component matters. He or she coordinates across the staff to assist in development of I MEF policies that impact or support reserve integration. The SRIO's role is to educate the active component staff on the reserve component and how to effectively access RC capabilities to support mission requirements.

2. Reserve Integration Officer (RIO). The RIO is an AR LtCol billet. The RIO leads planning efforts for integration of SMCR units with I MEF for pre-deployment and Training Exercise and Employment Plan (TEEP) training events. The RIO also works as an integral part of the I MEF G-3 Sourcing Cell and advises the G-3 in the most efficient integration of SMCR units and detachments. The RIO closely coordinates with I MEF G-1/G-3/G-4, Marine

Forces Pacific (MARFORPAC) G-3, and Marine Forces Reserve (MARFORRES) Chief of Staff (CoS)/G-3/G-5 to ensure I MEF operations, exercise, and plans are synchronized with supporting MARFORRES elements.

3. Reserve Integration Chief (RIC). The RIC is an AR Gunnery Sergeant billet that assists the RIO in the daily functions of reserve unit support planning.

4. Reserve Liaison Officer (RLO). The RLO is an AR LtCol billet. The RLO works in the I MEF G-1 and advises the I MEF Assistant Chief of Staff (AC/S), G-1 on the integration and employment of the I MEF IMA Marines and Individual Ready Reserve (IRR) Marines. The RLO is also the IMA OpSponsor and Active Duty Operational Support (ADOS) budget sponsor. The RLO supervises the I MEF RLB.

5. Reserve Liaison Chief (RLC). The RLC is an AR Gunnery Sergeant (Marine Occupational Specialty: 0111). The RLC assists the RLO and manages day to day activities of the I MEF RLB, to include IMA program management, orders writing, logistics and travel arrangements, IMA program recruiting and manning, IA mobilization sourcing, and daily reserve administration.

CHAPTER 2

Integration of Mobilized SMCR Units and Individual Reserve Marines into I MEF

2000. Overview

1. This chapter provides guidance on the integration of an activated SMCR unit/detachment (det) into I MEF. Additionally, it provides insight into the activation of an individual SMCR, IMA or IRR Reserve Marine in support of a validated manpower requirement. In these cases, CG I MEF is the Gaining Force Commander (GFC) for the activated reserve unit and sponsors the SMCR unit's Intermediate Location (ILOC) at a Base/Station occupied by I MEF elements. GFC responsibilities can be delegated to MSCs. I MEF MSCs are encouraged to develop their own procedures for the integration of SMCR units/dets and individual Reserve Marines.

2001. SMCR Unit/Det Activation and Deactivation. Reference (d) provides the detailed process for sourcing, activating, integrating and deactivating SMCR units.

1. Process Overview. The below paragraphs provide an overview of the six phases of mobilization, activation, integration and deactivation in support of contingency operations as they relate to SMCR units/dets.

a. Phase I: Pre-activation. This phase begins upon the notification of a pending requirement in support of a Combatant Commander (CCDR). Formal planning is initiated by Chairman, Joint Chiefs of Staff (CJCS) issuance of a warning order (WARNORD), planning order (PLANORD), alert order (ALERTORD), or executive order (EXORD). Upon designation of I MEF as the GFC, coordination immediately begins with all involved organizations including Marine Forces Reserve (MARFORRES), Marine Forces Command (MARFORCOM), Marine Forces Pacific (MARFORPAC) and Marine Corps Installations-West (MCI-W).

b. Phase II: Activation and Movement. This phase begins when SMCR units report for activation at their Home Training Center (HTC) for initial screening. MARFORRES, in concurrence with (ICW) MARFORCOM, plans and directs the activation and movement of activated SMCR units to the ILOC. MARFORRES is responsible for funding the movement of SMCR units from their HTC to ILOC. This phase ends when the reserve unit is transferred to MARFORCOM.

c. Phase III: Force Integration and Pre-deployment. This phase begins when the SMCR unit is transferred to MARFORCOM. MARFORCOM will delegate responsibility for pre-deployment integration and training to a GFC. The GFC directs pre-deployment organization, training, and equipment requirements to support activated SMCR units located at their ILOC and/or integrated into their MAGTF. MCI-W assists in coordinating support including, but not limited to administrative, medical/dental, local transportation, training, equipment, billeting, and messing. This phase ends when the SMCR unit arrives at the Port of Embarkation (POE) integrated, organized, trained and equipped to accomplish the mission.

d. Phase IV: Deployment and Employment. This phase begins when the SMCR unit deploys from a designated POE. Upon arrival at the in-theater Port of Debarkation (POD), the supported CCDR conducts Reception, Staging, Onward Movement and Integration (RSO&I). This phase ends when the unit departs an in-theater POE for redeployment.

e. Phase V: Redeployment. This phase begins when the SMCR unit departs the in-theater POE. The Supported MARFOR is responsible for redeployment scheduling and movement coordination until the unit arrives at the port of debarkation (POD) either in another Area of Responsibility (AOR) or Continental United States (CONUS). As required, MCI-W provides support that includes, but is not limited to administrative, medical/dental, local transportation, billeting, and messing. If requested, MARFORRES provides reserve support unit (RSU) and/or a Deployment Support Team (DST) to assist the GFC with administrative, logistical, and training requirements. Upon return to CONUS, the GFC ensures processing and movement of the activated SMCR unit back to a Redeployment ILOC (RILOC), as required, and then back to the HTC. This phase ends when the activated SMCR unit arrives at the HTC for deactivation.

f. Phase VI: Deactivation. This phase begins upon unit arrival at the HTC. MARFORCOM relinquishes command of activated SMCR units and MARFORRES resumes command and conducts actions necessary to deactivate the SMCR unit and return it to a reserve duty status. This phase ends when the unit is returned to reserve duty status per published activation/deactivation orders.

2002. SMCR Unit Activation Command Relationships

1. General. This section describes the command relationships during a contingency requiring the activation of SMCR units. It also addresses command relationships to support the pre-deployment training and deployment support operations of activated SMCR units.

2. Command Relationships by Phase.

a. Phase I: Pre-activation. MARFORRES maintains command authority over SMCR units.

b. Phase II: Activation and Movement. MARFORRES maintains command authority over SMCR units.

c. Phase III: Force Integration and Pre-deployment. Command authority is transferred from MARFORRES to MARFORCOM upon arrival at the ILOC and receipt of the "Change of SMCR Unit Command Relationship" message. MARFORCOM delegates ADCON to MARFORPAC of the activated SMCR unit, who may further delegate ADCON to I MEF as the GFC. MARFORRES, MARFORCOM, MARFORPAC, Marine Corps Installations Command and the Supporting Establishment (SE) assume responsibility as supporting commanders to the GFC.

d. Phase IV: Deployment and Employment. Deployment command relationships begin when the SMCR unit arrives in the designated CCDR AOR. Deployment command relationships are outlined in the Secretary of Defense (SECDEF) Deployment Order (DEPOD). Typically, the supported CCDR assumes Operational Control of the SMCR unit upon arrival at the POD within the CCDR AOR. Supported CCDRs typically delegate OPCON to the supported MARFOR.

e. Phase V: Redeployment. The supported CCDR relinquishes OPCON upon departure of the SMCR unit from the POE. Upon departure from the CCDR AOR, MARFORCOM retains command authority and MARFORPAC assumes ADCON of the SMCR unit, who may further delegate ADCON to I MEF as the GFC. I MEF will retain ADCON of the SMCR unit if they return to the RILOC, until they depart the RILOC. For SMCR units redeploying directly from the CCDR AOR to their HTC, MARFORCOM will relinquish command to MARFORRES upon arrival at the HTC.

f. Phase VI: Deactivation. MARFORCOM relinquishes command to MARFORRES upon SMCR unit arrival at their HTC.

2003. SMCR Unit Activation Planning. Effective planning is critical to the integration of an activated SMCR unit into I MEF as the GFC. The below planning considerations should be taken into account throughout the SMCR unit's activation period.

1. Initiating Directive. MARFORCOM is responsible for facilitating the planning relationships between activating SMCR units, the GFC, SE, and supported/supporting MARFORs. As such, following the release of DC, PP&O's release of Notification of Intent to Activate message, MARFORCOM will issue an Initiating Directive to SMCR units, the GFC and supporting agencies identifying tasks and responsibilities to enable the forming, organizing, training, certification and deployment of activated SMCR units.

2. ILOC/RILOC Planning. The coordination of a successful ILOC/RILOC is critical to the ability of the activated SMCR unit to perform its combat mission while deployed. In some cases, the ILOC period may represent the first time an activated SMCR unit is aggregated in the same location for operations/training in a significant period of time. Successful ILOC/RILOC planning should include the following:

a. ILOC Coordination Conferences. Depending on the activation timeline, up to three planning conferences may be scheduled prior to mobilization and should include all key stakeholders in the activation process. These conferences may include:

(1) Initial Planning Conference (IPC). The essential element of this conference is a detailed review of the identified ILOC requirements. Specific responsibilities are assigned to supporting units, and any additional training requirements or requests for information must be identified by the SMCR unit. Normally held at the ILOC site, the IPC often includes visits to proposed billeting locations, ranges, training areas and work spaces.

(2) Main Planning Conference (MPC). This conference is the venue for supporting organizations to provide updates on the status of planning and to highlight any problems encountered. All key stakeholders should be represented at the MPC.

(3) Final Planning Conference (FPC). The FPC is the last time the planning staff from the SMCR unit visits the ILOC prior to mobilization. Upon completion of this conference the order writing process begins for the activated SMCR unit.

a. ILOC/RILOC Feasibility of Support (FOS) message. The FOS is a detailed request message outlining the support required in order to utilize a particular base or station as the ILOC/RILOC for the aggregation an SMCR unit and the final preparation of the unit prior to deployment.

(1) Released by MARFORRES, the FOS details the unit's requested support, to include Pre-deployment Training Program (PTP) requirements, logistics, facilities, equipment, maintenance, medical/dental, and communications support. The I MEF G-3 is the lead for staffing and

determining the supportability of the request and will respond via message traffic.

(2) ILOC FOS requests should be received no later than (NLT) 120 days prior to arrival at a I MEF ILOC.

(3) RILOC FOS requests should be received NLT 60 days prior to arrival at a I MEF RILOC.

3. I MEF Tasking Message. Immediately following receipt of the ILOC FOS message, the I MEF G-3 will release a Tasking Message to all I MEF staff sections, MSCs and units who will be assigned a role in integrating the activated SMCR unit/det. This message will detail all required tasks to be performed by I MEF organizations throughout the SMCR unit's ILOC, deployment and RILOC, as required.

2004. Individual Reserve Activation/Deactivation.

1. Process Overview. The below provides an overview of the six phases of mobilization, activation, integration and deactivation in support of an overseas contingency operation as they relate to RC Individuals.

a. Phase I: Pre-activation. This phase begins with the notification of a pending contingency operation in support of a CCDR. The CCDR and GFCs will identify their force requirements. Upon approval of the SECDEF, HQMC promulgates individual activation orders and directs allocated individuals to activate. This phase ends when the allocated IMA Marine reports to their HTC, and the IRR Marine reports to the Deployment Screening Site (DSS) or Deployment Processing Command (DPC)/Reserve Support Unit (RSU).

b. Phase II: Activation and Movement. This phase begins when the IMA or IRR Marine reports to their HTC, DSS or DPC/RSU for initial screening. For IMA Marines, the phase ends upon arrival at the parent unit and completion of activation processing. For IRR Marines, this phase ends upon arrival at the DPC/RSU and completion of activation processing.

c. Phase III: Force Integration and Pre-deployment. This phase begins when the IMA or IRR Marine completes his/her required activation processing and reports to their parent unit or GFC. The phase ends when the IMA or IRR Marine arrives at the POE and is integrated, trained, equipped and certified to accomplish their assigned mission.

d. Phase IV: Deployment and Employment. This phase begins when the IMA or IRR Marine deploys from the POE to a specified CCDR AOR for employment. Upon arrival at the in-theater POD, the supported CCDR conducts RSO&I. This phase ends when the IMA or IRR Marine departs an in-theater POE for redeployment.

e. Phase V: Redeployment. The phase begins with the IMA or IRR Marine's departure from the in-theater POE. IRR Marines will return to the DPC/RSU and IMA Marines will return to their parent command for post-deployment processing.

f. Phase VI: Deactivation. This phase begins upon arrival at the DPC/RSU for IRR Marines and the parent command for IMA Marines. This phase ends when the IMA or IRR Marine is deactivated and returned to their primary residence or home of record in accordance with their issued orders.

2. Command Relationships. The command relationships for IMA and IRR Marines vary depending on the Phase of activation, and are described below.

a. IMA Marines. Commanded by their assigned unit (Phase I-VI).

b. IRR Marines

(1) Service Retained (Phase I and VI).

(2) GFC (Phase III-V).

3. Planning. The activation of RC individuals to fill I MEF contingency manpower requirements should be planned for as part of the I MEF Tactical Standard Operating Procedures (TACSOP) and Deploy the MEF orders. Validated RC manpower requirements should be codified on the I MEF T/O.

a. The I MEF G-3/Senior Reserve Integration Officer is responsible for the validation of all Reserve manpower requirements.

b. The I MEF G-1/Reserve Liaison Officer is responsible for initiating and processing requests the activation of RC individual Marines in support of I MEF validated manpower requirements.

CHAPTER 3

Integration of Non-Mobilized SMCR Units/Dets into the I MEF TEEP

3000. Background. This chapter outlines the process for requesting and integrating MARFORRES units and detachments into I MEF exercises and training events. It is important to develop an understanding of the purpose of soliciting SMCR involvement in I MEF TEEP events. The I MEF Campaign plan contains amphibious core competencies in response to crisis response, Contingency Plans (CONPLAN) or Operations Plan (OPLAN) execution. Staff members are encouraged to read the latest I MEF Campaign Plan to fully understand the MEF core competencies. It is the execution of these core competencies which requires rapid integration of reserve forces to succeed.

3001. Reserve Integration Objectives. The integration of SMCR units into the I MEF TEEP will ensure that adequately trained/prepared SMCR units are attached to I MEF and its MSCs in the event of a crisis response, CONPLAN or OPLAN scenario. I MEF and its MSCs should look for opportunities to integrate SMCR units across the MAGTF in order to build and enhance working relationships with MARFORRES units during peacetime to ensure success during wartime.

3002. Reserve Integration Planning Considerations. Exercise planners within I MEF and its MSCs should identify capability gaps within exercises that can be provided by SMCR units. Specific attention should be placed on integrating SMCR unit capabilities that are allocated via an approved TPFDD to an established OPLAN or CONPLAN associated to I MEF. The below paragraphs describe several planning actions that should be considered.

1. TEEP Conferences. TEEP conferences provide a unique opportunity to conduct long range planning for future training integration opportunities of SMCR units into I MEF and its MSCs planned exercises. I MEF/MS C TEEP planners should coordinate with MARFORRES TEEP planners to ensure attendance at the appropriate TEEP conferences and the integration of SMCR units/dets into the I MEF TEEP. MARFORRES participation in training events typically must be identified, requested and coordinated one fiscal year in advance of execution, therefore planners must project Reserve Integration opportunities as far into the future as possible during TEEP conferences.

a. I MEF TEEP Conference. Historically, I MEF TEEP Conferences are held in the second quarter of each fiscal year. Prior to the TEEP Conference, I MEF planners should develop exercise plans and identify capabilities that are required. Capabilities selected for Reserve Integration should be requested from MARFORRES during the TEEP Conference.

b. MSC TEEP Conferences. TEEP conferences at the MSC level should also include MARFORRES TEEP planners from the respective MARFORRES MSC that can provide required capabilities in support of a I MEF MSC. Coordination at these conferences must be communicated to the I MEF CE and be codified via formal message traffic.

2. I MEF/MARFORRES TEEP Requirements. The I MEF G-3 RIO will identify and coordinate MARFORRES unit requirements in conjunction with MARFORRES planners, the I MEF CE, and MSCs.

a. FOS Requests. Once reserve support requirements have been identified, the process to request such units and personnel must be

initiated. A FOS will be submitted to MARFORRES, via MARFORPAC and MARFORCOM, requesting in detail the unit capabilities and unique equipment requirements to support the I MEF/MSC training evolution. An informational copy of the FOS must also be addressed to MCI-W so they can plan for facilities and logistical requirements needed to house and support SMCR units as they flow into and work aboard I MEF bases and stations.

b. Planning Conferences. After the FOS is returned from MARFORRES stating in what capacity they will support the I MEF training event, personal coordination between the I MEF G-3 Senior Reserve Integration Officer, MARFORRES planners and MCI-W must be conducted to further refine the plan and outline the support and training requirements. These planning conferences can be conducted at the base or station the training will occur, or via video telephone conference (VTC).

c. Confirmation Brief. Once planning has been conducted and support relationships finalized, a Confirmation Brief will be prepared by the I MEF Senior Reserve Integration Officer and provided to the I MEF G-3 no less than 60 days prior to conduct of the exercise. The brief will encompass the exercise name, supported unit(s), supporting unit(s), facilities support, logistical support, and the specific portions of the training plan the MARFORRES units will participate in.

3003. Deployment Processing Command/Reserve Support Unit (DPC/RSU)

1. DPC/RSU Role. The DPC/RSU at Camp Pendleton is a MARFORRES organization with a mission to support the coordination of training for SMCR units with MCI-W aboard Marine Corps Base (MCB) Camp Pendleton.

2. SMCR Unit Annual Training (AT). All reserve units conducting AT aboard Marine Corps Bases and Stations must comply with the same provisions as those applying to tenant commands. The use of all training facilities aboard MCI-W installations is regulated by applicable base orders. Cognizance in this regard as it relates to MARFORRES units will be maintained by the CO, DPC/RSU. The CO, DPC/RSU will also facilitate support for reserve units.

a. SMCR units conducting AT aboard MCB Camp Pendleton will coordinate all support requirements through DPC/RSU Camp Pendleton.

b. During planning and coordination phases, continuous direct liaison is authorized between SMCR units and the DPC/RSU.

3. SMCR Unit AT in support of I MEF/MSC TEEP Event. In the event an SMCR unit is supporting a I MEF/MSC TEEP event, I MEF representatives from the G-3 will coordinate with the DPC/RSU and MCI-W. Direct liaison between I MEF/MSC host units and reserve units will be established as soon as practical in the integration planning process.

CHAPTER 4

I MEF IMA Manpower Management Procedures

4000. Purpose. To establish policies and procedures per the references for the oversight, administration and management of the IMA personnel assigned to I MEF.

4001. Background. The IMA program provides a source of pre-trained and qualified RC Marines to fill individual billets that augment active component structure and missions of the Marine Corps, Department of Defense and other departments or agencies of the United States Government.

1. The I MEF IMA program is designed to facilitate the rapid expansion of the I MEF staff to meet manpower requirements in the event of a military crisis or contingency. The IMA Program will be administered such that the most time sensitive critical billets required to augment the I MEF in a contingency scenario will be staffed with IMA Marines who are trained and prepared to rapidly mobilize in order to enhance the I MEF's responsiveness and operational capacity.

2. IMA Marines are used to support active duty organizational requirements and will be prepared to step in and be fully functional during deployments, exercises, or other specialized or technical requirements. During contingency operations, IMA Marines fill active duty shortages in rear, and forward deployed billets.

3. The projected manpower requirements needed to respond to future contingency operations and/or actual mobilization far exceed the Marine Corps' normal peacetime staffing levels. Many of these manpower requirements must be filled early on during the initial stages of a crisis and well before a partial or full mobilization is declared. These requirements must be sourced with qualified Marines who are able to report to and perform their assigned duties without delay. This is accomplished by pre-assigning trained IMA Marines to billets specifically designated on the T/O to augment I MEF.

4002. Responsibilities. References (c) and (i) establish policies and procedures governing the IMA Program and provide guidance regarding the responsibilities of the I MEF OpSponsor, Billet Sponsors, and the personal responsibilities of assigned IMA Marines. The command's IMA program is administratively managed in the I MEF G-1 by the RLO.

1. CoS (Mobilization), I MEF. The CoS (Mobilization) serves as a principal staff officer to the Deputy Commanding General (Mobilization) regarding utilization, mobilization and employment of members of the IMA. The CoS (mobilization) oversees assignment of senior grade IMA Marines to the I MEF CE, 1st MARDIV, 3rd MAW, 1st MLG, and I MIG, and monitors their participation and integration within their assigned unit or staff section. The CoS (Mobilization) provides advice and recommendations on the utilization of IMA Marines and works closely with the I MEF RLO to identify, plan and manage assignments of RC personnel. The CoS (Mobilization) ensures that IMA members fulfill and record training activities required by the Marine Corps.

2. RLO, I MEF. The RLO serves as the I MEF IMA OpSponsor for all Reserve Reporting Unit Codes (RRUCs) within I MEF. As such, the I MEF RLO will be appointed as the OpSponsor for each RRUC within I MEF. Additionally, each RRUC Commanding Officer will sign a DD577 Form granting the RLO/OpSponsor and

his staff all required roles to properly manage their IMA Marines within the Requirements, Transition and Manpower Management System (RTAMMS). The following RRUCs will be managed by the I MEF RLO.

- a. 88604: I MEF CE, Camp Pendleton, CA
- b. 88622: 1st MarDiv, Camp Pendleton, CA
- c. 88647: 3D MAW, MCAS Miramar, CA
- d. 88679: 1st MLG, Camp Pendleton, CA
- e. 88632: I MIG, Camp Pendleton, CA
- f. 88700: HMLAT-303, 3D MAW, Camp Pendleton, CA
- g. 88717: VMFAT-101, MAW, MCAS Miramar, CA

4. Billet Sponsor. Each I MEF staff section, MSC and Unit that has IMA structure on its T/O will assign an Active Duty Billet Sponsor to manage its IMA billets. The Billet Sponsor will interact directly with the I MEF RLO and his staff for all matter pertaining to their IMA Marines to include but not limited to recruiting, scheduling, mustering, administration, orders requests, and mobilization.

4003. IMA Administration. IMA Marines work for the command and staff section to which their billet identification code (BIC) is assigned on the unit T/O. It is the billet sponsor's responsibility to ensure that they have sufficient tasks for their IMA Marines to perform during IDT periods, AT periods and active duty orders to sufficiently prepare them to perform their assigned mobilization/wartime mission.

1. IMA Assignments

a. Advertising Billet Vacancies. IMA billet vacancies will be advertised in RTAMMS up to 110 percent of the Authorized Manning minus the current on hand strength. Each month the RLO will review the on hand strength and the advertised billet list within RTAMMS and make adjustments to ensure the proper number of advertised billets are identified and published. Billet sponsors will provide input to the RLO monthly, detailing their recruiting priorities by BIC. An IMA BIC may be advertised up to six months in advance of the current billet holder's tour end date in order to allow proper turn-over of critical billets.

b. Join Process. All IMA join applications will be processed by the RLO. Upon receipt of an application the RLO will route the request to the appropriate billet sponsor for the requested BIC. Billet sponsors will make arrangements to interview the applicant either in person or by phone to determine the applicant's suitability to perform the billet duties and meet the section's schedule. The billet sponsor will provide a favorable or unfavorable endorsement and return the application to the RLO within 10 business days. The RLO will forward approved requests to MARFORRES IPAC via the Prior Service Recruiter. Once the IMA Marine is joined, the RLO will inform both the billet sponsor and the senior IMA Marine within that section. The IMA CoS (Mobilization) will approve applications for all Colonel IMA billets.

2. IMA Training. IMA training requirements are planned and scheduled by the IMA Marine in conjunction with their billet sponsor, and coordinated with the RLO. Training should prepare the IMA Marine to perform their billet in the event of a mobilization, as well as satisfy required annual training. IMA Marines assigned to I MEF and its MSCs will adhere to their unit's annual training plan to complete all required annual training.

a. Required Training. IMA Marines will perform an annual Physical Fitness Test (PFT) between January and June, and a Combat Fitness Test (CFT) between July and December, per reference (1). IMA Marines may also schedule PFTs/CFTs with any other USMC command, as long as it is conducted per reference (1). PFT/CFT results with height, weight and body fat percentage must be submitted in accordance with reference (1). Completed PFT and CFT results must be submitted to the RLO OMB email to be entered into the Marine Corps Training Information Management System (MCTIMS) by the Reserve Training NCO. All RC Marines are required to complete the USMC Cyber Awareness Training in MarineNet each fiscal year. Other training, such as rifle/pistol requalification, CBRNE training, swim qualification may be required for IMA personnel. Corporals must qualify with the rifle every two years for composite score computation. Billet sponsors will coordinate requalification with their S-3s. All IMA personnel are subject to Marine Corps Martial Arts directives.

b. Field Equipment. IMA Marines may checkout field equipment from either the Individual Issue Facility (IIF) or Unit Issue Facility (UIF) as required for a period of duty. The IMA Marine must turn in this equipment at the conclusion of the duty period. Failure to turn in equipment may result in the member being held liable for the loss of government property.

3. IMA Duty Periods

a. IDT periods. IMA Marines are authorized 48 IDT periods per fiscal year. An IDT period is required to be a minimum of four hours, and a maximum of two IDT periods can be performed per day. Generally, two IDT periods are performed per day, which equates to 24 days of duty per fiscal year. IDT periods must be scheduled in accordance with the billet sponsor's direction and in support of the command/section of the assigned billet. All IDT periods will be conducted at the unit HTC, which is Camp Pendleton for I MEF, 1st MARDIV, 1st MLG, I MIG, and HMLAT-303, and MCAS Miramar for 3rd MAW and VMFAT-101.

(1) IDT Scheduling and Approval. All I MEF IMA Marines are responsible for accessing Drill Management Module (DMM) and scheduling their IDT periods prior to the day of the IDT. IMA Marines will coordinate with their section billet sponsors to determine their required IDT schedule. The RLO will approve the IDTs submitted in DMM.

(2) IDT Mustering and Certification/Payment. Once an IMA Marine completes the IDT period, they will submit a I MEF muster sheet to their billet sponsor. Billet sponsors will sign the muster sheet verifying the IMA Marine completed a satisfactory drill period. The signed muster sheet is then forwarded to the RLO OMB email by the IMA Marine or billet sponsor for certification and payment. Muster sheets should not be submitted prior to the conclusion of the scheduled IDT period.

b. Off-site IDT. Off-site IDT periods are not authorized unless scheduled and pre-approved by both the billet sponsor and OpSponsor. All

Off-site IDT periods require the issuance of authenticated orders via the Marine Reserve Orders Writing System (MROWS) prior to the execution of the duty period. Off-site IDT musters must have the signature of the Commanding Officer or Officer in Charge (OIC) at the site where the IDT was performed. The IDT muster sheet is then submitted to the RLO OMB email for validation. IMA Marines may be authorized to perform Off-site IDTs if the following criteria is met:

(1) The Off-site IDT must be approved by the billet sponsor/staff division.

(2) The IMA Marine's duties must provide significant and direct benefit to the accomplishment of the I MEF mission.

(3) The CO/OIC at the alternate duty site must approve this arrangement.

(4) The staff division must provide written authorization for the Off-site orders to the RLO indicating the location of the alternate duty site and the name of the individual conducting IDT musters.

(5) IDT muster sheets are submitted as noted above.

c. AT period. IMA Marines are authorized a 12 day AT period with one additional day for travel, as required, per fiscal year. An IMA Marine is required to perform their AT each year in order to meet minimum IMA participation requirements. AT periods must be scheduled in accordance with the billet sponsor's direction and in support of the command/section of the assigned billet. AT periods may be performed in conjunction with IDT periods in order to extend the availability period of the IMA Marine. All AT periods require the issuance of authenticated orders via MROWS prior to the execution of the duty period.

d. ADOS. ADOS orders fund the use of RC personnel to augment Marine Corps organizations and units. All ADOS periods require the issuance of authenticated orders via MROWS prior to the execution of the duty period. The ADOS program consists of the following funding categories pertinent to I MEF:

(1) ADOS-Active Component (ADOS-AC). Used to fund the RC member's pay and allowances for short-term projects or operational support to I MEF.

(2) ADOS-Contingency Operation (ADOS-CO). Used to fund the RC member's pay and allowances for periods of duty in support of a contingency operation. This requires CMC (MMIB-2) approval.

e. Confirmation Orders. Per reference (c), unless explicitly authorized by M&RA (RA), in no instance will an RC Marine execute orders or commence travel without being in receipt of signed/authenticated copy of original MROWS orders authorizing duty/travel. All periods Off-Site IDT, AT, ADOS and Mobilization require authenticated MROWS orders prior to the execution of orders or travel.

f. Managing IMA Duty Periods

(1) IMA Marines and billet sponsors should be attentive to the allocation of IMA duty periods each fiscal year. IMA Marines should not

request IDT periods in excess of their allocated 48 IDT periods. All scheduling requests for IDT periods in excess of 48 periods will be declined.

(2) IDT Schedule Changes. IMA Marines should submit an email request to the RLO OMB email to cancel any previously approved but unexecuted IDT periods. IMA Marines will not be approved to schedule a new IDT period in DMM until their total approved and executed IDT periods is equal to or less than 48 periods.

(3) While IDT and AT periods are administered on a fiscal year basis, each RC Marine must ensure they attain 50 reserve retirement points during their anniversary year in order to have that year counted as a satisfactory year for reserve retirement.

(4) Each IDT period counts as 1 reserve retirement point, and each day performed on either AT or ADOS orders counts as 1 reserve retirement point.

4. FITREP and Pro/Con Marks. IMA members will receive FITREPs or Pro/Con marks as applicable per references (j) and (k).

a. FITREPs. IMA Marines are responsible for submitting a FITREP Marine Reported On Worksheet (MROW), with completed Section A to their reporting senior via APES. The section the IMA Marine belongs to is responsible for writing and submitting timely reports on all IMA Marines. Completed FITREPs must be submitted to CMC (MMRP) within 30 days of the end of the reporting period. Appendix A of reference (j) promulgates annual FITREP schedules for each grade. All other FITREP reporting occasions apply to IMA Marines.

(1) FITREP Tracking

(a) FITREP Matrix. Each unit/section with IMA Marines assigned will develop and maintain a FITREP Matrix that lists each MRO with their assigned Reporting Senior (RS) and Reviewing Officer (RO).

(b) FITREP Timeliness. Each unit/section with IMA Marines assigned to the unit's RRUC will review the "Commander's Timeliness Report" monthly for all IMA Marines with pending FITREPs. Leaders must ensure appropriate attention is placed on completing all outstanding FITREPs for IMA Marines.

(c) FITREP Date Gaps. Each unit/section with IMA Marines assigned to the unit's RRUC will review the "Date Gap Report" monthly for all IMA Marines with missing FITREPs. Leaders must ensure appropriate attention is placed on completing all outstanding FITREPs for IMA Marines.

b. Pro/Con Marks. All Corporals and below will receive Pro/Con Marks in accordance with reference (k). Pro/Con marking recommendations should be made in MOL and submitted to the Reserve RUC CO for approval.

5. Career Planning. Reserve career retention and development counseling, as well as the processing of required career retention packages for enlisted IMA Marines is the responsibility of the Command that the IMA Marine is assigned to. The unit Career Planner should track and process extensions and reenlistments into the MARFORRES for their assigned enlisted IMA Marines.

6. Security Clearance. The I MEF Security Manager is responsible for verifying and requesting security clearances based on I MEF billet requirements listed on the T/O.

a. Clearance requirements for an IMA billet will be identified by the billet sponsor during the IMA application process.

b. A qualified IMA applicant must be eligible to obtain the required clearance. Clearance requirements will be noted on the OpSponsor's join endorsement and verified with the I MEF Security Manager upon check-in.

c. Action will be taken by the I MEF Security Manager to initiate the appropriate clearance upon official join to the MEF.

d. Security clearance requirements for each BIC will be reviewed annually by the billet sponsor to ensure the clearance required for the billet is appropriate.

7. Medical/Dental Readiness. IMA Marines are required to maintain their medical and dental readiness to ensure they are world-wide deployable. As such, IMA Marines must complete a Physical Health Assessment (PHA) and Dental Exam annually, and be tested for HIV every two years. This is an individual IMA responsibility and can be completed during scheduled IDT periods at the HTC Medical Treatment Facility (MTF). A paid IDT will not be authorized for the sole purpose of completing a medical/dental readiness requirement. An IMA Marine can utilize non-paid appropriate duty orders and obtain non-paid points to complete a medical/dental readiness requirement at an MTF.

a. Medical/Dental Readiness Tracking. Each unit/section with IMA Marines assigned to the unit's RRUC will review their Medical Readiness Reporting System (MRRS) Medical/Dental Readiness Reports monthly for their IMA Marines readiness status. Leaders must ensure appropriate attention is placed on maintaining a high state of medical/dental readiness for their assigned IMA Marines.

8. Government Travel Charge Card (GTCC). All IMA Marines are required to have a GTCC to support government travel. The Command Agency Program Coordinator (APC) will ensure the IMA Marine meets the requirement to maintain a GTCC.

9. Reimbursement of Expenditures on Official Business. IMA Marines are entitled to submit claims for the reimbursement of expenses while performing IDT periods. Reimbursement claims will be submitted using form OF1164 via an MOL EPAR for processing by the RLO. The OF1164 must be submitted after the corresponding IDT period has been paid. Each RRUC Commanding Officer will sign a DD577 Form granting the RLO/OpSponsor and his staff the authority to sign all OF1164 claims for the IMA Marines within their unit as the Approving Official (AO) and/or the Authorized Certifying Officer (ACO).

a. Lodging. IMA Marines, both officer and enlisted, who qualify for lodging while on IDT periods may submit OF1164 claims for the reimbursement of lodging expenses. All lodging must be in accordance with applicable policy for the member to rate reimbursement.

b. Meals. Enlisted IMA Marines, who qualify for meals while on IDT periods may submit OF1164 claims for the reimbursement of meal expenses. Meals will only be reimbursed up to the standard government meal rate (GMR).

c. Rental Cars. IMA Marines performing periods of duty at their HTC are not authorized a government funded rental car. A rental car will only be authorized when an IMA Marine performs duty at a location other than their HTC, and when the rental car is expressly authorized in the IMA Marines MROWS orders. IMA Marines are responsible for their own transportation to/from and while aboard their HTC when performing IDT periods.

10. Legal Jurisdiction/Request Mast. The RRUC Commanding Officer will maintain legal jurisdiction and request mast authority over the IMA Marines assigned to their commands.

11. Miscellaneous.

a. IMA Contact Information. All IMA Marines must ensure their current address, phone number(s), and email address(es) are accurately reflected in MOL and Marine Corps Total Force System (MCTFS).

(1) MOL Updates. IMA Marines can update their mailing address, physical address, phone number(s), and email address(es) in the Personnel Info section of MOL.

(2) MCTFS Updates. Per MARADMIN 204/15, RC Marines are required to provide two forms of Primary Residence verification for update in MCTFS. Verification sources will be submitted via an MOL EPAR to the RLO for processing.

b. Civilian Employment Information (CEI). All IMA Marines are required to update their CEI within MOL annually.

4004. Reserve Budget Requests. Annually I MEF will develop and submit its Reserve Personnel Marine Corps (RPMC) budget requirements to HQMC. The I MEF RLO is responsible for the I MEF RPMC budget development and submission. The RPMC budget will include the following budget categories.

1. AT Pay and Allowances. This budget category will project the anticipated cost to fund all I MEF IMA personnel for their 12 day AT period. Projected cost should factor the by-rank breakdown of the I MEF IMA population. Additionally, projections for extended and additional AT periods must be developed.

2. AT Travel and Per Diem. This budget category should project the anticipated cost to fund the required travel and per diem for IMA Marines while on AT orders.

3. Off-site IDT Travel and Per Diem. This budget category should project the anticipated cost to fund the required travel and per diem for IMA Marines performing Off-site IDT orders.

4. ADOS. This budget category should project the overall cost and requirements to support I MEF with RC personnel on full time ADOS orders. Budget projections should be made for both ADOS-AC and ADOS-CO requirements.

4005. Activation/Mobilization Planning. High active component operational and personnel tempo require increased access to and use of RC augmentation during peacetime, contingency operations and wartime. Individual reserve augmentation must be an integral part of routine I MEF operations and

deliberate or crisis planning. Reserve accessibility is determined by requirements along the operational continuum ranging from peacetime to total war.

1. Reserve Mobilization Accessibility. Reserve accessibility is driven by operational requirements and the level of activation authority available to the Marine Corps. Conditions may exist where the level of activation authority does not meet immediate operational requirements.

a. ADOS-CO. Volunteering members of the IMA, SMCR, and IRR are accessible to support I MEF OCO requirements. The below categories are deemed acceptable use for RC Marines on OCO funded ADOS orders:

(1) Direct Backfill Requirement. Reserve Marines are authorized to backfill a billet vacated by an active duty Marine who is forward deployed. Maximum length of orders will be two weeks prior to report date for the active Marine until 30 days after the active Marine returns from his deployment.

(2) Forward Deployed Requirement. Reservists can be used in support of forward deployed OCO requirements. Orders will encompass required PTP, the deployment, and 30-60 days post-deployment for demobilization requirements.

(3) Direct Support to Named Operations. Orders may be authorized for Marines serving in a role that is in direct support of named operations. Justification must show how the billet has a direct nexus to OCO activities.

2. Reserve Mobilization Request Process. All requests for the activation of individual RC Marines will be routed to the I MEF G-1 RLO. The RLO will ensure all requests for individual mobilizations of IMA, SMCR or IRR personnel are processed in accordance with HQMC (MMIB-2) policy.