



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NC 28533-0003

AirStaO 1001.1B
MPR
03 OCT 2008

AIR STATION ORDER 1001.1B

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE INDIVIDUAL
MOBILIZATION AUGMENTEE DETACHMENT

Ref: (a) MCO 1001.62
(b) MCO P1001R.1J
(c) MCO 5311.1C
(d) MCO P1610.7F

Encl: (1) Reporting/Detaching Endorsement
(2) IMA Det Termination of Membership

1. Situation. The purpose of this Order is to provide information and instructions for the management and administration of the Individual Mobilization Augmentee Detachment (IMA Det) assigned to Marine Corps Air Station, Cherry Point as directed by references (a) and (b). The IMA program provides trained individual reservists to serve in critical billets within the wartime organizational structure which often must be filled with little or no notice upon mobilization or national emergency. IMAs are preassigned to train in category "A" billets identified on the Headquarters and Headquarters Squadron (H&HS), Unit Identification Code (UIC) M02207, and Marine Transport Squadron 1 (VMR-1), UIC M02220 structure. During peacetime, IMA members perform Inactive Duty for Training (IDT) and Active Duty for Training (ADT) to prepare for mobilization assignments. Upon mobilization, IMA members are activated by CMC to the Billet Identification Code (BIC) to which they have been assigned. The IMA Det is under the administrative control of the Commanding General, Mobilization Command (CG, MOBCOM) and under operational control of the Commanding Officer, Marine Corps Air Station, Cherry Point (CO, MCAS Cherry Point).

2. Cancellation. ASO 1001.1A.

3. Mission. The CO, MCAS Cherry Point will sponsor an IMA Det at Cherry Point.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The principal role of the IMA Det upon mobilization is to augment and reinforce the active component during time of war or other contingency. Therefore, in order to support force deployments, IMA members are to maintain a high state of readiness for mobilization and subsequent deployment in support of current operations.

(2) Concept of Operations. The IMA Det will increase the operational readiness of MCAS Cherry Point.

b. Subordinate/Tenant Element Missions

(1) The following commands/directorates will provide assistance and management of the IMA Det at MCAS Cherry Point:

(a) Director of Manpower

1. Serve as the Operational Sponsor for the IMA Det. Review and validate IMA billets on the H&HS and VMR-1 T/Os per reference (c).

2. Submit required modifications of the H&HS and VMR-1 T/Os in accordance with reference (c).

3. Oversee the IMA Det membership process and prioritize critical billets which will be filled by IMA personnel.

4. Receive and compile Active Duty Operational Support (ADOS) budget requests to meet mission requirements of the Air Station for the fiscal year. Forward consolidated requirements to the Reserve Liaison Officer (RLO), MCIEAST for action.

5. Approve all ADOS requests for personnel assigned to H&HS and VMR-1 to ensure funds will be available for the fiscal year and to assist during times of personnel shortages and special projects. Forward requests to RLO, MCIEAST for order writing and fund approval.

6. Assign BICs and billet descriptions to all Marines reporting for ADOS on T/Os 8340 and 8344.

7. Provide administrative and logistical support to MCAS Cherry Point IMA Det by forwarding all required documentation to the CG, MOBCOM.

8. When requested, provide assistance to staff sponsors with performance evaluations in accordance with reference (c).

9. Process annual training (AT), Reserve Counterpart Training (RCT), MOS and career level school requests via the Reserve Order Writing System (ROWS). Provide reporting endorsements to Marines using enclosure (1).

10. Advertise billet openings and ADOS opportunities via Reserve Duty On-Line (RDOL).

11. Monitor participation requirements of assigned IMA members.

12. Notify the Regional Prior Service Recruiter of all IMA vacancies for solicitation of qualified applicants.

13. Develop a local procedural guide to disseminate to all staff sponsors with IMA Det members regarding drill reports, performance evaluations, training requirements and timelines.

14. Maintain an accurate recall roster of all members in the IMA Det.

15. Represent MCAS Cherry Point IMA interests at IMA conferences.

(b) CO, H&HS; CO, VMR-1; and Directorate Heads

1. Serve as staff sponsors for all IMA Det members assigned to BICs within their Squadrons/Directorates.

2. Incorporate IMA personnel into the annual training plan. Ensure mandatory training requirements are met throughout the year; Reserve Marines are required to complete an

annual PFT vice semi-annual. Forward completed training results to the Manpower Directorate for submission to CG, MOBCOM.

3. Assign reporting seniors to complete annual performance evaluations in accordance with reference (d).

4. Ensure proficiency/conduct markings and recommendations/non-recommendations for promotion are submitted to the Manpower Directorate for forwarding to CG, MOBCOM in a timely manner.

5. Complete the unit muster sheet, for submission to the Manpower Directorate for forwarding to CG, MOBCOM.

6. Ensure IMA members are adequately trained to assume the full responsibilities of their billets immediately upon mobilization. Training programs should be tailored to fit specific billet requirements and experience levels.

7. Maintain and document all certifications/licensing necessary for Military Occupational Specialty proficiency and currency.

(2) IMA members are required to participate in 48 periods of IDT (formerly referred to as drills) and 12 days of Annual Training (AT), exclusive of travel, every fiscal year. An IDT period consists of a minimum of four hours of training. Therefore, each full day of work constitutes two periods for pay and retirement purposes. Only two periods can be reported in a day.

(3) Many IMA Det billets require the member to train during the week while other billets require weekend periods. The IMA concept offers maximum flexibility in IDT scheduling. IDT schedules will be coordinated between the IMA member and the staff sponsor, considering the needs of both. While the IMA member's civilian job obligations must be considered, the overriding factor must be the requirement for the member to train effectively in their mobilization billet.

(4) The IMA member is responsible for ensuring that the unit muster sheet is signed by the staff sponsor and sent to the Manpower Directorate. The Manpower Directorate is responsible for forwarding the unit muster sheet to CG, MOBCOM.

(5) AT requests will be submitted via the staff sponsor to the Manpower Directorate a minimum of 14 days in advance. The Manpower Directorate will complete the orders in ROWS and complete all attaching/detaching endorsements utilizing enclosure (1).

(6) Fitness reports will be submitted per reference (d). IMA Members are required to complete section A information. A separate fitness report is not required for the member's AT if the AT period is referred to in the member's annual report.

(7) Proficiency and conduct marks are required annually and at the end of the AT period.

(8) All IMA applications will be routed through the Manpower Directorate for approval.

(9) The normal tour of duty for IMA members is three years. Reservists may not rejoin the same IMA Det for one year upon completion of the tour. Reservists, however, may immediately join an IMA Det which has a different platoon code. The CG, MOBCOM must authorize all IMA joins.

(10) Requests for a one-year extension will be submitted in writing from the staff sponsor via the Manpower Directorate to CG, MOBCOM. CMC (RA) has final approval authority.

(11) If an IMA member desires to voluntarily terminate assignment, the member will submit a request for termination, enclosure (2), to the appropriate staff sponsor who will then forward the request to the Manpower Directorate. The request with endorsement will go to CG, MOBCOM.

(12) Staff sponsors may request that CMC (RA) transfer to the Individual Ready Reserve (IRR) any member who fails to maintain billet proficiency or otherwise performs unsatisfactorily.

(13) Mobilization of IMA Det members will be initiated by the CG, MCIEAST upon receipt of a mobilization order by CMC (MPP-60). Upon notification of activation, the IMA members of this unit should report to the Manpower Directorate within 24 hours for duty with their staff sponsor or as otherwise directed.

c. Coordinating Instructions. Nothing in this Order precludes the Commanding Officer, MCAS Cherry Point from broadening the scope of the IMA program.

5. Administration and Logistics. The Director of Manpower is responsible for the administration and logistics of the IMA Detachment.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

b. Signal. This Order is effective the date signed.



ROBERT D. CLINTON
By direction

DISTRIBUTION: A

REPORTING/DETACHING ENDORSEMENT

MEMORANDUM ENDORSEMENT

From: Commanding Officer (reporting unit)

To: Rank/Name/SSN/MOS USMCR

Subj: **TERMINATION OF ACTIVE DUTY OPERATIONAL SUPPORT (ADOS)
ORDERS / ANNUAL TRAINING (AT) ORDERS**

1. You reported to _____ on _____ at
_____. (command) (date)
(time)

2. You departed _____ on _____ at
_____. (command) (date)
(time)

3. Government Quarters:

- At no cost. Avail, but not utilized.
- BOQ/BEQ \$_____ per night. Not required, lives local.
- Use of commercial lodging is authorized.
- Married to ACDU spouse and lives in govt housing.
- Government quarters not available; non-avail stamp obtained.
- Active duty spouse - entitled to BAH O/R Yes No
- Conference Fee Amount \$_____ (Indicate on travel claim meal deducted if fee included any meals.)

4. Government Meals:

- Meal card issued. Messing available.
- Messing not available. Available, but not utilized, lives locally.
- Messing available, but not utilized as it adversely affects mission performance; excessive distance or no transportation between place of duty or lodging; duty and mess operating hours aren't compatible.

5. **Special Duty:** (provide time/date)

- () Not field duty.
- () Duty in the field.
- () Field duty from _____ to _____.
- () Sea duty from _____ to _____ on board USS: _____.
- () Hazardous duty from _____ to _____.
Location: _____.

6. **Other Pay Entitlements:**

- () Family Separation Allowance (FSA) authorized from _____ (30+ days ACDU only)
- () ACIP pay (pilots) ()Yes ()No
- () Aircrew Pay (enlisted) ()Yes ()No
- () Foreign Duty Pay ()Yes ()No
- () LSL (30+ days ACDU)
- () Tax exclusion (hazardous duty area) from _____ to _____.
Location _____.

X. X. XXXXXX
By direction

IMA DET TERMINATION OF MEMBERSHIP

(Date)

From: _____
(Rank/Name) (SSN/MOS)

(Address)

To: Commanding General, Marine Corps Mobilization Command,
15303 Andrews Road, Kansas City, MO 64147-1207

Via: Operational Sponsor, Manpower Directorate, Marine Corps
Air Station, Cherry Point

Subj: REQUEST FOR TERMINATION OF IMA DETACHMENT MEMBERSHIP

Ref: (a) MCO P1001R.1J

1. Per the reference, I request that my membership in the Marine
Corps Air Station, Cherry Point, Individual Mobilization Augmentee
Detachment be terminated effective _____ due to my:

() Inability to attend regularly scheduled IDT periods.

() Change of address. The following forwarding address is
provided:

() Other (Specify) _____

(Signature)