

IMA Statement of Understanding for 1FV and QAM

As a Reservist attached to an IMA detachment of I&L, I _____ understand that I am responsible for completing the following items listed below. I understand that failure to adhere to the below will result in me being dropped from I&L and placed into the IRR.

Security:

Have and maintain a current security clearance of at least the SECRET level.

Obtain and maintain proper access to buildings of your assigned workspace.

Admin:

Drills are submitted 10 calendar days prior and then approved prior to the commencement of the IDT.

Drills will not be entered into RTAMMS/DMM ("Drill Manager") after the fact.

At the conclusion of drill, submit supporting documentation (e.g. e-mail or letter from a supervisor) that the drill period has been satisfactorily performed. This provides the requisite supporting documentation to enable the expenditure of funds.

(1) Annual Audit, (2) current SGLI certification, (3) MILPAY documents and (4) travel claims - are the individual Marine's responsibility to ensure they are current.

As administrative/medical items are updated, an EPAR must be submitted to ensure your record is current. As an IMA Marine, MFR IPAC is the administrative processing center, so everything is submitted via EPAR to them.

Annual Training:

Submit your Annual Training (AT) request to LPR at least 30 days before start date IAW MCO 1001.62C.

Complete your annual audit, and provide a screen shot of your EPAR, along with your AT request.

1 August is deadline for AT requests for that Fiscal Year.

Annual Training requests will not be processed/approved if you are missing any annual training requirements, reference above.

Schedule AT periods in coordination with and alignment to your supported Active Component (AC) organization's operational priorities and/or designated tasks or work efforts.

Perform a min. of 12 days (max. of 13 days, including travel) of Annual Training (AT) each **fiscal year**. This is one of the critical tasks to ensure satisfactory participation in the IMA program. This alone will not achieve a satisfactory year towards retirement.

Note: The AT period is normally conducted in one contiguous block of days but may, with the permission of both the IMA Detachment Officer in Charge and IMA OpSponsor, be split into two blocks executed at different times within a single **fiscal year**. Note: If your AT period is split, funded travel is only authorized for one of the blocks of training.

LPR is a resource to help review travel claims at the end of your Annual Training (AT) prior to you submitting them via EPAR.

Required Training/Readiness:

Complete a Height and Weight verification each **calendar** year.

Conduct a Marine Corps Physical Fitness Test (PFT) between 1 January and 30 June of each **calendar** year, supervised by a certified Force Fitness Instructor (FFI) or Command Physical Training Representative (CPTR).

Conduct a Marine Corps Combat Fitness Test (CFT) between 1 July and 31 December of each **calendar** year, supervised by a certified FFI or CPTR.

As a member of I&L, the expectation is to perform 48 IDTs (drills) each fiscal year.

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Evaluation (JEPES or FITREP):

Ensure that you receive an evaluation in JEPES or a FITREP for all periods of Active Duty over 30 days and AT if under different RS. AT Fitness Reports may be omitted if it will be covered by another reporting period.

Ensure that you receive an evaluation in JEPES or a FITREP for all grade changes and at the end of each semi-annual/annual reporting period (per MMSB).

Medical:

Complete an annual Periodic Health Assessment (PHA), Flu Shot, and Audiogram.

Conduct Human Immunodeficiency Virus (HIV) screening every two years.

Maintain dental readiness.

Comply with all other Marine Corps, Department of Navy, and Department of Defense medical requirements applicable to the Marine Corps Reserves.

Report any changes in health status to a Medical Clinic and the S-1 immediately.

Reserve Drills/Active Duty Periods:

Drill requests are entered in DM at least 10 calendar days prior to the requested drill days.

Coordinate with your work section regarding the scheduling of drills (48 drill periods per fiscal year).

Drills will not be scheduled after 25 September, for the last five days of that fiscal year.

A traditional IMA tour is 3 years in length. You may request for an extension in 1 year increments, to reach a total of 5 years with a specific unit.

For drills other than IDTs, submit a request form to aid with the administrative support.

Failure to meet the minimum requirements of the IMA program will result in your removal from the program.

ADOS requests will not be processed/approved if you are missing any annual training requirements, reference above.

There will be a 10 calendar day break between performing drills and commencing ADOS.

Submit all ADOS requests to LPR NLT 45 days before desired start date via your section chain of command. Ensure that you have a current full physical reflecting in your record (MCTFS) when submitting for ADOS.

Reserve Member Signature

Work Section

Date

Reserve Member's Reporting Senior Signature

Title

Date

OpSponsor Signature

Date

Contacts at the LPR Office:

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