

IMA REQUEST FOR ORDERS v.1OCT.24

Instructions: This form must be completed to its entirety and submitted to JAD_IMA@usmc.mil. Any change to previously submitted requests will require a new RFO. Each set of orders needs to be accompanied by an RFO. Please submit 1 RFO per email. Request for orders must be submitted **40 days** prior to the start date when traveling by POV and **45 days** prior when traveling by AIR but its subject to change based on the guidance from OpGroup. If School/PME orders are requested, utilize the comment box to give specifics to include order writing instructions.

IS THIS A MOD OF A PREV. REQUEST:

IF YES, YOUR MROWS #:

IS THIS 2ND SPLITAT:

RANK/ FULL NAME:

EDIPI:

FULL HOME ADDRESS:

(Street, City, State & ZIP)

PERSONAL/ MILITARY EMAIL:

DISTANCE BETWEEN HOR AND YOUR TAD SITE:

(Use DTS distance calculator)

IS GOVCC ACTIVATED & READY FOR USE:

(For GOVCC assistance call 1800-200-7056)

TYPE OF DUTY REQUEST:

Instructions: If this set of orders is in NOT in conjunction with IDT/drills for this request, skip to "travel start date: (yyyymmdd)"

DRILLS IN CONJUNCTION W/AT ORDERS:

(DRILLS MUST BE AFTER ORDERS)

DRILL START DATE:

(DRILLS MUST BE AFTER ORDERS)

DRILL END DATE:

(YYYYMMDD)

TRAVEL START DATE:

(YYYYMMDD)

REPORT NLT DATE/TIME:

(YYYYMMDD/00:00)

REPORTING TO:

(Unit name w/ no abbreviations)

REPORTING UNIT FULL ADDRESS:

(Street, City, State & ZIP)

DUTY WITH:

(Billet or Activity)

END DATE:

(YYYYMMDD)

MODE OF TRAVEL TO TAD LOCATION:

GOVERNMENT QUARTERS AVAILABLE:

GOVERNMENT MEALS AVAILABLE:

RENTAL CAR REQUESTED:

RENTAL CAR AUTH.:

POC E-MAIL FOR RENTAL

(IMA SectionHead/Supp. AD counterpart):

PRIMARY POC FOR THESE ORDERS

(Supported AD cmd or IMA SectionHead):

ALTERNATE POC FOR THESE ORDERS

(Supported AD cmd or IMA SectionHead):

NAME:

NAME:

PHONE:

PHONE:

EMAIL:

EMAIL:

COMMENTS/ SUB TYPE
(for orders)/ DTS REQUESTS:

MROWS REQUIREMENTS

(Orders will not be initiated until PHA & HIV are updated into your record)

PHA DATE:

(W/in last 12 mos)

HIV DATE:

(W/in last 24 mos)

- FOR CAR RENTAL (O5 AND BELOW): REQUEST YOUR BRANCH HEAD AND/OR SECTION HEAD FOR APPROVAL
- DO NOT ABBREVIATE UNIT NAMES/COMMAND, BILLET, ETC... E.G. LEGAL SERVICES SUPPORT SECTION INSTEAD OF LSSS.
- FOR IDT ORDERS, YOU ARE LIMITED TO REIMBURSEMENT OF THE DIFFERENCE BETWEEN PRIMARY RESIDENCE TO HTC, AND HTC TO OFF-SITE DRILL LOCATION.
- PAY/TRAVEL ENTITLEMENTS ARE BASED OFF OF PRIMARY RESIDENCY. IF YOU DO NOT HAVE A PRIMARY RESIDENCE LISTED IN MCTFS, YOU ARE SUBJECT TO NO PAY OR TRAVEL ENTITLEMENTS.
- IF YOU HAVE AN LOI PLEASE SUBMIT THE IT ALONG WITH YOUR RFO AND BE SURE YOUR RFO MATCHES YOUR LOI.
- IT IS THE TRAVELERS' RESPONSIBILITY TO INITIATE THEIR DTS.
- **WHEN CONDUCTING OFF-SITE IDTs: IDT CREDIT WILL NOT BE AUTHORIZED WHILE IN A TRAVEL STATUS. DO NOT ADD A DRILL ON DRILL MANAGER FOR "TRAVEL DAY" PRIOR TO START OF ORDERS DATE.**
- **If you completed your PHA and/or HIV, AND reflects in your IMR, please attach your IMR and submit an EPAR to request to update your PHA/HIV in your record**
- **If this is your 1st/1st half of AT/ADOS/AD activation (pme/school, ect) do a self audit and create an EPAR to update your BIR, RED and CRCR**