

# IMA REQUEST FOR ORDERS

**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. Request for orders must be submitted **10 business** days prior to the start date when traveling by POV and **15 business** **days** prior when traveling by AIR.

IS THIS A MODIFICATION OF A PREVIOUS REQUEST:

IF YES, WHAT IS YOUR MROWS #:

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:

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)*

END DATE:

*(YYYYMMDD)*

GOVERNMENT QUARTERS AVAILABLE:

GOVERNMENT MEALS AVAILABLE:

DAILY BILLETING COST:

*(Use DTS CTW)*

RENTAL CAR REQUESTED:

MODE OF TRAVEL TO TAD LOCATION:

PRIMARY POC FOR THESE ORDERS:

ALTERNATE POC FOR THESE ORDERS:

NAME:

NAME:

PHONE:

PHONE:

EMAIL:

EMAIL:

COMMENTS/ SUB TYPE/ 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)*

- 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 ANY LOI PLEASE SUBMIT THE INSTRUCTIONS 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 DRILL ON DRILL MANAGER FOR "TRAVEL DAY" PRIOR TO START OF ORDERS DATE.**