

* The annual training plan runs on a fiscal year basis. It is understood that IMA Marines may have an anniversary date that does not coincide with the FY. It is up to the IMA Marine to coordinate with their Billet Sponsor to ensure they obtain a satisfactory year in accordance with their anniversary year. Billet Sponsors will work with IMA Marines to help them achieve a satisfactory year. See the MCRAMM (MCO 1001R.1L) for breakdown of how each duty period is paid or credited.
* Submit completed form to your Billet Sponsor for approval/signature and forward to RLO.
* The deadline for completing the form and submitting to the RLO is 1 October, annually, or within 60 days of joining III MEF.

1. **IMA Marine Name**: Click here to enter text.
2. **Billet Sponsor Name**: Click here to enter text. Section: Choose an item.
3. **PHA is due annually**.  
   PHA complete   
   *See your IMR on MOL for due date.*   
   Next PHA due date: Click here to enter a date.   
   PHA will be completed by (name facility): Click here to enter text.
4. **Required Vaccines for III MEF**

<http://www.vaccines.mil/documents/2868_III_MEF_FHP_REQs_JAN2016.pdf>

Clinic Finder: <http://www.vaccines.mil/ClinicFinder>

1. **HIV screening is due every two years.**   
    HIV test complete  
   *See your IMR on MOL for HIV due date*.   
   Next HIV due date: Click here to enter a date.  
   HIV screening will be completed by (name facility): Click here to enter text.
2. **PFT season is 1 January – 30 June.**   
    PFT complete  
   Marine’s plan to complete PFT: Click here to enter text.  
   Host unit to monitor PFT: Click here to enter text.  
   *A drill must be requested via DMM by the Marine prior to conducting the PFT event*
3. **CFT season is 1 July – 31 December**.   
    CFT complete  
   Marine’s plan to complete CFT: Click here to enter text.  
   Host unit to monitor CFT: Click here to enter text.  
   *A drill must be requested via DMM by the Marine prior to conducting the CFT event*
4. **Rifle/Pistol Range is due every two years.**   
    Rifle  Pistol  N/A  
   Marine’s plan to complete Rifle/Pistol range: Click here to enter text.  
   Host unit to monitor Rifle/Pistol: Click here to enter text.  
   If N/A, state so: Click here to enter text.
5. **PME/MOS/Billet Training** PME Requirement  MOS Training  Assigned Billet Training   
   Marine’s plan to complete the training requirements Click here to enter text.  
   *School Requests must be submitted to the III MEF RLO 60 days prior to the start date*
6. **Secret/Top Secret Clearance**  
    Clearance Holder  
   Type of clearance: Choose an item. Clearance Expiration Date: Click here to enter a date.
7. **Annual III MEF Support Plan**  
    Exercise Support  Other  
   Name of the Exercise(s): Click here to enter text.  
   If not exercise support, how will you support the III MEF: Click here to enter text.  
   First Training Period: Click here to enter text.  
   Second Training Period: Click here to enter text.  
   Third Training Period: Click here to enter text.  
   *All Marines will conduct 13 days of Annual Training (AT) before requesting ADOS. Split AT will only be considered if the billet sponsor approves the use of section funded travel and per diem.*
8. **Annual Required Training** SAPR  OCAT  GTCC  TRS
9. **Computer Access**  
   A SAAR form must be submitted along with an updated Cyber Awareness Training Certificate from MarineNet and a Derivative Training Certificate to [IIIMEFHelpDesk@usmc.mil](mailto:IIIMEFHelpDesk@usmc.mil) before the Marine’s arrival to Okinawa.  
   *\*See SAAR Form template*  
    SAAR Form Submitted Date Completed: Click here to enter a date.  
    Cyber Awareness Training Complete Date Completed: Click here to enter a date.  
    Derivative Training Complete Date Completed: Click here to enter a date.
10. **Primary Address Validation**All Reserve Marines need to validate their primary address to receive orders and payment.  
     Address Validated via EPAR
11. **Signature of IMA Marine:** Click here to enter text.
12. **Signature of Billet Sponsor:** Click here to enter text.
13. **Date Completed:** Click here to enter text.