I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have been joined to the III MEF IMA Program.

 RANK FULL NAME

Billet Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, BIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Billet Sponsor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I am responsible for the following:

 **Admin:**

* Perform a check-in/check-out with the III MEF RLO, Building 4318 Camp Courtney, Okinawa upon reporting for all periods of duty, regardless of length of duty.
* I understand that I need a valid CAC Card prior to traveling to Okinawa. When traveling on government orders, Japan does not require a passport, however, I understand that the commercial airline may require a civilian passport. There are limitations on baggage and each carrier has a limit. I understand that because I am not issued equipment, I am not authorized to exceed carrier limits for baggage and I will not be reimbursed unless specifically stated on my orders.
* Perform a full check-in/check-out with the IPAC, MCB, Camp Foster Okinawa at the beginning of and upon completion of all active duty orders in excess of 30 days (in addition to checking in/out with the III MEF RLO).
* Submit all DD Form 1351-2 travel vouchers and SF 1164s local vouchers along with hotel/rental car/meal receipts to via EPAR/MOL within five working days upon completion of periods of duty. Contact RLO Admin for any assistance or concerns.
* Maintain the security clearance required for my billet.
* Marine Corps height/weight/body composition standards. (IAW MCO 6110.3).
* I have received a copy of the III MEF IMA Order 1001.62.
* I understand that my IMA tour is for three (3) years and I will be transferred to the IRR upon completion of my tour unless I make arrangements to conduct an inter unit transfer request at least 60 days prior to the completion of my IMA tour. I may also be eligible to extend if approved by billet sponsor.

 **Training/ Reserve Drills/Active Duty Periods:**

 I will coordinate scheduling of training with my billet sponsor and the III MEF RLO. ICW with the III MEF G-3, the RLO will publish the major exercises that III MEF is tasked with at the beginning of the FY. I will coordinate with my billet sponsor and submit an orders request 60 days prior each active duty period.

* I will coordinate with my Billet Sponsor to schedule drills (48 drill periods per fiscal year). I will monitor my drills via the Drill Management Module.
* Ensure all Annual Training periods (12 days /yr) are approved and scheduled with my Billet Sponsor at least 60 days before start date of the duty.
* Ensure all ADOS requests are approved and scheduled with my Billet Sponsor at least 30 days before requested start date.
* Under no circumstances am I authorized to start travel in connection with active duty orders before orders are authenticated in the Marine Reserve Order Writing System.
* It is my responsibility to return any and all issued gear prior to departing last period of military duty.

**Annual Training Requirements**

**I understand that I am responsible to schedule with a local unit in CONUS to conduct an annual PFT/CFT/Height Weight if I am not on orders during those events. It is my responsibility to submit the drill request on DMM two weeks prior to executing the drill period. I understand that:**

* PFT is conducted between 1 Jan and 30 Jun.
* CFT is conducted between 1 Jul and 31 Dec.
* I will complete all annual training requirements via Marine Net. Cyber Awareness training and SAPR training must be completed prior to executing orders to Okinawa, JP.
* Update Civilian Employment Information (CEI) within MOL on an annual basis.
* Validated Primary Residence (MARADMIN 204/15)
* Complete other country specific training as required.
* Provide copies of all training certificates/event rosters to the RLO. The RLO will update your record. Verify updates via MOL.

 **Fitness Report:**

* Provide a completed MRO Worksheet to my reporting senior (RS) as required by MCO P1600.10. (Annual, grade change, change of RS, transfer, etc.).

 **Medical:**

 **Notify the RLO prior to attending any medical visits involving military duty. It is my responsibility to submit the drill request on DMM two weeks prior to executing the appropriate duty drill period.**

* Complete an HIV Screening every two years. Submit source documents via EPAR/MOL and notify the RLO when complete.
* Complete an annual Periodic Health Assessment. Submit source documents via EPAR and notify the RLO when complete.
* Report any changes in my health status to Reserve Liaison Officer immediately.

 **Government Travel Charge Card (GTCC):**

* I have coordinated with my Billet Sponsor/ APC to have my GTCC Account transferred to III MEF.
* It is my responsibility to contact the Billet Sponsor/ APC to have the GTCC activated prior to executing orders.
* It is my responsibility to pay my GTCC account in full by the due date. A pending travel voucher/local voucher is not justification to withhold payment of amount due to my GTCC account.
* It is my responsibility to conduct the annual GTCC training and turn in my certificate of completion to my section AO.

https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=2838177&CFTOKEN=48225475#

I have received a copy of this Statement of Understanding, and the III MEF IMA Order. I understand if I do not comply with the required annual training requirements and/or if I fail to communicate with my billet sponsor or the RLO I may be administratively transferred to the IRR prior to completion of my IMA tour. I know who my III MEF IMA Billet Sponsor is, I know who my OpSponsor is, and I understand my responsibilities as outlined above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (IMA Signature) (Date)

Copy to:

Billet Sponsor

RLO Files