



**SAMPLE**  
**STATE FORCE DEVELOPMENT STATUTORY TOUR MEMORANDUM OF AGREEMENT**  
**(Member's Name) – EFFECTIVE DATE**

(Member) will begin a development tour (effective date) for a period of (one to three) years. (Member) will be assigned to NGB/(office symbol), Joint Base Andrews, MD as the (duty title). The authorized grade on the position of assignment is Major. There will be no promotion action taken to exceed the authorized grade. Member will remain part of the State Development Program throughout the duration of their tour. Member will remain eligible to apply for posted vacancies which may result in promotion opportunity upon return to state.

**Unit/State responsibilities:**

- Retain recommendation for promotion
- Retain temporary execution rights to the resource previously encumbered by the member
- Retain approval authority for nomination to resident PME upon completion of assignment
- Ensure placement of member to previous status as applicable upon completion of assignment

**NGB responsibilities:**

- Identify a funded position of assignment for nominee
- Provide support for entrance to statutory tour to include publishing of orders
- Provide PCS funding to and from statutory tour assignment
- Complete all required evaluations during the period of assignment
- Provide support for return to state, to include publishing of orders

**Member responsibilities:**

- Complete all necessary processing requirements as established by NGB/HR
- Meet all physical requirements for entrance into EAD
- Reestablish and maintain qualification for worldwide duty upon return to state
- Prepare for return to state at the established date of separation
- Sign statement of understanding indicating they are subject to Uniform Code of Military Justice while assigned
- Member will receive BAH for location of assignment

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(TAG)

\_\_\_\_\_  
(NGB)

