



**SAMPLE**

**MEMORANDUM OF AGREEMENT  
STATUTORY TOUR- DEVELOPMENT TOUR  
(Member's Name) – Start Date – End Date**

«RANK» «NAME», will begin a development tour \* «START\_DATE» for a period not to exceed two years. «RANK» «NAME» will be assigned to «PROJECTED\_DIR». There will be no promotion action taken during this agreement. Member will remain part of the State Development Program throughout the duration of their tour. Members will remain eligible to apply for posted vacancies which may result in promotion opportunity upon return to state. Members previously assigned to a flying position must have gaining Directorate approval to continue on flying status while assigned to NGB.

**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
- Member will receive BAH for location of 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
- Re-establish 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 to this Developmental Tour

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

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

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(NGB)