

Required Training and Compliance Items: Information and Certification

ADMINISTRATION:

Accountability: All Marines must check-in daily with the MARFOREUR/AF Adjutant office by no later than 0900 (GMT+2) for the morning report, utilizing either MOL, phone DSN: 314-431-3588/3616/3614, Commercial (Germany): +49(0)703-115-3588/3616/3614 or E-Mail: MARFOREUR/AFG1ADJ2@usmc.mil.

The MARFOREUR/AF Commander is responsible for you! Not just daily accountability but also in emergency situations. For example, if you are stationed in Brussels and there is a terrorist attack there, we would have to have 100% accountability of all Marines. This is difficult to do if your contact information for both work and personal is not updated. Ensure that the information you are submitting in enclosure (1) is properly and promptly updated in MOL and then anytime there are changes. This can be done by logging into MOL, selecting the 'personal info' tab, and under 'Personal Updates' select 'Contact Information' (Mailing Address, Phone Numbers, Email Address).

Fitness Reports: If you have an Reporting Senior (RS) and/or Reviewing Officer (RO) who is not a Marine please submit a request to the MARFOREUR/AF Adjutant (E-Mail account above) for instructions and support on how to have an MOL account for APES purposes set up.

Fitness Report Date Gaps: If you are a Marine who is notified of a potential date gap you have 90 days from the notification to have the issues resolved by either contacting the RS/RO and having the report completed or contacting MMRP and having the proper documentation completed to ensure that the date gap is removed.

Late Fitness Reports: If you are an RS or RO who has a report that is past its due date, you have 30 days from the notification to take action on the late report.

Students and PEP Marines! Your fitness reports have particular verbiage that is required when submitting. Please contact the MARFOREUR/AF Adjutant to obtain a PowerPoint presentation on how to properly fill out your MROWS.

HEALTH SERVICES READINESS (Points of contact referenced in Enclosure 3):


Medical: Individual Medical Readiness items and immunizations maintained
Dental: Class I or II maintained
Audiograms: Yearly audiogram conducted

TRAINING: Points of contact can be reached at DSN: 314-431-3618, Commercial (Germany): +49(0)703-115-3618, or E-Mail: MARFOREUR/AFHQCCOTRAINING@usmc.mil

PFT/CFT & Height/Weight (HT/WT): ADCON Marines not in the local vicinity of Stuttgart, Germany are expected to make every reasonable effort to comply with taking a PFT/CFT and conducting a semi-annual HT/WT. United States Embassies, Consulates and Department of Defense operated facilities should be utilized before requesting a waiver for PFT/CFT and semi-annual HT/WT requirements. The only Marines that are granted automatic waivers for these annual requirements are those individual Marines receiving one of the following pay and entitlements: Imminent Danger Pay, Hazardous Duty Pay, Combat Zone Tax Exclusion and/or Hostile Fire Pay. All other requests for waivers must be sent to the MARFOREUR/AF HQ Training Officer no later than two months (60 days) before the end of each semi-annual training period. Only the Commander MARFOREUR/AF or his designated representative can approve an exemption to PFT/CFT and semi-annual HT/WT requirements.

CERTIFICATION:

I understand that the above compliance items are mandatory requirements while under administrative control (ADCON) of MARFOREUR/AF and failure to comply may lead to adverse actions from the command.

(Print rank, name) Lt Col MacLutcheon (Signed)  (Date) 9 Jul 18

Send to MARFOREUR/AF Adjutant at MARFOREUR/AFG1ADJ2@usmc.mil when completed.

Enclosure (2)

MARFOREUR/AF ADCON Data Sheet

RANK: Lt Col
FULL NAME: Seth William MacCutcheon
OPERATIONAL COMMAND: Mar For Eur ; currently student INDC (via US Embassy)
COUNTRY: Israel
WORK E-MAIL: —
PERSONAL E-MAIL: tomahawk628@yahoo.com
WORK PHONE: —
PERSONAL PHONE: +972 58-555-8589
PHYSICAL ADDRESS (NO PO/CMR BOXES!): 9 Maurizio Vitale Apt#36 Tel Aviv, Israel
MAILING ADDRESS (PO/CMR BOXES OK): Unit 9700 Box 3615 DPOAE 09830-3615
DIRECT SUPERVISOR/REPORTING SENIOR None identified
(GRADE, NAME, SERVICE): I 'report' to MSgt Gerald Magee (USAF)
SUPERVISOR E-MAIL: mageegw@state.gov
SUPERVISOR PHONE: +972 58 403 9490
REVIEWING OFFICER (GRADE, NAME, SERVICE): ?
OPERATIONAL ADMIN PHONE: ?
DID YOU RECEIVE A WELCOME ABOARD LETTER PRIOR TO ARRIVING OCONUS? (Y/N) Y

I acknowledge that I have read the administrative requirements for checking into MARFOREUR/AF and acknowledge that delays in providing check-in documentation could result in a delay in having entitlements started or started accurately.



Signature

9 July 2018
Date

Send to RPAC at marforeur/afglrpac@usmc.mil and ADJ at marforeur/afgladj2@usmc.mil when completed.

Enclosure (1)