

**AGREEMENT**  
**BETWEEN**  
**THE**  
**UNITED STATES MARINE CORPS**  
**AND**  
**THE**  
**THE REPUBLIC OF SINGAPORE ARMY**  
**REGARDING**  
**THE ASSIGNMENT OF**  
**LIAISON OFFICERS**

**15 MAY 2006**

**TABLE OF CONTENTS**

PREAMBLE..... 4

ARTICLE I..... 5  
DEFINITIONS

ARTICLE II ..... 6  
SCOPE

ARTICLE III..... 7  
DUTIES AND ACTIVITIES

ARTICLE IV ..... 8  
FINANCIAL ARRANGEMENTS

ARTICLE V ..... 9  
SECURITY

ARTICLE VI ..... 10  
TECHNICAL AND ADMINISTRATIVE MATTERS

ARTICLE VII ..... 12  
DISCIPLINE AND REMOVAL

ARTICLE VIII ..... 13  
SETTLEMENT OF DISPUTES

ARTICLE IX .....14  
ENTRY INTO FORCE, AMENDMENT, DURATION AND TERMINATION

SIGNATORIES TO AGREEMENT .....15

**ANNEX**

**ANNEX A: REPUBLIC OF SINGAPORE LIAISON OFFICER AND UNITED STATES MARINE CORPS  
COMBAT DEVELOPMENT COMMAND TERMS OF REFERENCE AND LEGAL STATUS OF  
CERTIFICATION..... |**

## PREAMBLE

Headquarters, United States Marine Corps and The Republic of Singapore Army (each referred to herein individually as a "Party" and together as the "Parties"), desiring to establish formal liaisons between the Parties, hereby agree to the following terms and conditions regarding the assignment of individuals at government facilities to serve as Liaison Officers between them.

## ARTICLE I

### DEFINITIONS

In addition to any terms defined in other provisions of this Agreement, the following terms shall have the following meanings when used herein:

- 1.1 "Classified Information" shall mean official information of a Party that requires protection in the interests of national security of such Party and is so designated by the application of security classification markings. This information may be in oral, visual, electronic, or in documentary form or in the form of material, including, equipment or technology.
- 1.2 "Contact Officer" shall mean a U.S. Department of Defense (DoD) official designated in writing to oversee and control all contacts, requests for information, consultations, access, and other activities of foreign liaison officers who are assigned to, or are visiting, a DoD component or subordinate organization.
- 1.3 "Controlled Unclassified Information" shall mean unclassified information of a Party to which access or distribution limitations have been applied in accordance with national laws, policies, and regulations of such Party. Whether the Information is provided or generated under an Agreement, the Information shall be marked to identify its "in confidence" nature. It could include Information that has been declassified, but remains controlled. It includes United States information that is exempt from public disclosure or subject to export controls.
- 1.4 "Host Government" shall mean the national government of the Host Party.
- 1.5 "Host Party" shall mean the Party to which the Liaison Officer acts as a liaison pursuant to an assignment by a Parent Party under Article III.
- 1.6 "International Visits Program (IVP)" shall mean the program established to process visits by, and assignments of, foreign representatives to U.S. DoD contractor facilities. It is designed to ensure that Classified and Controlled Unclassified Information to be disclosed to foreign nationals has been properly authorized for disclosure to their governments; that the requesting foreign government provides a security assurance on such foreign nationals and their sponsoring organization or firm, when Classified Information is involved in the visit or assignment, and that administrative arrangements (e.g., date, time and place) for the visit or assignment are provided.
- 1.7 "Liaison Officer" shall mean a military member of a Parent Party who, upon approval of or certification by the Host Party or Government, is authorized by the Parent Party to act as its official representative in connection with programs, projects, or agreements of interest to the Parties' Governments.
- 1.8 "Parent Government" shall mean the national government of the Parent Party.
- 1.9 "Parent Party" shall mean the Party that assigns a Liaison Officer pursuant to Article III.

## **ARTICLE II**

### **SCOPE**

- 2.1 During the term of this Agreement, subject to the agreement of the Parties, each Party may assign military members of its armed forces to serve as a Liaison Officer to the other Party in accordance with the terms of this Agreement.
- 2.2 The establishment of each Liaison Officer position under this Agreement shall be based upon the demonstrated need for, and the mutual benefit of, this position to the Parties. Once established, each Liaison Officer position shall be subject to periodic review by either Party to ensure that the position continues to be required by, and is of mutual benefit to, the Parties. The Parties agree that a Liaison Officer position no longer required by, or of mutual benefit to, either Party shall be subject to elimination after consultation.
- 2.3 Commencement of such a tour of duty by a Liaison Officer shall be subject to any requirements that may be imposed by the Host Party or its Government regarding formal certification or approval of Liaison Officers. Liaison Officers to be assigned by their Parent Party to locations in the United States shall be requested pursuant to the IVP, as defined in Paragraph 1.6 of this Agreement.
- 2.4 Unless otherwise agreed, the normal tour of duty for a Liaison Officer shall be for three years.
- 2.5 As a general rule, an individual may serve as a Liaison Officer to only one major military command of the Host Party at any one point in time.

## **ARTICLE III**

### **DUTIES AND ACTIVITIES**

- 3.1 The Liaison Officer shall represent the Parent Party to the Host Party. The Liaison Officer shall not perform duties reserved by the laws or regulations of the Host Government to officers or employees of the Host Government, nor shall the Liaison Officer provide any labor or services to the Host Government or any of its agencies, including the Host Party.
- 3.2 The Liaison Officer shall be required to comply with all applicable Host Government policies, procedures, laws and regulations. The Host Party shall assign a Contact Officer to provide guidance to the Liaison Officer concerning policies, procedures, laws and regulations of the Host Party, and to arrange for activities consistent with such requirements and the purposes of this Agreement. The Liaison Officer shall execute the certification at Annex A prior to assuming his/her position.
- 3.3 The Liaison Officer may request access to Host Party facilities by submitting a request to the Contact Officer. Access to Host Party facilities may be granted if such access promotes the purposes of this Agreement, is consistent with the terms of any applicable certification or approval issued by the Host Government, and is permitted under the applicable policies, procedures, laws and regulations of the Host Government. Approval of such requests shall be at the discretion of the Host Party. Any request for access that exceeds the terms of an applicable certification or approval shall be submitted through the IVP.
- 3.4 The Liaison Officer shall not be granted access to technical data or other information of the Host Party, whether or not classified, except as authorized by the Host Party, and only to the extent necessary to fulfill the Liaison Officer's functions hereunder.
- 3.5 All information to which the Liaison Officer is granted access while serving as a liaison to the Host Party shall be treated as information provided to the Parent Government, in confidence, and shall not be further released or disclosed by the Liaison Officer to any other person, firm, organization, or government without the prior written authorization of the Host Government. Disclosure of information to the Liaison Officer shall not be deemed to be a license or authorization to use such information for any purpose other than the purposes described in Article II.

3.6 The Liaison Officer shall not be permitted to participate in exercises that do not include participation by the Parent Party, and shall not participate in deployments or civil-military actions, unless expressly authorized in writing to do so by both the Host and Parent Parties.

3.7 The Host Party shall not place or keep a Liaison Officer in duty assignments in which direct hostilities with forces of third states are likely to occur or have commenced, unless approved by the Parent Party and Host Party, in writing.

3.8 The Liaison Officer shall be required to comply with the dress regulations of the Parent Party but, if requested by the Host Party, shall also wear such identification necessary to identify the Liaison Officer's nationality, rank and status as a Liaison Officer. The order of dress for any occasion shall be that which most closely conforms to the order of dress for the particular organization of the Host Party where the Liaison Officer is located. The Liaison Officer shall be required to comply with the practices of the Host Party with respect to the wearing of civilian clothing.

3.9 Prior to the commencement of a Liaison Officer's tour, the Parent Party shall notify the Host Party of the specific Parent Party organization that will exercise operational control over the Liaison Officer and, if different, the Parent Party organization that will provide administrative support to the Liaison Officer and the Liaison Officer's dependents.

3.10 At the end of a Liaison Officer's tour, or as otherwise agreed by the Parties, the Parent Party may, subject to the provisions of Paragraph 2.2, replace the Liaison Officer with another individual who meets the requirements of this Agreement.

## **ARTICLE IV**

### **FINANCIAL ARRANGEMENTS**

4.1 The Parent Party shall bear all official costs and expenses of the Liaison Officer, including, but not limited to:

- 4.1.1 All pay and allowances of the Liaison Officer;
- 4.1.2 All travel by the Liaison Officer and authorized dependent(s), including, but not limited to, travel to and from the country of the Host Party and travel expenses associated with Temporary Additional Duty (TAD) (transportation costs, lodging, and per diem allowances) to observe Host Party sponsored exercises, seminars, conferences, and Host Party and Parent Party staff talks;
- 4.1.3 All costs and expenses associated with the assignment or placement of the Liaison Officer and authorized dependent(s) within the Host Party's country, including travel, office space, clerical support, quarters, rations, and medical and dental services, unless specifically stated otherwise in an applicable international agreement;
- 4.1.4 Compensation for loss of, or damage to, the personal property of the Liaison Officer, or authorized dependent(s);
- 4.1.5 The movement of the household effects of the Liaison Officer and authorized dependents;
- 4.1.6 Preparation and shipment of remains and funeral expenses associated with the death of the Liaison Officer or authorized dependent(s);
- 4.1.7 Formal and informal training of the Liaison Officer, other than briefings on Host Party requirements provided by the Contact Officer; and
- 4.1.8 All expenses in connection with the return of a Liaison Officer and authorized dependent(s) whose assignment has ended or been terminated.

4.2 The Host Party shall provide such office facilities, equipment, supplies and services as may be necessary for the Liaison Officer to fulfill the purposes of this Agreement, subject to reimbursement by the Parent Party for the cost of the Liaison Officer's use of such facilities at rates determined by the Host Party. Where the United States is the Host Party, reimbursement for such facilities, equipment, supplies, and services shall be made through Foreign Military Sales (FMS).

## ARTICLE V

### SECURITY

5.1 The Host Party shall establish the maximum substantive scope and classification levels within which the disclosure of any Classified Information or Controlled Unclassified Information to the Liaison Officer will be permitted. The Host Party shall inform the Parent Party of the level of security clearance required to permit the Liaison Officer access to such information. The Liaison Officer's access to such information and facilities shall be consistent with, and limited by the terms of his/her assignment, the provisions of this Article and any other agreement between the Parties or their governments concerning access to such information and facilities. Further, access shall at all times be limited to the minimum required to accomplish the purposes of this Agreement, and, at its discretion, the Host Party may prohibit the Liaison Officer's right of access to any Host Party facility or require that such access be supervised by Host Party personnel.

5.2 Each Party shall cause security assurances to be filed, through the Republic of Singapore Embassy in Washington, DC, in the case of Republic of Singapore personnel, and through the U.S. Embassy in Singapore in the case of U.S. personnel, stating the security clearances for the Liaison Officer being assigned by such Party. The security assurances shall be prepared and forwarded through prescribed channels in compliance with established Host Party procedures. For the United States, the prescribed channels shall be the IVP, as defined in paragraph 1.6 of this Agreement.

5.3 The Parent Party shall ensure that each assigned Liaison Officer is fully cognizant of, and complies with, applicable laws and regulations concerning the protection of proprietary information (such as patents, copyrights, know-how, and trade secrets), Classified Information and Controlled Unclassified Information disclosed to the Liaison Officer. This obligation shall apply both during and after termination of an assignment as a Liaison Officer. Prior to taking up duties as a Liaison Officer, the Liaison Officer shall sign the appropriate certification in the attached Annex. Only individuals who execute the appropriate certification shall be permitted to serve as Liaison Officers.

5.4 The Parent Party shall ensure that the Liaison Officer, at all times, complies with the security laws, regulations and procedures of the Host Government. Any violation of security procedures by a Liaison Officer during his or her assignment shall be reported to the Parent Party for appropriate action. Upon request by the Host Party, the Parent Party shall remove any Liaison Officer who violates security laws, regulations, or procedures during his or her assignment.

5.5 All Classified Information made available to the Liaison Officer shall be considered Classified Information furnished to the Parent Party, and shall be subject to all provisions and safeguards provided for under the Agreement concerning General Security of Military Information between the Republic of Singapore and the Government of the United States of America concluded by an Exchange of Notes on June 25, 1982, and March 9, 1983.

5.6 The Liaison Officer shall not take custody of Classified Information or Controlled Unclassified Information in tangible form (for example, documents or electronic files), except as expressly permitted by the terms of the Host Party certification of the Liaison Officer (and requested in writing by the Parent Government) for the following situations:

5.6.1 Couriers. The Liaison Officer may take custody of Classified Information to perform courier functions, when authorized by the Host Party certification for the Liaison Officer.

The Classified Information shall be packaged and receipted for in compliance with Host Party requirements.

- 5.6.2 On-Site Storage. The Liaison Officer may be furnished a secure container for the temporary storage of Classified Information, consistent with the terms of the certification, provided the security responsibility and control of the container and its contents remains with the Host Party.

## **ARTICLE VI**

### **TECHNICAL AND ADMINISTRATIVE MATTERS**

- 6.1 The Host Party's certification or approval of an individual as a Liaison Officer shall not bestow diplomatic or other special privileges on that individual.
- 6.2 To the extent authorized by the laws and regulations of the Host Government, and in accordance with Article IV of this Agreement, the Host Party may provide such administrative support as is necessary for the Liaison Officer to fulfill the purposes of this Agreement, subject to reimbursement by the Parent Party.
- 6.3 Exemption from taxes, customs or import duties, or similar charges for the Liaison Officer or the Liaison Officer's dependents shall be governed by applicable laws, regulations, and international agreements between the Host Government and the Parent Government.
- 6.4 If office space is provided to the Liaison Officer by the Host Party, the Host Party shall determine the normal working hours for the Liaison Officer. Access outside of normal working hours will be coordinated with the Host Party Contact Officer.
- 6.5 The Parent Party shall ensure that the Host Party is informed as far in advance as possible of any absences of the Liaison Officer, including vacation periods.
- 6.6 To the extent permitted by the laws and regulations of the Host Government, and subject to reimbursement by the Parent Party, the Host Party may provide, if available, housing and messing facilities for the Liaison Officer and authorized dependent(s) on the same basis and priority as for its own personnel of comparable rank and assignment. At locations where housing and messing facilities are not provided by the Host Party, the Host Party shall use reasonable efforts to assist the Parent Party to locate such facilities for the Liaison Officer and authorized dependent(s).
- 6.7 The school age dependent children of the Republic of Singapore Liaison Officer shall be authorized to attend DoD school on a space available basis to the extent permitted by applicable law, policy and international agreement.
- 6.8 The Liaison Officer and authorized dependent(s) shall be provided care in military medical and dental facilities to the extent permitted by applicable national law, policy, and international agreement. Where a reciprocal agreement for health care exists between the Parties, the access entitlement of the Liaison Officer and authorized dependent(s) is specific. Liaison Officers and authorized dependent(s) not covered by a reciprocal agreement may be offered health care, on a reimbursable basis, in military facilities. The Parent Party shall ensure that the Liaison Officer and authorized dependent(s) are physically fit prior to the Liaison Officer's tour of duty, including screening for serological evidence of Human Immunodeficiency Virus (HIV) and be free of communicable diseases or other medical or dental defects that may require extensive treatment or hospitalization. The Parent Party shall be responsible for familiarizing itself with the medical and dental services available to the Liaison Officer and authorized dependent(s), and the costs of, and the procedures for, use of such services.
- 6.9 The Liaison Officer and authorized dependent(s) may be accorded the use of military commissaries, exchanges, theaters and similar morale and welfare activities, in accordance with the laws, regulations, and policies of the Host Party, and any applicable international agreements.

6.10 The Parent Party shall ensure that the Liaison Officer and authorized dependent(s) have all documentation required by the Host Government for entry into, and exit from, the country of the Host Government at the time of such entry or exit. Liaison Officers and authorized dependent(s) entering the United States shall be required to comply with United States Customs Regulations.

6.11 The Parent Party shall ensure that the Liaison Officer and authorized dependent(s) in the country of the Host Party shall obtain motor vehicle liability insurance coverage for their private motor vehicles, in accordance with applicable laws, regulations, and policies of the Host Government, and/or the political subdivisions thereof, in which the Liaison Officer and authorized dependent(s) are located.

## **ARTICLE VII**

### **DISCIPLINE AND REMOVAL**

7.1 Except as provided in Paragraph 7.2, neither the Host Party nor the armed forces of the Host Government may take disciplinary action against a Liaison Officer who commits an offense under the military laws or regulations of the Host Party, nor shall the Host Party exercise disciplinary authority over the Liaison Officer's authorized dependent(s). The Parent Party, however, shall take such administrative or disciplinary action against the Liaison Officer as may be appropriate under the circumstances, to ensure compliance with this Agreement, and the Parties shall cooperate in the investigation of any offenses under the laws or regulations of either Party.

7.2 The certification or approval of a Liaison Officer may be withdrawn, modified or curtailed at any time by the Host Party for any reason, including, but not limited to, the violation of the regulations or laws of the Host Party or the Host Government. In addition, at the request of the Host Party, the Parent Government shall remove the Liaison Officer or authorized dependent(s) from the territory of the Host Government. The Host Party shall provide an explanation for its removal request, but a disagreement between the Parties concerning the sufficiency of the Host Party's reasons shall not be grounds to delay the removal of the Liaison Officer or authorized dependent(s). In such a case, a replacement officer will be coordinated between the Parties.

7.3 USMC Liaison Officers and authorized dependents will be subject to the Memorandum of Understanding Between the United States of America and Government of the Republic of Singapore, Regarding United States use of facilities in Singapore, dated November 13, 1990, as amended July 12, 2005, and any amendments thereto, while in the Republic of Singapore.

7.4 The Agreement Between the United States of America and the Government of the Republic of Singapore on the Status of Singapore Personnel in the United States of America, with Agreed Minutes, dated December 3, 1993, shall apply to the officers of the Singapore Army and authorized dependents who are in the United States of America pursuant to this Agreement.

7.5 A Liaison Officer shall not exercise any supervisory or disciplinary authority over military or civilian personnel of the Host Party.

## **ARTICLE VIII**

### **SETTLEMENT OF DISPUTES**

Disputes arising under or relating to this Agreement shall be resolved only through consultations between the Parties and shall not be referred to an individual, a national or international tribunal, or to any other forum for settlement.

## **ARTICLE IX**

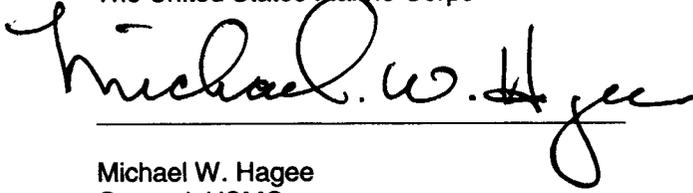
### **ENTRY INTO FORCE, AMENDMENT, DURATION AND TERMINATION**

- 9.1 All obligations of the Parties under this Agreement shall be subject to national laws and regulations, and the availability of appropriated funds for such purposes.
- 9.2 The Parent Party shall ensure that the Liaison Officer complies with all obligations and restrictions applicable to the Liaison Officer under this Agreement.
- 9.3 This Agreement may be amended by the mutual written agreement of the Parties.
- 9.4 This Agreement may be terminated at any time by written agreement of the Parties. In the event both Parties agree to terminate this Agreement, the Parties shall consult prior to the date of termination.
- 9.5 Either Party may terminate this Agreement upon 180 days written notification to the other Party.
- 9.6 In the event of conflict between the terms of this Agreement and the terms of an applicable Letter of Offer and Acceptance (LOA), the terms of the LOA shall control. Any LOAs associated with or related to this Agreement shall be terminated in accordance with its terms. In the event of conflict between an Article of this Agreement and any Annex to this Agreement, the Article of this Agreement shall control.
- 9.7 The respective rights and responsibilities of the Parties under Article V (Security) shall continue, notwithstanding the termination or expiration of this Agreement.
- 9.8 No later than the effective date of expiration or termination of this Agreement, each Party shall remove its Liaison Officer(s) and such Liaison Officer's(s') dependents from the territory of the other Party and pay any money owed to the other Party under this Agreement. Any costs or expenses for which a Party is responsible pursuant to Article IV of this Agreement, but which were not billed in sufficient time to permit payment prior to termination or expiration of this Agreement, shall be paid promptly after such billing.
- 9.9 This Agreement shall supercede any and all prior agreements regarding Liaison Officers entered into by the Parties or their subordinate organizations, units, or agencies.
- 9.10 This Agreement shall enter into force upon signature by both Parties. This Agreement shall remain in force for ten (10) years, and may be extended by written agreement of the Parties.
- 9.11 This Agreement consists of nine (9) Articles and one (1) Annex.

IN WITNESS WHEREOF, the undersigned, being duly authorized, have signed this Agreement.

DONE at Arlington, Virginia this 15th day of May 2006

ON BEHALF OF  
The United States Marine Corps

Handwritten signature of Michael W. Hagee in black ink, written over a horizontal line.

Michael W. Hagee  
General, USMC  
Commandant of the Marine Corps  
Headquarters Marine Corps  
Washington DC, USA

ON BEHALF OF  
The Republic of Singapore Armed Forces

Handwritten signature of Desmond Kuek in black ink, written over a horizontal line.

Desmond Kuek  
Major General, Singapore Armed Forces  
Chief of Army  
Republic of Singapore

## ANNEX A

### SECTION I

#### TERMS OF REFERENCE AND LEGAL STATUS OF CERTIFICATION FOR A REPUBLIC OF SINGAPORE ARMED FORCES LIAISON OFFICER TO THE UNITED STATES MARINE CORPS COMBAT DEVELOPMENT COMMAND

As a representative of the Republic of Singapore Armed Forces under the auspices of an Extended Visit Authorization to the United States Marine Corps (USMC) Combat Development Command (MCCDC), Quantico, Virginia, I am subject to the jurisdiction of United States federal, state, and local laws, except as provided by applicable international agreements, other specific legal authority, or the terms of any diplomatic immunity that I may have been granted. I understand that my acceptance of the Liaison Officer position does not bestow diplomatic or other special privileges.

### SECTION II

#### LIAISON OFFICER CONDITIONS OF CERTIFICATION

- 1) **Responsibilities:** I understand that my activities shall be limited to the representational responsibilities of the Singapore Armed Forces (SAF) and that I am expected to present the views of the SAF with regard to the issues in which the SAF and the MCCDC have a mutual interest. The Commanding General (CG), MCCDC, has further assigned me to the Marine Corps Warfighting Laboratory (MCWL). I shall not perform duties that are reserved by law or regulation to an officer or employee of the U.S. Government.
  - a) My primary function as an SAF Liaison Officer is to serve as a special advisor to the CG, MCCDC. As such, I will act as the principal point of contact for all elements of the MCCDC with the SAF and the Embassy of the Republic of Singapore, Washington, DC., including:
    - i) Coordinating with the Training and Education Command on mutual training and education issues;
    - ii) Coordinating with the MCWL on mutual concept development and experimentation matters;
    - iii) Coordinating with the Capabilities Development Directorate on mutual capability and requirements development matters;
    - iv) Coordinating with the Operations Analysis Division for mutual studies and analysis matters;
    - v) Coordinating with the Security Cooperation Education and Training Center (SCETC) in the development of areas of mutual interest; and
    - vi) Coordinating the itineraries of SAF visitors to the MCCDC.

- b) I will also perform other functions as may be authorized by the CG MCCDC, as it pertains to duties and activities in Article III of the Agreement between the United States Marine Corps and the Republic of Singapore Army Regarding the Assignment of Liaison Officers, including:
  - i) Advising the CG, MCCDC and his staff on SAF defense issues, armed forces, doctrine, and related subjects;
  - ii) Serving as a guest lecturer from time to time and participating in appropriate seminars and professional military education; and
  - iii) Facilitating SAF VIP visits to MCCDC including the preparation and translation of briefs presented during the visit.
- 2) **Costs:** I understand that all costs associated with my duties as a Liaison Officer shall be the responsibility of the SAF, including, but not limited to, travel, office space, clerical services, quarters, household utilities (i.e., water, sewage, electricity, and gas if off base housing is required) rations, and medical and dental services.
  - a) I understand the U.S. Government is not responsible for compensation for loss of, or damage to, uniforms or other personal equipment or property.
  - b) I understand I must purchase my own personal transportation to perform my responsibilities effectively as outlined in Paragraph 1 of this Annex.
  - c) I understand medical and dental services may be available only on an emergency and space available basis and subject to reimbursement by the SAF.
  - d) I understand that U.S. Government quarters may be provided on a space-available basis and will be paid for by the SAF.
  - e) I understand that if I have authorized dependents who have accompanied me for this duty, and those authorized dependents are of school age, then those authorized dependents may be authorized to attend, on a space-available basis, the U.S. DoD-sponsored school located on the base on which we are living.
- 3) **Personal Conduct:** I understand I am responsible for my personal conduct and the conduct of my authorized dependent(s) in accordance with the Host Government Federal, state, and as appropriate, military laws and regulations, including Marine Corp Base, Quantico, regulations. Failure to comply with these laws will subject me to the provisions of Article VII of the USMC-SAF Agreement governing my assignment as a liaison officer. I understand my Contact Officer will brief me on all Host Government federal, state, and as appropriate, military laws and regulations, including the restriction to import or carry personal weapons in the United States, as well as while working at Marine Corps Base, Quantico.
- 4) **Extensions and Revalidation:** I understand that if the SAF desires to request an extension or revalidation of my position beyond the original dates for which I am certified, a new visit request shall be submitted not later than 30 days prior to the expiration date of the current Extended Visit Authorization.
- 5) **Contact Officer:** I understand that when the certification process is completed, a Contact Officer(s) shall be assigned to sponsor me during my visit to MCCDC. I further understand that I shall coordinate, through my Contact Officer, all requests for information, visits, and other business that falls under the terms of my certification. I also understand that requests for information that are

beyond the terms of my certification shall be made through the Military Attache, Embassy of the Republic of Singapore, in Washington, DC.

- 6) **Other Visits:** I understand that visits to facilities for which the purpose does not directly relate to the terms of my certification shall be made through the Office of the Defense Attaché, Embassy of the Republic of Singapore, Washington, DC.
- 7) **Uniform:** I understand that I shall wear my national uniform when conducting business at MCCDC or other Department of Defense facilities, unless otherwise directed. I shall comply with the SAF service uniform regulations.
- 8) **Duty Hours:** I understand that my duty hours are Monday through Friday 0730-1630, following the Parent Party's holiday schedule. Should I require access to my work area during non-duty hours, I am required to request permission from my Contact Officer who will coordinate with the Command Security Officer. I further understand that it is necessary to assign a United States Escort Officer to me during my non-duty access. Any incremental cost incurred to MCCDC, or Marine Corps Base, Quantico, as a result of such non-duty access shall be reimbursed to the U. S. Government.
- 9) **Security:**
  - a) I understand that access to U.S. Government information shall be limited to that information determined by my Contact Officer to be necessary to fulfill the functions of a Liaison Officer. I also understand that I may not have unsupervised access to U.S. Government computer systems, unless the information accessible by the computer is releasable to the SAF in accordance with applicable U.S. law, regulations and policy.
  - b) All information to which I may have access during my certification shall be treated as information provided to the SAF in confidence and shall not be further released or disclosed by me to any other person, firm, organization, or government without the prior written authorization of the U.S. Government.
  - c) I shall immediately report to my Contact Officer should I obtain or become knowledgeable of U.S. Government information for which I am not authorized to have access. I further agree that I shall report to my Contact Officer any incidents of my being offered or provided information that I am not authorized to have.
  - d) If required, I shall display a security badge on my outer clothing so that it is clearly visible. The U.S. Government shall supply this badge.
- 10) **Compliance:** I have been briefed on, fully understand, and shall comply with the terms and conditions of my certification. Failure to comply may result in termination of my certification. I further understand that the termination of my certification does not preclude further disciplinary action in accordance with applicable government-to-government agreements.
- 11) **Definitions of Terms:** Terms not defined herein shall have the definitions ascribed to them in the applicable Agreement governing my assignment as a Liaison Officer. I have read and understand the terms outlined in the USMC-SAF Agreement, which governs my assignment as a Liaison Officer.

**SECTION III**

**LIAISON OFFICER  
TERMS OF CERTIFICATION**

- 1) **Contact Officer:** LtCol XXX has been assigned as my Contact Officer.
- 2) **Certification:** I am certified as a Liaison Officer to CG, MCCDC, and assigned to the MCWL, to fulfill the responsibilities outlined in Paragraph 1) a. and b. of this Annex. Additionally, I am certified to attend conferences, seminars, and symposiums as a representative of the SAF. Additionally I am certified to assist in the coordination of mutual training/education matters, the development of combined expeditionary doctrine, and the development of combined war game scenarios, game play, and relevant analysis as required, as they relate to the SAF and the USMC and the MCCDC. Finally, I am certified in protocol responsibilities for distinguished SAF military visitors to the MCCDC in coordination with MCCDC protocol office, the Defense Attache office in Washington DC, and the PLU Desk Officer, HQMC, Washington DC.
- 3) **Travel:** I may conduct travel associated with Temporary Additional Duty (TAD) with the United States Marine Corps under the terms of my certification, with the permission of my Contact Officer and Parent Party, and at the expense of my Parent Party, to attend/observe conferences, exercises, war games and commands as approved in writing by the appropriate Host and Parent Party authorities.

**SECTION IV**

**LIAISON OFFICER  
CERTIFICATION OF IN-BRIEFING**

I, LtCol XXXX, understand and acknowledge that I have been certified as a Liaison Officer to the MCCDC as agreed upon between the SAF and the USMC. I further acknowledge that I fully understand and have been briefed on: (1) the legal status of my certification; (2) the conditions of my certification; and (3) the terms of my certification. I further acknowledge that I shall comply with the conditions and responsibilities of my certification.

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(SIGNATURE – LtCol XXX)

---

Date: XX XXX 200X

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(SIGNATURE – LtCol XXX(contact officer))

---

(MCCDC, Quantico, Va., USA)

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Date: XX XXX 200X