



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380

IN REPLY REFER TO
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TPILOI407
4 SEP 1986

From: Commandant of the Marine Corps
To: Marine Corps Representative/Commanding Officer, Marine
Administrative Detachment, U.S. Army Signal Center and
Fort Gordon, Fort Gordon, Georgia 30905-5676
Via: (1) Commander, U.S. Army Training and Doctrine Command,
Fort Monroe, Virginia 23651
(2) Commandant, U.S. Army Signal Center and Fort Gordon
(AZTH-CG), Fort Gordon, Georgia 30905-5000
(3) Chief of Staff/Garrison Commander, U.S. Army Signal
Center and Fort Gordon (ATZH-CS), Fort Gordon, Georgia
30905-5676

Subj: LETTER OF INSTRUCTION (LOI)

Ref: (a) MCO 1521.1
(b) USMC Table of Organization (T/O) Number 5060
(c) MCO P7100.8
(d) MCO P7300.8
(e) MCO 1580.7
(f) U.S. Navy Reg. 1973
(g) MCO P1610.7
(h) MCM 1984
(i) JAGINST 5800.7
(j) Uniform Code of Military Justice (UCMJ)
(k) MCO P1020.34
(l) MCO 6100.3
(m) MCO 1500.42
(n) MCO 5040.6
(o) MCO P1500.12

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1. Purpose. Pursuant to reference (a), the purpose of this LOI is to provide you with information and guidance relative to your duties as the Marine Corps Representative/Commanding Officer, Marine Administrative Detachment, U.S. Army Signal Center and Fort Gordon, Fort Gordon, Georgia 30905-5676. Although not intended to be inclusive of every possible situation that may be encountered, this LOI is to serve as a basis for authority, as a source of information, and to furnish policy guidance.

2. Cancellation. This LOI cancels all previous LOI's and amendments thereto.

3. Background. The billet to which you are assigned was first established in 1971 as the Marine Corps representative at the U.S. Army School/Training Center and Fort Gordon, Fort Gordon, Georgia. The major change in the billet occurred when the U.S. Army Military Police School was transferred to Fort McClellan, Alabama, in July 1975, and the Marine Military Police Detachment was also relocated to Fort McClellan. In August 1975, the

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present billet was established as the Marine Corps representative at the U.S. Army Signal Center and Fort Gordon, Fort Gordon, Georgia.

4. T/O Sponsorship. Reference (b) establishes the T/O for Marine Corps instructor/administrative personnel at the U.S. Army Signal Center and Fort Gordon. All Marine Corps T/O's are prepared and published by this Headquarters (MPC). The Deputy Chief of Staff for Training has responsibility for T/O Number 5060, instructor/administrative personnel with joint and other service schools. The Deputy Chief of Staff for Training is therefore the primary point of contact for requests for information and assistance. As your T/O sponsor, the Deputy Chief of Staff for Training should be informed of significant issues raised with other Services -- especially those which might have an impact on Marine Corps education/training policies.

5. Staff Personnel. Marine Corps personnel listed in reference (b) are furnished to the U.S. Army Signal Center and Fort Gordon, in response to an agreement between the Marine Corps and the U.S. Army as support personnel and as such are assigned at the request of the U.S. Army. Any officer assigned solely as the Marine Corps representative/commanding officer of Marine Corps personnel is assigned at the request of the Commandant of the Marine Corps and with the concurrence of the U.S. Army, and is assigned in addition to the regular support personnel. This officer is to be considered a special staff officer/liaison officer and a member of the staff of the school's commandant.

a. You are encouraged to conduct direct liaison with this Headquarters (T), (CCT), and (MM) in recommending desirable attributes and qualifications for personnel to be assigned to fill the billets reflected in reference (b).

b. All Marine Corps staff personnel ordered to the United States Army Signal Center and Fort Gordon by the Marine Corps are carried on the rolls of the Marine Corps Administrative Detachment, U.S. Army Signal Center and Fort Gordon, Fort Gordon, Georgia 30905-5676, reporting unit code 54069, where all official personnel files are maintained.

6. Administrative and Logistics Support. Your unit is an operating target holder (OPTAR) and has been assigned OPTAR #106. Annual budgets will be submitted in accordance with reference (c). Accounting and reporting instructions are contained in reference (d).

a. Pursuant to reference (e), and as required, an interservice support agreement will be negotiated in consonance with Department of Defense directives and will be forwarded to this Headquarters (T) for signature. In cases where manpower

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and/or equipment differences cannot be resolved at the working level, the problem will be referred to this Headquarters (T) for resolution.

b. You are authorized to purchase Marine Corps-unique items from the Marine Corps Recruit Depot, Parris Island, South Carolina to support your mission.

7. Status and Guidance. The Marine Corps administrative detachment is a tenant unit located at Fort Gordon. The mission of the administrative detachment will be prescribed by the Commandant of the Marine Corps. You are the designated representative of the Commandant of the Marine Corps to the Commandant, U.S. Army Signal Center and Fort Gordon. Your primary duty as the representative of the Commandant of the Marine Corps is to ensure that all matters pertaining to the Marine Corps and its personnel are efficiently and properly considered at your duty station.

a. Spokesman. You are the designated spokesman of the Commandant of the Marine Corps in all matters pertaining to the Marine Corps and to the Marine Corps staff and student personnel.

b. Routine Matters. You will be guided in all routine matters by existing Marine Corps regulations, policies, and written agreements with the service school to which you are assigned.

c. Nonroutine Matters. In nonroutine matters or those not covered by, or conflicting with an existing regulation, policy, or agreement, you will make direct liaison by letter, telephone, or personal visit with the Deputy Chief of Staff for Training, or the appropriate staff section of this headquarters for guidance.

d. Designation as Commanding Officer of Marine Corps Personnel. In addition to your duties as the Marine Corps representative and to assist you in carrying out those responsibilities, you are also designated in T/O 5060 as the Commanding Officer, Marine Corps Administrative Detachment, U.S. Army Signal Center and Fort Gordon. Your status and authority as the commanding officer are set forth in reference (f).

e. Senior Officer Present. Chapter 9, paragraphs 0904 through 0910, of reference (f) contains broad guidance applicable to the senior officer of the Marine Corps present within a prescribed geographical area. These paragraphs establish the authority and responsibilities of the senior officer including making his identity known. Additionally, guidance is provided regarding reports and calls by juniors on the senior officer present. It is your responsibility to remain apprised of the

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relative seniority among Marine Corps officers within your geographical area and to take those actions appropriate within the provisions of reference (f).

f. Performance Evaluation. The reporting senior for Marines assigned duty as instructors, support personnel, or students will be the individual officer immediately responsible for that Marine's performance, regardless of branch of service, and in accordance with reference (g). The report should be reviewed within the normal chain of command, where possible. If it is not feasible to review the fitness report in the normal chain of command, the report will be forwarded to this Headquarters (T) for review.

(1) The chief of staff/garrison commander is the reporting senior of the Marine Corps representative/commanding officer of Marine Corps personnel. The reviewing officer is the Commandant, U.S. Army Signal Center and Fort Gordon.

(2) The completed fitness report will be forwarded to this Headquarters (T) for sighting.

8. Liaison Duties. The Marine Corps representative provides direct liaison between the U.S. Army Signal Center and Fort Gordon and the activities and personnel of the Marine Corps. Such liaison should include the acquisition and exchange of pertinent information, coordination of visits, as requested, and advice/assistance concerning Marine Corps students.

a. Other Services. Although your billet is directly related to the U.S. Army Signal Center and Fort Gordon, you should attempt to satisfy all valid requests for assistance and advice tendered by other organizations located aboard your base and by any other service agency located in your immediate area.

b. Marine Corps Commands. In order to provide accurate information on the latest Marine Corps policy, doctrine, and developments, direct liaison is authorized and encouraged with the Marine Corps Development and Education Command (MCDEC) and the landing force training commands.

c. Headquarters Marine Corps. You are authorized and encouraged to deal directly with the various divisions and departments of this headquarters in carrying out your duties, including personal liaison visits, as necessary. Matters affecting the scope of your responsibilities and status, however, as discussed herein, shall be referred to this Headquarters (T).

d. Social Functions. You will represent the U.S. Marine Corps at official and social functions.

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9. Administrative/Instructional Duties. You may undertake other activities, to include instructor duties, if they do not conflict with the full and efficient accomplishment of your primary mission. Such activities include all duties and collateral duties assigned by the chief of staff and/or garrison commander. You will render appropriate assistance in the coordination of education/training presentations given at Marine Corps facilities.

10. Marine Corps Personnel/Students. You will furnish guidance on Marine Corps policy and provide assistance to all Marine Corps personnel and students at the U.S. Army Signal Center and Fort Gordon, to include such items as uniforms, conduct, endorsement of orders, and pay.

a. Orientation Briefings. You or your designated representative will brief all incoming Marine Corps students to ensure appropriate orientation to the U.S. Army Signal Center and Fort Gordon. A current outline for this briefing will be maintained as part of your files.

b. Information. As the Marine Corps representative, you will be regularly informed of Marine Corps policies, programs, and matters of interest. It is essential that this information reach every Marine under your cognizance, that you ensure the needs of these Marines are met, and that each of them understands his individual and collective responsibilities as a Marine and as a student. A close and continuing professional relationship between yourself and these Marines must be established and maintained. In this regard you will:

(1) Effect liaison with the host command for participation in educational programs offered by the host command.

(2) Participate in the host command's Fleet Home Town News Release Program, or its equivalent.

(3) Participate in the host command's drug and alcohol abuse programs.

c. Legal Matters

(1) As commanding officer, Marine Corps administrative detachment, you are authorized to impose nonjudicial punishment on all officers and enlisted members of your command in accordance with references (h), (i), and (j). It is specifically noted that a commanding officer in grades below O-4 may only impose upon enlisted personnel admonition and/or reprimand in addition to one or more of the punishments authorized by Article 15(b)(2)(A) through (G), UCMJ.

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(2) When punishment greater than that which you are authorized to impose under Article 15, UCMJ, is appropriate, or when court-martial is recommended, the case may be forwarded to the Commanding General, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704, who is the officer exercising court-martial jurisdiction over all Marines attached to the Marine Corps Administrative Detachment, Fort Gordon.

(3) The separation authority for enlisted Marines attached to the Marine Corps Administrative Detachment, Fort Gordon, is the Commanding General, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704.

(4) Should a Marine attached to the Marine Corps administrative detachment request mast, the matter shall be forwarded via the Marine Corps chain of command in accordance with Marine Corps Order 1700.23. Should the request mast pertain to matters under the control of the Commanding General, U.S. Army Signal Center, Fort Gordon, it should be forwarded to that commander in accordance with Army procedures.

d. School Quotas. Quotas for Marine Corps students to attend formal school courses are established annually on a fiscal year basis between this Headquarters (T) and the service school concerned.

(1) Waivers. You are not authorized to allocate quotas or waive prerequisites to any course of instruction. All requests for quotas, for waiver of prerequisites, or any related problems will be forwarded to this Headquarters (T) for appropriate action or guidance.

(2) Student Shortfalls/Overages. Direct telephonic liaison with this Headquarters (MM) is encouraged when questions concerning shortfalls or overages of incoming students occur, or when it is obvious that a student will not complete a course to which assigned either for academic or other reasons.

11. Standards. You are charged with the responsibility for ensuring that professional and exemplary standards of performance, personal appearance, and physical fitness are met by your assigned Marine Corps staff and students. You are also directed to conduct periodic personnel inspections, in accordance with current Marine Corps directives, at such times as you deem necessary. Personal grooming standards are set forth in reference (k) and Marine Corps bulletin series 1020. Physical fitness testing will be conducted in accordance with reference (l). These actions are intended to enhance the Marine Corps' status as an elite force of professionals, dedicated to keeping itself tough, lean, and fully combat-ready. As the Marine Corps representative to a sister service activity, you must

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consistently set a high example of personal and professional excellence. You and the Marines under your charge or cognizance, though few in number, will be conspicuous. To the military personnel of the other services with whom you associate, you will, in fact, be the Marine Corps. Everything you do will reflect directly on the Corps.

12. Policy and Doctrinal Guidance. You will review and evaluate pertinent courses and instructional materials relating to the Marine Corps, as requested by the Commandant, U.S. Army Signal Center and Fort Gordon. In this capacity, you will:

a. Maintain current editions of landing force manuals, Fleet Marine Force manuals, and appropriate Marine Corps Institute subcourses dealing with amphibious operations for use by Marine Corps students attending other service schools.

b. Advise this Headquarters (T) of changes in training programs and policies affecting Marine Corps personnel.

c. Make recommendations to this Headquarters (T) on any aspect of local education/training programs which could be pertinent to Marine Corps requirements.

d. Submit course concept elements for all Marine Corps-unique courses to the Commandant of the Marine Corps (T) for approval prior to designing and developing new courses of instruction. Specific elements to be included are contained in reference (m), enclosure (1).

e. Submit course descriptive data (CDD) for all Marine Corps-unique courses to the Commandant of the Marine Corps (T) for approval, with copy to CG, MCDEC (E 03) for all new and revised courses of instruction. When changes to existing CDD components are required, specific justification must be submitted for each component. Format for submission of the CDD is provided in the example contained in reference (m), enclosure (4). You may implement new or revised courses of instruction on an interim basis pending approval of the CDD.

f. Submit three copies of all new or revised programs of instruction to the CG, MCDEC (E 03) within 90 days after approval of the CDD.

g. Notify the Commandant of the Marine Corps (T) of any anticipated or proposed changes to CDD's for other service school courses which Marines attend, with a copy to CG, MCDEC (E 03). When changes to existing CDD components are required or a new CDD is submitted for a new course, specific rationale must be submitted for each component. Format for submission of CDD's is

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provided in the example contained in reference (m), enclosure (4).

h. Effect direct liaison with the CG, MCDEC (E 03) for assistance to remedy problem areas regarding the design, development, implementation, and evaluation of courses of instruction.

i. Comply with the common management actions contained in reference (m), enclosure (5).

13. Inspector General's Inspections. The schedule of visits by the Inspector General of the Marine Corps is promulgated in reference (n).

14. Reports. The following training information is required:

a. Schedule Changes. You will submit any changes to the annual schedule of classes to this Headquarters (T) as they occur.

b. Academic Evaluations. As required, you will monitor the forwarding of appropriate academic evaluations to this Headquarters (MMRB-20) for insertion in official personnel files.

c. Formal Schools Catalog. Course descriptions are contained in reference (o). It is your responsibility to review and submit recommended revisions to this reference as changes occur in courses at the school to which you are assigned, in accordance with reference (m).

15. Changes. You will review this LOI annually and report to this Headquarters (T) by 15 January on the currency and validity of its contents. Additionally, in order that this LOI may be maintained in a current status, recommended and/or required changes will be submitted as they occur.



F. E. SISLEY
Deputy Chief of Staff
for Training

Copy to:
CG, MCLB, Albany
CG, MCRD ERR, PISC