



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380-0001

IN REPLY REFER TO:
5320
C474
16 Apr 01

From: Commandant of the Marine Corps
To: Commanding Officer, Marine Corps Detachment, Navy Supply Corps School, Athens,
Georgia 30606-2205

Subj: LETTER OF INSTRUCTION (LOI)

Ref: (a) USMC T/O Number 5060
(b) MCO 1553.2
(c) MCO 1580.7D
(d) DoDI 4000.19
(e) MCO 4400.172A
(f) NAVMC 2771
(g) MCO 1553.7
(h) MCO P1020.34F
(i) MCO 6100.3J
(j) MCO 6100.10B
(k) MCO 1500.52A
(l) MCO 3574.2J
(m) MCO 1500.51A
(n) MCO P1610.7E
(o) Manual for Courts-Martial, United States (1998 Edition)
(p) JAGINST 5800.7C
(q) GG TRNGCOM ltr 5814 C474 dtd 30 Mar 01
(r) MCO P1900.16E
(s) MCO P5800.16
(t) SECNAVINST 1920.6B
(u) MCO 1700.23E
(v) TRNGCOMO 1700.1
(w) SECNAVINST 1650.1F
(x) MCO 1650.19G
(y) MCO 6320.2D
(z) MCO 6320.3C
(aa) MCO 5040.6F
(bb) MCO P7100.8K
(cc) MCO P7300.8D
(dd) MCO 1400.32C

1. Purpose. This LOI provides you with information and guidance pertaining to your duties as the Commanding Officer (CO), Marine Corps Detachment, Navy Supply Corps School (NSCS), Athens, Georgia. This document serves as a basis for your authority, a source of information, and as Commanding General's Policy Guidance.

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2. Cancellation. This LOI cancels all previously issued LOIs for the Marine Corps Detachment, or any of its predecessor organizations, at NSCS, Athens, GA.

3. Background. Headquarters, Marine Corps (HQMC) first established a Marine Liaison billet at NSCS in 1974. In 1988, HQMC changed this billet to Marine Corps Representative. In 1997, the Marine Aviation Logistics Tactical Information Systems (ALTIS) course was established at NSCS. In 1999, HQMC changed the Marine NSCS billet to Commanding Officer, Marine Detachment, NSCS. Previously, Marines at NSCS, although under the authority of the Training and Education Division, Marine Corps Combat Development Command (MCCDC), had their legal and administrative support functions performed by Headquarters Battalion, 4th Service Support Group, Marietta, GA. Effective 1 Jul 2000, Training Command (TRNGCOM) was established under Training and Education Command (TECOM). With the reorganization, CG, MCCDC, via TRNGCOM, became the general courts-martial convening authority for the detachment and has assumed the legal and administrative support functions for the Marine Corps Detachment, NSCS.

4. Table of Organization. Reference (a) is the Table of Organization (T/O) for Marine Corps personnel assigned to interservice schools. The Commanding General, Training and Education Command, (AC/S, G-1), has responsibilities for reference (a) and is the primary point of contact for information and assistance. Address any requests for T/O changes to CG, MCCDC (C53), via CG, TRNGCOM (C47), and CG, TECOM (C460). The via addressees are for the purpose of validation, coordination, and command approval prior to forwarding to the Director, Total Force Structure (TFS) Division (C53).

5. Personnel

a. Marine Corps personnel listed in reference (a) serve in a variety of interservice training billets. All, however, are expected to support Marine students attending consolidated, collocated, and quota courses at NSCS and other nearby service locations. Reference (b) outlines the Marine Corps' formal schools and training centers program. As the CO, consistent with reference (a) and the Marine's assignment orders, you have authority to reassign Marines within the Detachment to ensure the most effective and efficient utilization of manpower resources. Reassignments must not affect the required instructor manning level at each school.

b. The Reporting Unit Code (RUC) for Marine Corps Detachment, NSCS is 54099. Monitor Command Code (MCC) J20 includes all detachment permanent personnel while student personnel fall under MCC K82.

6. Administrative and Logistics Support. Reference (c) contains the services policy for conduct and support of interservice training.

a. The Marine Corps Detachment, NSCS, is capable of self-administration.

b. The U.S. Navy and the Marine Corps may define service responsibilities in a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) per references

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(c) and (d). Requests for a new MOA or proposed revisions to an existing MOA or MOU will be coordinated through the CG, TRNGCOM's Interservice Training (IT) Branch (C474).

c. An Interservice Support Agreement (ISA) with the host installation outlines logistical support for Marine students and the members of the Detachment. Submit revisions to an existing ISA or proposals for a new ISA, DD Form 1144, to CG, TRNGCMD (C474) for review and approval. The current edition of the reference (d) provides general guidance for the preparation and submission of an ISA.

d. The Director, TFS Division, CG, MCCDC (C53) is the point of contact concerning your T/E. Reference (e) provides the necessary guidance on modifying your assigned T/E.

7. Status and Guidance

a. Commanding Officer. Your primary duty as the CO of the Detachment is to support Marines aboard NSCS and to ensure their effective and efficient training. You are the designated representative of the Commandant of the Marine Corps (CMC) to the Commanding Officer NSCS. Your principle responsibility is to ensure that you efficiently and properly consider all matters pertaining to the Marine Corps and its personnel at your duty station. Marine Corps regulations, policies, and written agreements with garrison and school commands at your duty station shall guide you in all routine matters. In non-routine matters, or those not covered by an existing regulation, policy, or agreement, you will make direct liaison by telephone, letter, or personal visit with the TRNGCOM's IT Branch, or the appropriate staff sections of HQMC. Additionally, you serve as a special staff officer to the Commanding Officer NSCS for Marine Corps matters. As functional advocate, you must keep the TECOM AC/S G3 (C461) informed of significant issues raised with other services – especially those that might have an impact on Marine Corps education or training policies. Your specific responsibilities include, but are not limited to, the following:

(1) Consolidated and Quota Courses. You are required to monitor all courses of instruction in which Marines attend for instruction appropriate to their occupational specialty and to Marine Corps doctrinal concepts, techniques, and methods of employment. Where necessary, coordinate with the appropriate TRNGCOM training analyst, and the Academic Director NSCS for curriculum enhancements that best support specific Marine Corps needs and missions. You will act as the Marine Corps representative for curriculum matters on all courses attended by Marines. When necessary, represent the Marine Corps at Course Content Review Boards (CCRBs), and forward reports of proceedings to the CG, TRNGCOM (C471). Course documentation (Course Descriptive Data (CDD) and/or Program of Instruction (POI) equivalents), new curricula, and changes to existing curricula shall be submitted to Aviation Training Branch, CG, TRNGCOM (C473), via the appropriate Navy chain of command, to ensure the courseware meets Marine Corps training requirements.

(2) Collocated (Marine Corps unique) Courses. Continuously evaluate the Marine Corps POI per reference (b) and coordinate any recommended changes to the POI with the G-3 Operations, CG, TRNGCOM (C471), and NSCS. CG, TRNGCOM must approve all new and revised courses of instruction - submit CDD for collocated courses to the G-3 Operations, CG,

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TRNGCOM (C471). You must include specific justification for each change using reference (b) format. You may implement approved changes to existing courses of instructions as long as it does not affect the current MOA, MOU, or ISA. Per reference (b), submit the POI within 90 days of CDD approval. The Training Development System (TDS) Procedures Manual shall be your standard for POI development.

(3) Additional Duties. You may undertake other activities, to include instructor duties, only if they do not conflict with the full and efficient accomplishment of your primary duty.

(4) School Quotas. The Marine Corps receives quotas for students to attend formal school courses on a fiscal year basis at the annual Structure Manning Decision Review (SMDR) conference. The Formal Schools Training Branch, CG, TRNGCOM (C475), negotiates with the service school concerned and the service.

(5) Waiver. You shall not allocate quotas to any course of instruction. In addition, you shall forward all quota requests, prerequisite waivers, or any related issues to the Formal Schools Training Branch, CG, TRNGCOM (C475), for appropriate action or guidance.

(6) Student Shortfalls/Overages. The G-1 Manpower Management Branch, CG, TECOM (C460) and CMC (MMOA/MMEA) encourage direct telephonic liaison with questions concerning shortfalls or overages of incoming students, or when it is obvious that a student will not complete a course to which assigned either for academic or other reasons.

(7) Reports. CG, TRNGCOM (C47) requires the following reports:

(a) Schedule Changes. Submit any changes to the annual schedule of classes to the Formal Schools Training Branch, CG, TRNGCOM (C475), as they occur.

(b) Formal Schools Catalog. Reference (f) contains all course descriptions. It is your responsibility to review and submit, to the Formal Schools Training Branch, CG, TRNGCOM (C475) recommended revisions to the reference as changes occur.

(8) Required Use of By Name Assignment (BNA) System. Reference (g) mandates BNA use by all formal schools regardless of school location or service sponsor. Accordingly, you shall ensure the proper use of BNA. You may obtain technical assistance on obtaining BNA access, BNA data entry, class validation, etc. by contacting the BNA Functional Sponsor [CMC (MPP-80)] directly. You should direct any questions regarding the course schedules or student quotas reflected in BNA to the Formal Schools Training Branch, CG, TRNGCOM (C475).

(9) Marines Awaiting Training (MAT). A MAT program will be established for those student personnel waiting for the next convening class. Training materials provided by the IT Branch, TRNGCOM (C474), and/or courseware developed by your unit may be used and will consist of professional military instruction which enhances the professional development of entry level Marines.

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(10) Standards. CG, TRNGCOM charges you with the responsibility for ensuring your Marines meet the professional and exemplary standards of performance, personal appearance, and physical fitness. Reference (h) and Marine Corps bulletin series 1020 provide standards for personal grooming; reference (i) provides standards for physical fitness testing; and reference (j) provides standards for weight and military appearance standards. As the Detachment CO, you must consistently set a high example of personal and professional excellence. You and the Marines under your charge or cognizance will be conspicuous to the other services with whom you associate. You will, in fact, be the Marine Corps, and everything you or your Marines do will reflect directly on the Marine Corps.

(11) Training. Marines assigned to T/O 5060 are exempt from Marine Corps Water Survival Training (MCWST), reference (k) and weapons qualification with the M16A2 Service Rifle and M9 Service Pistol, reference (l). Additionally, Marines attending formal schools and the formal school staff are exempt from annual Marine Battle Skills Training Sustainment Training (MBST-ST) when their location provides limited access to weapons, equipment and suitable training areas, reference (m). However, this does not preclude you from doing MCWST or MBST-ST training. CG, TRNGCOM encourages you to use all resources available to train detachment Marines on a not to interfere basis with your normal mission.

b. Commanding Officer, Marine Detachment.

(1) Performance Evaluation

(a) As the CO, you will provide guidance to all reporting seniors (RS) and reviewing officers (RO) on the proper preparation of fitness reports for all permanent personnel and students, as appropriate. If neither reporting senior or reviewing officer is a Marine, the senior Marine will review completed reports for administrative correctness per paragraph 6009 of reference (n). Adverse reports will be submitted to CG, TRNGCOM (C47) for third officer sighting in accordance with reference (n).

(b) The CO, NSCS is your RS and the CG, TRNGCOM is your RO. Completed reports will be submitted to the Adjutant's Office, CG, TRNCOM (C47A).

(c) All other reports will be completed per reference (f) and forwarded to CMC (MMSB-32).

(2) Legal. The CG, MCCDC, via TRNGCOM, is the general court-martial convening authority for the detachment. To determine the disposition of offenses and charges, consult reference (o). Questions should be directed to the Office of the Staff Judge Advocate, Marine Corps Base, Quantico, Virginia.

(a) Nonjudicial Punishment. As Commanding Officer, references (o) and (p) authorize you to impose nonjudicial punishment upon detachment personnel. Limitations on the kinds and amounts of nonjudicial punishment that you may impose are contained in Part V of reference (o) and section 0111 of reference (p). Nonjudicial punishment appeals will be forwarded to CG, TRNGCOM, in accordance with section 0117 of reference (p).

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(b) Courts-Martial. As Commanding Officer, references (o) and (p) authorize you to convene summary courts-martial. Moreover, reference (q) has requested that the Secretary of the Navy grant you the authority to convene special courts-martial. Until this authority is granted, the CG, MCCDC will be the Special Courts-Martial Convening Authority for the detachment. Funding responsibility will be determined on a case by case basis. Questions should be directed to Head, Interservice Training, TRNGCOM.

(c) Administrative Discharges. Pursuant to reference (r), the CG, TRNGCOM is the separation authority for enlisted detachment personnel. References (s) and (t) will be your model for cases of officer misconduct.

(d) Request Masts. You shall establish a Request Mast program and publish a request mast order per references (u) and (v). A request mast will be processed and resolved via the chain of command, up to the CG, TRNGCOM, as required. If the request mast concerns a matter or personnel under the control of the Navy Supply Corps School, the resolution should involve coordination and/or resolution with NSCS per the appropriate U.S. Navy procedures.

(e) Legal Advice. Detachment Marines may obtain legal advice and guidance through direct liaison with the Office of the Staff Judge Advocate, Marine Corps Base, Quantico, Virginia.

(3) Awards. Reference (u) sets forth eligibility requirements, administrative procedures for recommending awards, and policies concerning presentation of awards. Reference (w) establishes procedures and instructions for issuing awards and sets policy guidelines for submitting personal and unit awards.

(a) Meritorious Service Medal (MSM) and Above. Submit all recommendations for MSM and above to CMC (MHM) via CG, TRNGCOM (C47A), in accordance with references (w) and (x).

(b) Navy and Marine Corps Commendation Medals (N&MCCM) and Below. The CG, TRNGCOM has approval authority for N&MCCM and below. Submit recommendations for awards in accordance with references (w) and (x).

(c) Navy and Marine Corps Achievement Medal (N&MCAM). Commanding Officers authorized to conduct Special Courts-Martial may award the N&MCAM for special achievement in accordance with references (w) and (x).

(d) Award recommendations may be submitted through the host service when appropriate. Submission to CNET will be coordinated/forwarded with endorsement from CO, NSCS.

(4) Hospitalized Marines. Expedient administration and personal attention for Marines who become hospitalized are vital in upholding the Marine Corps' standard of taking care of our own. Reference (y) lists responsible activities for hospitalized personnel and sets forth instructions for providing prompt and complete administrative assistance to those individuals. Reference (z) outlines the Marine Corps hospital visitation program, and it ensures

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visitation of hospitalized Marines, as an expression of concern for their welfare, by the Marine Corps.

(5) Standards of Conduct. Detachment personnel and Marine students are bound by host service regulations regarding standards of conduct and dress, unless such standards conflict with Marine Corps regulations, customs, and traditions.

(6) Inspector General's Inspection. Per reference (aa), the detachment is on a biennial inspection schedule. The Inspector General of the Marine Corps (IGMC) conducts unannounced inspections. The IGMC inspection will include all personnel in your command, including those who are administratively attached. Students undergoing training will be exempt from personnel inspections and the physical fitness test.

(7) Operating Target (OPTAR) Holder. If you desire an OPTAR, you must submit annual budgets per reference (bb). Reference (cc) contains instructions regarding accounting and reporting instructions.

(8) Meritorious Promotion Authority. Awarding of meritorious promotions will be in accordance with reference (dd) and (ee). Specific guidance for the promotion of students (to PFC and LCpl) attending entry-level training which results in the assignment of an initial primary MOS is found in paragraph 4201.3 of reference (dd). As directed, recommendations for the meritorious promotion of permanent personnel will be submitted to CG, TRNGCOM in accordance with reference (cc).

(9) Career Planning. The Career Planner TECOM will provide career planning assistance and oversee your designated Career Planner. All reenlistment requests not requiring a CG waiver will be submitted directly to HQMC (MMEA). All reenlistment requests requiring a CG waiver will be submitted to the CG, TRNGCOM.

c. Changes. You will review this LOI annually and report on the currency and validity of its content to the IT Branch, CG, TRNGCOM (C474) by the anniversary date of issue. Negative reports are required. Additionally, to maintain a current LOI, you must submit recommended or required changes as they occur.

W.E. Gaskin
W. E. GASKIN
By direction

Copy to:
CMC (IG)
CG, MCCDC (SJA)
CG, TECOM (C460, C461, C464)
TRNGCOM (C47A, C474)
CNET (T2425)
CO, NSCS