



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

IN REPLY REFER TO

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TPILOI203
1 JUL 1988

From: Commandant of the Marine Corps
To: Marine Corps Representative/Instructor, Advanced
Electronics School, Service Schools Command, San Diego,
California 92136-5004
Via: (1) Chief of Naval Technical Training (Code N424), Naval
Air Station Memphis, Millington, Tennessee 38054
(2) Commanding Officer, Service Schools Command, Naval
Training Center, San Diego, California 92133-3000
(3) Officer in Charge, Advanced Electronics School,
Service Schools Command, San Diego, California
92136-5004

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Ref: (a) MCO 1521.1_
(b) USMC Table of Organization (T/O) Number 5060
(c) MCO 1580.7_
(d) U.S. Navy Reg. 1973
(e) MCO P1610.7_
(f) MCO P1500.12_
(g) MCO P1020.34_
(h) MCO 6100.3_
(i) MCO 6100.10_
(j) MCO 5600.20_
(k) MCO 1500.42_
(l) MCO 5040.6_

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/instructor at the Advanced Electronics School, San Diego, California 92136-5004. 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. Not applicable.

3. Background. The billet to which you are assigned was established in 1979 in response to a request from the U.S. Navy.

4. T/O Sponsorship. Reference (b) establishes the T/O for the Marine Corps instructor/administrative personnel to joint and other service schools. All Marine Corps T/O's are prepared and published by this Headquarters (MPC). The Deputy Chief of Staff for Training has cognizant responsibilities for reference (b) and is, therefore, the primary point of contact for information and assistance. As your T/O sponsor, the Deputy Chief of Staff for

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Training should be informed of significant issues raised with other services, especially those which might have an impact on Marine Corps education or training policies.

5. Staff Personnel. The Marine Corps personnel listed in reference (b) are furnished to the Commanding Officer, Service Schools Command, Naval Training Center, San Diego, California for Advanced Electronics School in response to an agreement between the Marine Corps and the U.S. Navy, as support personnel, and as such are assigned at the request of the U.S. Navy.

a. You are encouraged to conduct direct liaison with this Headquarters (T 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 and students are carried on the rolls of Casual Company, Headquarters and Service Battalion, Marine Corps Recruit Depot (MCRD), San Diego, California, where all official personnel records are maintained.

6. Administrative and Logistics Support. Administrative and logistical support is provided by other commands.

a. The Commanding Officer, Casual Company, Headquarters and Service Battalion, MCRD, San Diego, California, provides administrative support for Marine Corps staff and students.

b. The Commanding Officer, Marine Corps Communications-Electronics School, Marine Corps Air and Ground Combat Center, Twentynine Palms, California, provides publications, and supply/maintenance support for Marine Corps equipment.

c. An interservice support agreement pursuant to reference (c) is currently not in effect and one is not required.

7. Status and Guidance. You are the designated representative of the Commandant of the Marine Corps to the Commanding Officer, Service Schools Command, Naval Training Center, San Diego, California for Advanced Electronics School. Your primary duty as the representative of the Commandant 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.

b. Routine Matters. You will be guided in all routine matters by existing Marine Corps regulations, policies, and

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written agreements with the service school to which you are attached.

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. Senior Officer Present. Chapter 9, paragraphs 0904 through 0910, of reference (d) 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 relative seniority among Marine Corps officers within your geographical area and to take those actions appropriate with the provisions of reference (d).

e. Performance Evaluation. The reporting senior and reviewing officer for Marines assigned duty as instructors, support personnel, or students will be those officers closest to the Marine reported on and in the best position to observe his performance (paragraph 2003.1 and 2004.1 of reference (e) apply). Those reports which do not have a Marine officer in the reporting chain are required to be administratively reviewed per the instruction in paragraph 6009.2 of reference (e). If this review cannot be accomplished according to reference (e), forward the report to this Headquarters (T) for review. For students who have enlisted instructors, a not observed USMC fitness report (NAVMC 10835) must be completed. The standard academic evaluation of the institution will be attached to the report per paragraph 6009.4 of reference (e).

(1) The Officer in Charge, Advanced Electronics School is your reporting senior and your reviewing officer is the Commanding Officer, ~~Headquarters and Service Battalion, MCRD San Diego, California.~~ SERVICE SCHOOLS COMMAND, NTC

f. This LOI does not empower the Marine Corps Representative, Advanced Electronics School to impose nonjudicial punishment (NJP). The Commanding Officer, Casual Company, Headquarters and Service Battalion, MCRD, San Diego, is authorized to impose NJP and convene special courts-martial. The general court-martial convening authority and separation authority for Marines attached to Casual Company is the Commanding General, MCRD, San Diego. In addition, all Marines assigned to the Advanced Electronics School for duty or as students are subject to the disciplinary authority of the Commanding Officer, Service Schools

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Command. Should a Marine attached to Casual Company, Headquarters and Service Battalion, MCRD, San Diego, request mast, the matter should be forwarded via the Marine Corps chain of command. Should the request mast refer to matters under the control of the Commanding Officer, Service Schools Command, it should be addressed to that commander, in accordance with Navy procedures.

8. Liaison Duties. The Marine Corps representative provides direct liaison between the Advanced Electronics School 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 personnel.

a. Other Services. Although your billet is directly related to the Advanced Electronics School, 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. As appropriate, you will represent the Marine Corps at official and social functions.

9. Instructional Duties. You will undertake instructor and related duties as assigned by the director of instruction/executive officer. You will also render appropriate assistance in the coordination of education and training presentations given at Marine Corps facilities.

10. Marine Corps Personnel/Students. You will furnish guidance on Marine Corps policy and provide administrative control and assistance to all Marine Corps personnel and students at the Advanced Electronics School, 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 Advanced Electronics School. A

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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. 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. You are not authorized to allocate quotas to any course of instruction. All requests for quotas will be forwarded to this Headquarters (T), in accordance with paragraph 121 of reference (f). CMC funded quotas for Marine personnel will be shown on a training quota memorandum (TQM) published at this Headquarters (T) with copy distribution to you. A TQM is issued for each course Marines attend at the Advanced Electronics School; A TQM covers a fiscal year and shows the number of Marines to be assigned to each class.

d. Waivers. All requests for waivers of prerequisites will be forwarded to this Headquarters (M).

e. Student Shortfall/Overages. Direct telephonic liaison with this Headquarters (MMEA/MMOA) 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 and the Marine students are highly visible.

a. You must consistently set a high example of personal and professional excellence.

b. You are responsible for ensuring that exemplary professional standards for performance, personal appearance, and physical fitness are met by assigned Marine Corps students. You

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are also directed to conduct periodic personnel inspections, in accordance with current Marine Corps directives, as necessary.

(1) Personal grooming standards are set forth in reference (g) and Marine Corps bulletin series 1020.

(2) Physical fitness testing will be conducted in accordance with reference (h).

(3) Weight control and military appearance standards are contained in reference (i).

12. Policy and Doctrinal Guidance. You will review and evaluate pertinent courses and instructional materials relating to the Marine Corps, as requested by the Officer in Charge, Advanced Electronics School. In this capacity, you will:

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

b. Monitor the draft process, review, and make recommendations to the Commanding General, MCDEC (D 046), concerning doctrinal or related publications being prepared or revised by the Advanced Electronics School, in accordance with reference (j).

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

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

e. Submit course descriptive data (CDD) for all Marine Corps-unique courses to the CMC (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 (k), 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, revised, or changes to programs of instruction to the CG, MCDEC (E 03) within 90 days after approval of the CDD.

g. Notify the CMC (T) of any anticipated or proposed changes to CDD for other service school courses which Marines attend, with a copy to CG, MCDEC (E 03). When changes to existing CDD

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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 is provided in the example contained in reference (k), 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 (k), enclosure (5).

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

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. You will monitor the forwarding of appropriate academic evaluations, i.e., academic fitness reports and other documents generated by the school, to this Headquarters (MMOS) for review and disposition.

c. Formal Schools Catalog. Course descriptions are contained in reference (f). 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 (k).

15. Reserve Matters. Reserve student input will consist of selected Marine Corps Reserve personnel. While attending school, reservists are on temporary active duty and are subject to the same regulations applicable to any other active duty Marine. Questions concerning the individual may be addressed to the parent command and to this Headquarters (RES).

16. Changes. You will review this LOI annually and report to this Headquarters (T) on the currency and validity of its contents. The report should be forwarded by the anniversary date of issue. Additionally, in order that this LOI may be maintained in a current status, recommended or required changes shall be submitted as they occur.



H. E. PIERPAN
Deputy Chief of Staff
for Training