



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



IN REPLY REFER TO

1500
TPILOI507
31 MAR 1988

From: Commandant of the Marine Corps
To: Marine Corps Representative/Officer in Charge, Marine
Corps Administrative Detachment, Naval School, Explosive
Ordnance Disposal Detachment, Eglin AFB, FL 32542-6009
Via: Officer in Charge, Naval School, Explosive Ordnance
Disposal Detachment, Eglin AFB, FL 32542-6009

Subj: LETTER OF INSTRUCTION (LOI)

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 5510.7
(f) MCO 3571.2
(g) MCO P1610.7
(h) Uniform Code of Military Justice (UCMJ)
(i) Manual for Courts-Martial (MCM 1984)
(j) JAG Instruction 5800.7 (JAG Manual)
(k) Navy Comptrollers Manual, Volume 7
(l) MCO P1500.12
(m) MCO 1020.34
(n) MCO 6100.3
(o) MCO 6100.10
(p) MCO 1500.42
(q) MCO 5600.20
(r) MCO 1700.23
(s) MCO 1580.2
(t) MCO 1540.34

1. Purpose. Your primary mission is twofold: You are to represent the Commandant of the Marine Corps to the Officer in Charge (OIC), Naval School, Explosive Ordnance Disposal Detachment, (NAVSCOLEOD DET), Eglin AFB, Florida, and serve as the OIC of the Marine Corps Administrative Detachment (MCAD). In addition, you are charged with keeping this Headquarters (T) informed about the training programs offered at NAVSCOLEOD DET and with reporting specific types of information on Marine students enrolled. This LOI, issued per reference (a), provides you with information and guidance relative to your duties.

2. Background. The billet to which you are assigned was first established in November 1987. The purpose of this detachment is to provide support for NAVSCOLEOD DET Phase I training for Marine Corps students.



Subj: LETTER OF INSTRUCTION (LOI)

3. T/O Sponsorship. Reference (b) is the T/O for the Marine Corps instructors/administrative personnel assigned to joint and other service schools. The Deputy Chief of Staff for Training (DC/S T) has cognizant responsibilities for reference (b) and is your primary point of contact for requests for information and assistance. As your T/O 5060 sponsor, the DC/S T should be informed of significant issues raised with other services, especially those which might have an impact on Marine Corps education or training policies. Request for changes to the T/O should be addressed to Commandant of the Marine Corps (T).

4. Staff Personnel. The Marine Corps personnel listed in reference (b) are furnished as support personnel to the OIC, NAVSCOLEOD DET, in response to an agreement between the Marine Corps and the U.S. Navy. They are assigned at the request of the U.S. Navy. You are assigned solely as the Marine Corps representative/OIC of Marine Corps personnel. You will be considered a special staff officer and a member of the school's staff.

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

b. All Marine Corps staff personnel are carried on the rolls of Marine Aviation Training Support Group (MATSG), reporting unit code (RUC) 06050, NATC, NAS, Pensacola, Florida, where all official personnel files are maintained. Health and dental records will be maintained by NAVSCOLEOD DET, per agreement with Eglin AFB Hospital.

5. Administrative and Logistics Support. Policy for support of interservice training is contained in reference (c). All administrative support, except for joining and departing temporary additional duty personnel, will be provided by MATSG, Pensacola, as appropriate.

6. Status and Guidance. You are designated as the Marine Corps representative for the Commandant of the Marine Corps to the OIC, NAVSCOLEOD DET, Eglin AFB.

a. Representative. Your primary duty as the Marine Corps representative of the Commandant is to ensure that all matters pertaining to the Marine Corps and its personnel are efficiently and properly considered at NAVSCOLEOD DET, Eglin AFB.

b. Routine Matters. You will be guided in all routine matters by existing Marine Corps regulations, policies, and written agreements with NAVSCOLEOD DET, Eglin AFB.



Subj: LETTER OF INSTRUCTION (LOI)

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 telephone, letter, or personal visit, with the DC/S T or the appropriate staff section of this Headquarters for guidance.

d. Designation as Officer in Charge 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 reference (b) as the OIC of Marine Corps personnel. Your status and authority as the OIC are set forth in reference (d).

e. Performance Evaluation. The reporting senior for Marines assigned duty as instructors or support personnel will be the officer immediately responsible for the Marine's performance, regardless of branch of service. Paragraph 2003 of reference (g) applies.

(1) Where possible, the report should be reviewed within the normal chain of command. If it is not feasible to review the fitness report in this manner, the completed report will be forwarded to this Headquarters (T) for administrative review. All normally completed fitness reports will be forwarded to this Headquarters (MMPE-2).

(2) The OIC, NAVSCOLEOD DET, will be your reporting senior for performance evaluation. The completed fitness report will be forwarded to this Headquarters (T) for administrative review in accordance with paragraph 6009 of reference (g).

f. Senior Officer Present. Reference (d), chapter 9, paragraphs 0904 through 0910, contains broad guidance applicable to the authority and responsibilities of the senior Marine Corps officer present within a prescribed geographical area. Accordingly, it is your responsibility to remain apprised of the relative seniority among Marine Corps officers within your area.

7. Liaison Duties. The Marine Corps representative provides direct liaison between the NAVSCOLEOD DET 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 NAVSCOLEOD DET, you should attempt to satisfy all valid requests for assistance and advice tendered by other organizations and by other service agencies located in your immediate area.



Subj: LETTER OF INSTRUCTION (LOI)

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 Combat Development Command (MCCDC) 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 shall be referred to this Headquarters (T).

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

8. Administrative/Instructional Duties. You may undertake additional administrative activities 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 OIC, NAVSCOLEOD DET, Eglin AFB.

a. You will render appropriate assistance in the coordination of education/training presentation given at Marine Corps facilities.

b. You will monitor the basic courses of instruction to ensure that the requirements of the Marine Corps are met.

c. You will prepare and submit periodic or special reports as required.

d. Adhering to both Marine Corps and NAVSCOLEOD DET policy, you will grant liberty and leave to Marine Corps personnel.

e. You will advise the OIC, NAVSCOLEOD DET of prospective gains or losses of Marine Corps personnel at the earliest possible date.

f. Per Marine Corps and NAVSCOLEOD DET instructions, you will assign collateral or additional duties to Marine Corps personnel as required.

g. You will advise the OIC, NAVSCOLEOD DET on matters pertaining to Marine Corps personnel undergoing instruction. You will provide technical advice and assistance on EOD training and related matters.

h. You will assist the OIC, NAVSCOLEOD DET in coordinating those training activities in which the Marine Corps has a responsibility or interest.



Subj: LETTER OF INSTRUCTION (LOI)

i. You will maintain a constant review of the status of EOD techniques and equipment in which the Marine Corps has responsibility or interest.

j. You are authorized direct liaison with Marine Corps field units in matters concerning EOD personnel, training, and related matters.

k. You are authorized to visit other agencies and installations when such visits are considered necessary for the accomplishment of your mission. For trips in excess of 1 day, the OIC, NAVSCOLEOD DET will provide temporary additional duty orders. Funding for trips on Marine Corps business will be provided by this Headquarters (T).

9. 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 of NAVSCOLEOD DET to include such items as personnel reporting, endorsement of orders, conduct, pay, and uniform regulations.

a. Orientation Briefing. You or your designated representative will brief all incoming Marine Corps students to ensure appropriate orientation to NAVSCOLEOD DET. A current outline for this briefing will be maintained as part of your turnover file.

b. Information. As the Marine Corps representative, you should keep yourself apprised of current Marine Corps policies, programs, and matters of interest. It is essential that this type of information reach every Marine under your cognizance. You are to ensure the needs of these Marines are met, and that each of them understands his individual responsibilities as a Marine and as a student. A close and continuing professional relationship between yourself and the 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.

(3) Participate in the host command's drug and alcohol abuse program and comply with Marine Corps policy on drug and alcohol abuse.



Subj: LETTER OF INSTRUCTION (LOI)

c. Legal Matters

(1) In determining the disposition of offenses and charges, you should consult Rules for Courts-Martial 306, 401, and 402 in reference (i).

(2) As OIC (see paragraph 7d), you may impose nonjudicial punishment on all enlisted Marines attached or assigned to your unit. Nonjudicial punishment is governed by references (h), (i), and (j). In addition to or in lieu of admonition or reprimand, as OIC (regardless of your grade) you may impose only the nonjudicial punishment specified in paragraph 5b(2)(A)(i)-(vi) of Part V, reference (i). You should also review the limitations imposed by section 0105 of reference (j) before imposing nonjudicial punishment.

(3) You may not convene any type of court-martial. If you determine that a court-martial is appropriate, you must promptly forward the case or charges to the Commanding Officer, MATSG, NATC, NAS, Pensacola, Florida 32508. If the charges are referred to a court-martial, the costs incident to the trial will be absorbed by the convening authority as prescribed in paragraph 075145 of reference (k).

(4) A recommendation for administrative discharge of an enlisted Marine should be sent to MATSG, NAS, Pensacola.

(5) In case of officer misconduct, you should consult chapter 4 of Marine Corps Order P5800.8 (LEGADMINMAN) and the legal officer at MATSG.

(6) Where the situation dictates referral of the charges to trial by court-martial, the costs incident thereto shall be absorbed by the convening authority as prescribed in reference (k).

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. You are not authorized to allocate quotas to any course of instruction. All requests for quotas will be forwarded to this Headquarters (T) per reference (l). Quotas for Marine personnel will be shown on a training quota memorandum (TQM) published at this Headquarters (T) with copy distribution to your detachment. A TQM is issued for the course Marines attend at NAVSCOLEOD DET. A TQM covers a fiscal year and shows the number of Marines to be assigned to each class.

e. Waivers. All requests for waiver of prerequisites will be forwarded to this Headquarters (MM).



Subj: LETTER OF INSTRUCTION (LOI)

f. Student Shortfalls/Overages. Direct telephonic liaison with this Headquarters (MMEA/MMOA for regulars; RESM for initial active duty reservists) 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. Additionally, commanders experiencing a shortfall or overage of 10% of quotas announced in the latest TQM, consult reference (p) for reporting procedures.

10. Standards. You and your Marines 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 of performance, personal appearance, and physical fitness are met by your assigned Marine Corps staff and students. You are directed to conduct periodic personnel inspections at such times as you deem necessary.

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

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

(3) Weight and military appearance standards and policy are contained within reference (o).

11. Policy and Doctrinal Guidance. You will review and evaluate pertinent courses and instructional materials relating to the Marine Corps, as requested by the OIC, NAVSCOLEOD DET. In this capacity, you will:

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

b. Submit course descriptive data (CDD) for all Marine Corps-unique courses to this Headquarters (T) for approval, with copy to CG, MCCDC (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 enclosure (4) to reference (p). You may implement new or revised courses of instruction on an interim basis pending approval of the CDD.



Subj: LETTER OF INSTRUCTION (LOI)

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

d. Report any problem areas regarding course content to this Headquarters (T).

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

f. Comply with common management actions contain in enclosure (5) to reference (p).

12. Inspector General's Inspections. As a subordinate element of the MATSG, NAS, Pensacola, you will be inspected with that command. Dates and details will be published by the Commanding Officer, MATSG.

13. Request Mast. Petitions for request mast should be handled per reference (r) and the appropriate request mast orders published by the Commanding Officer, MATSG.

14. TAD Budget Submission. TAD budget estimated will be submitted annually, by 30 July, to this Headquarters (T).

15. Reports. The procedure for submission of reports related to in-service courses of instruction for which you are responsible is outlined in reference (s). In addition, the following 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. Commendatory Correspondence. You will monitor the forwarding of appropriate commendatory correspondence, reports, and other documents generated by the school, to this Headquarters (MMRB-20) for review and disposition per reference (g).

c. Formal Schools Catalog. Course descriptions are contained in reference (l). Request for changes to these descriptions should take the form of revised CDD submitted in accordance with references (l) and (p).

d. TAD Budget Status. You will submit status reports on your operating target budget to this Headquarters (T) on a monthly basis.



Subj: LETTER OF INSTRUCTION (LOI)

16. Reserve Matters. Individual members of the Selected Marine Corps Reserve (SMCR) from various 4th Marine Division or 4th Marine Aircraft Wing units may be assigned to attend school on a selected basis if qualified. Additionally, SMCR units or individuals may conduct 2-week annual training duty (ATD) at NAVSCOLEOD DET. Guidance pertaining to unit ATD is contained in reference (t).

17. Changes. You will review this LOI annually and report to this Headquarters (T) on the currency and validity of its content. The report should be forwarded by the anniversary date of issue. Negative reports, if appropriate, are required. Recommended or required changes shall be submitted as they occur.


F. L. SISLEY
Deputy Chief of Staff
for Training