



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20385

IN REPLY REFER TO
1500
TPILOI309
8 JUL 1985

From: Commandant of the Marine Corps
To: Marine Corps Representative/Commanding Officer, Marine Corps Administrative Detachment, U.S. Army Intelligence Center and School, Fort Huachuca, Arizona 85613
Via: (1) Commander, U.S. Army Training and Doctrine Command, Fort Monroe, Virginia 23651
(2) Commander, U.S. Army Intelligence Center and School, Fort Huachuca, Arizona 85613

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 P1610.7
(f) MCO 1650.19
(g) MCO P1020.34
(h) MCO 6100.3
(i) MCO 1500.42
(j) MCO 5040.6
(k) MCO P7100.8
(l) MCO P1500.12
(m) MCO P7300.8

1. Purpose. You are to represent the Commandant to the Commander, U.S. Army Intelligence Center and School (USAICS), and to serve as the commanding officer of the Marine Corps administrative detachment. In addition, you are charged with keeping this Headquarters (T) informed about the training programs offered at USAICS. This LOI is issued in accordance with reference (a) to provide you with information and guidance relative to your duties.

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 1955 as the Marine Corps Liaison Officer, U.S. Army Intelligence School, Fort Holabird, Maryland. Prior to 1955, Army intelligence training was divided between the Counterintelligence School, Fort Ritchie, Maryland, and the Army General School, Fort Riley, Kansas, where combat intelligence was taught. There were Marine instructors at both schools, and the senior Marine assumed the duties as liaison officer. In February 1971, the billet title and the name and location of the school were changed to Marine Corps Representative, USAICS, Fort Huachuca, Arizona. In January 1978, the various Marine Corps

ENCL (1)

Subj: LETTER OF INSTRUCTION (LOI)

elements at Fort Huachuca were consolidated into a unified command structure, and an administrative detachment was established.

4. T/O Sponsorship. Reference (b) is the T/O for Marine Corps instructors/administrative personnel assigned to joint and other-service schools. The Deputy Chief of Staff for Training has cognizant responsibilities for reference (b) and 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 or training policies. Requests for changes to the T/O should be addressed to the Commandant of the Marine Corps (MPC).

5. Staff Personnel. The Marine Corps personnel listed in reference (b) are furnished as support personnel to the Commander, USAICS, in response to an agreement between the Marine Corps and the U.S. Army. They are assigned at the request of the U.S. Army. You are assigned solely as the Marine Corps representative/commanding officer, Marine Corps administrative detachment. 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 (T, INT, and MM) 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 the Marine Corps Administrative Detachment, USAICS, Fort Huachuca, Arizona 35613, reporting unit code (RUC) 54701, where all official personnel files are maintained.

6. Administrative and Logistics Support. Policy for support of interservice training is contained in reference (c).

a. The Marine Corps administrative detachment is capable of self-administration.

b. The school brigade and/or the Logistics Division, USAICS, provide logistical support to the Marine Corps administrative detachment.

7. Status and Guidance. You are the designated representative of the Commandant of the Marine Corps to the Commander, USAICS.

a. Representative. Your primary duty as the representative of the Commandant is to ensure that all matters pertaining to the

Subj: LETTER OF INSTRUCTION (LOI)

Marine Corps and its personnel are efficiently and properly considered at your duty station.

b. Routine Matters. You will be guided in all routine matters by existing Marine Corps regulations, policies, and written agreements with the 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 Staff for Training or other appropriate staff sections of this headquarters for guidance.

d. Designation as Commanding Officer, Marine Corps Administrative Detachment. 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 commanding officer, Marine Corps administrative detachment. Your status and authority as a commanding officer are set forth in reference (d).

(1) RUC 54071 is assigned and includes the following:

(a) Primary monitor command code (MCC) J36, USAICS.

(b) Additional MCC L07, Joint Test Element (JTE), Joint Test Organization (JTO).

(c) Additional MCC MBD, Marine Corps Service Test Officer, Operational Test and Evaluation (OTE).

(d) Additional MCC K88, USAICS (Student Personnel).

(2) Additions/deletions and modifications to RUC 54071 are periodically published by this Headquarters (MPC).

(3) The Marine Corps administrative detachment is responsible for providing Navy students in the Department of Defense Strategic Debriefing Interrogation course with limited administrative assistance. The limited administrative assistance provided will include endorsement of active duty and civilian student orders, student use of the detachment as a mailing address during the course, and assistance with personal emergencies if required. Any other administrative matters requested by Navy active duty or civilian personnel will be handled on a case-by-case basis. The Commander, Task Force 168 (Code 168-H) has been designated as your point of contact.

e. 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. These

Subj: LETTER OF INSTRUCTION (LOI)

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 to the provisions of reference (3).

f. Performance Evaluation. The reporting senior for Marines assigned duty as instructors, support personnel or students will be the officer immediately responsible for that Marine's performance, regardless of branch of service and in accordance with reference (e).

(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 the normal chain of command, the report will be forwarded to this Headquarters (T) for review.

(2) The Deputy Assistant Commandant, USAICS, is the reporting senior of the Marine Corps representative/commanding officer, Marine Corps administrative detachment. The Deputy Commander/Assistant Commandant, USAICS is the reviewing officer.

(3) The Marine Corps administrative detachment will ensure proper guidance is provided to all reporting seniors for the correctness of fitness reports. Upon completion, fitness reports will be forwarded to this Headquarters (MMPE).

g. Reviewing Agency for Marine Corps Institute (MCI). You are designated course/project reviewing agency for MCI courses relating to occupational field 02.

8. Liaison Duties. The Marine Corps representative provides direct liaison between USAICS 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 USAICS, you should attempt to satisfy all valid requests for assistance and advice from other organizations located aboard your base or other service agencies 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.

Subj: LETTER OF INSTRUCTION (LOI)

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 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 Marine Corps at official and social functions where appropriate.

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 Commander, USAICS.

a. You are administratively responsible for those Marines assigned to USAICS (MCC J36); JTE, JTC (MCC LO7); CTE (MCC MBD); and USAICS student personnel (MCC R88) and will provide Marine Corps policy guidance and assistance to all Marine Corps personnel equivalent to that expected of company level administration.

b. 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 policies and provide administrative control and assistance to all Marine Corps personnel and students at USAICS to include such items as personnel reporting, pay, endorsement of orders, conduct, and uniform regulations.

a. Orientation Briefings. You or your designated representative will brief all incoming Marine Corps students to ensure appropriate orientation to USAICS. A current outline for this briefing will be maintained as part of your files.

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 information reach every Marine under your cognizance, that you ensure the needs of these Marines are met, and that each 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.

SUBJ: LETTER OF INSTRUCTION (LOI)

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

(3) Participate in the host command's driver improvement program.

(4) Participate in the host command's Special Services program.

(5) Participate in the host command's mail and postal services.

(6) Participate in the Marine Corps Fleet Home Town News release program.

(7) Participate in the U.S. Army's Family Support Center program for all incoming Marine personnel.

c. Legal Matters. As Commanding Officer, Marine Corps administrative detachment, you are authorized to impose nonjudicial punishment on all officers and enlisted members of your command. 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)(7)(A) through (G), UCMJ.

(1) On 7 April 1978, the Secretary of the Navy empowered you to convene special court-martial. On 10 May 1978, the Commandant restricted the exercise of that authority, permitting you to convene summary court-martial only.

(2) The officer exercising special court-martial jurisdiction over all Marines attached to the Marine Corps administrative detachment, Fort Huachuca, is the Commanding Officer, Marine Corps Air Station, Yuma, Arizona 85364. The officer exercising general court-martial jurisdiction for Marines attached to the Marine Corps administrative detachment is the Commanding General, Air Bases (Western Area), Marine Corps Air Station, El Toro, California 92709. Legal advice and assistance are available from the Director, Law Center, Marine Corps Air Station, Yuma.

(3) The separation authority for enlisted Marines attached to the Marine Corps administrative detachment is the Commandant of the Marine Corps (MMSR).

(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

Subj: LETTER OF INSTRUCTION (LOI)

under the control of Commander, U.S. Army Intelligence Center and School, it should be forwarded to that command in accordance with Army procedures.

d. Awards. Requests for decorations, medals, and awards should be submitted to the Commanding Officer, Marine Corps Air Station, Yuma, Arizona 85364, in accordance with reference (f).

e. 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 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 (MCC J36), administratively joined personnel (MCC I97), and students (MCC K88). You are 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 (g), and Marine Corps bulletin series 1020. Physical fitness testing will be conducted in accordance with reference (h). These actions are intended to enhance the Marine Corps' status as an elite force of professionals, dedicated to staying tough, lean, and fully combat ready. As the Marine Corps representative to a sister service activity, you must 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 Marine 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 Commander, USAICS. In this capacity, you will:

Subj: LETTER OF INSTRUCTION (LOI)

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 CMC (T) for approval prior to designing and developing new courses of instruction. Specific elements to be included are contained in reference (i), enclosure (1).

e. Submit course descriptive data (CDD) for all Marine Corps-unique courses to the CMC (T) for approval, with a copy to the 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 (i) 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 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 provided in the example contained in reference (i), 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 (i), enclosure (5).

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

14. Operating Target (OPTAR) Submission. The OPTAR budget estimates will be submitted annually, by 30 April, to this Headquarters (FDB) in accordance with reference (k).

Subj: LETTER OF INSTRUCTION (LOI)

15. Reports. The following training information is required:

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

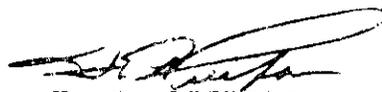
b. Academic Evaluations. As required, you will monitor the forwarding of appropriate academic evaluations to this Headquarters (MSRB-20) for insertion in official personnel files.

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

d. Student Shortfall/Overage. A student shortfall or overage will be reported as described in accordance with reference (l).

e. OPTAR Budget Status. You will submit status reports on OPTAR #134 to this Headquarters (FDB) in accordance with reference (m).

16. 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 or required changes shall be submitted as they occur.



H. E. PIERPAN
Deputy Chief of Staff
for Training

Copy to:
CG, MCDEC
COMCABWEST
CO, MCAS, Yuma, AZ