



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

IN REPLY REFER TO  
5320  
C 462G3

17 NOV 1994

From: Commandant of the Marine Corps  
To: Marine Corps Representative, Defense Mapping School, Fort Belvoir, Virginia 22060-5828  
Via: (1) Director, Defense Mapping Agency, 8613 Lee Highway, Fairfax, Virginia 22031-2137  
(2) Director, Defense Mapping School, 5825 21st Street, Suite 106, Fort Belvoir, Virginia 22060-5921

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE, DEFENSE MAPPING SCHOOL (DMS), FORT BELVOIR, VA 22060-5828

Ref: (a) MCO 1521.1C, Coord Functions USMC Pers Mil SC  
(b) USMC Table of Organization (T/O) Number 5060  
(c) MCO 1580.7C, Interservice Training  
(d) US Navy Regulations 1990  
(e) MCO P1610.7C, Performance Evaluation System  
(f) Manual for Courts Martial, United States, 1984  
(g) MCO P5800.8C, LEGADMINMAN  
(h) MCO 1700.23C, Request Mast  
(i) MCO 1650.19F, Admin & Iss Proc for Dec, Med & Awards  
(j) MCO P1020.34E, USMC Uniform Regulations  
(k) MCO 6100.3J, Physical Fitness  
(l) MCO 1553.2, Mgt for USMC Formal Scol & Trng Centers  
(m) NAVMC 2771, USMC Formal Schools Catalog

1. Purpose. Per reference (a), this LOI is intended to provide information and guidance relative to your duties as the Marine Corps Representative (MARCOREP), Defense Mapping School (DMS). Although not intended to be inclusive of every possible situation that may be encountered, this LOI serves 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 1972 as the Marine Corps Representative/Deputy Director, DMS, Fort Belvoir, Virginia, as part of the Joint Manpower Program for the Defense Mapping Agency (DMA). In 1992, the billet was changed to Marine Corps Representative/Chief of Staff, DMS. The billet of Chief of Staff, DMS, rotates among the Services and is currently a Lieutenant Colonel/Commander billet. When the billet of Chief of Staff is rotated to another branch of service, the senior Marine officer permanently assigned to DMS will serve as the Marine Corps Representative.

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4. T/O Sponsorship. Reference (b) is the T/O for the Marine Corps instructors and administrative personnel assigned to joint and other service schools. The Commanding General, Marine Corps Combat Development Command (CG MCCDC) 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 CG MCCDC (C 46) should be informed of significant issues raised with other services, especially those which might relate to Marine Corps education and training policies. Requests for changes to the T/O should be addressed to the CG MCCDC (C 463M) for validation, approval and forwarding to CMC (MPC).

5. Staff Personnel. The Marine Corps personnel listed in reference (b) are furnished as support personnel for the DMS in response to an agreement between the Marine Corps and the DMS. 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 the CG MCCDC (C 462) and Headquarters, United States Marine Corps (CMC (MM)) in recommending desirable attributes and qualifications for personnel assigned to fill reference (b) billets.

b. All Marines assigned to DMS will be attached to Training and Education Center Company (T&ECTRACO), Headquarters and Service Battalion (HQSVCBN), Marine Corps Base (MCB), Marine Corps Combat Development Command (MCCDC), 2006 Hawkins Ave, Suite 204, Quantico, Virginia 22134-5043; primary monitored command code (MCC) 012; reporting unit code (RUC) 30002; where all official personnel records are maintained.

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

a. A Memorandum of Understanding (MOU) or Interservice Support Agreement (ISA) if required, will further define the responsibilities of DMS and the Marine Corps. The MOU will ensure that appropriate provisions in support agreements between DMS and the host facility are extended to Marine Corps staff and students. It is suggested that the MOU or ISA be scrutinized to clearly state the provisions of support and who is responsible for reimbursement. You are encouraged to negotiate/submit new or proposed revisions to existing MOUs to CG MCCDC (C 467) for review and approval.

b. Administrative support is provided by HQSVCBN, MCB MCCDC, 2006 Hawkins Ave, Quantico, Virginia 22134-5043 in the form of unit diary preparation/entry via the Marine Liaison NCO, Fort Belvoir. Coordination will be made with T&ECTRACO HQSVCBN, MCB

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MCCDC for promotions to Private First Class through Sergeant.  
The MCCDC Disbursing Office provides financial support.

c. Further support will be provided by both the Marine instructors at DMS who are eligible to be assigned the collateral duty of Class Platoon Sergeant, and the Marine Corps Liaison, Fort Belvoir, Virginia.

d. As required, logistical support will be provided for Marine students and instructors through the development of an interservice support agreement (ISA) with the host command and/or facility. Submit proposed ISA's, DD Form 1144, to the CG MCCDC (C467) for review and approval. The current edition of the Defense Regional Interservice Support (DRIS) Regulation (DoD 4000.19) provides general guidance for the preparation and submission of ISA's.

7. Status and Guidance. You are the designated representative of the Commandant of the Marine Corps to the Director, DMS, Fort Belvoir, Virginia.

a. Representative. As the representative of the CMC, you will ensure that all matters pertaining to the 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 garrison and school commands at your duty station.

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 CG MCCDC (C 462), or the appropriate staff sections at Headquarters, United States Marine Corps (HQMC).

d. Senior Marine Officer Present. Chapter 9, paragraphs 0904 through 0910, of reference (d), contain broad guidance applicable to the senior Marine Corps officer present. These paragraphs establish the authority and responsibilities of the senior Marine Corps officer, including making your identity known. Additionally, guidance is provided regarding reports and calls by juniors on the senior Marine Corps 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 (d).

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e. Performance Evaluation. Per reference (e), and regardless of branch of service, the reporting senior of Marines assigned duty as instructors, support personnel, or students will be the officer immediately responsible for that Marine's performance. The Operations Officer, DMS will review all Marine fitness reports unless he is the reporting senior. In the event that he is junior to the reporting senior, the Commanding officer (CO), T&ECTRCO HQSVCBN, MCB MCCDC will be the reviewing officer.

(1) Where possible, the report should be reviewed within the normal chain of command. Paragraphs 2006 and 6009 of reference (e) apply.

(2) The Director, DMS, is the reporting senior for the MARCOREP, DMS, Fort Belvoir, Virginia. The Director, Defense Mapping Agency (DMA), Fairfax, Virginia is the reviewing officer. The completed fitness report will be forwarded to CMC (MMPE) via CG MCCDC (C 46).

(3) As the MARCOREP, DMS, Fort Belvoir, Virginia, you will ensure guidance is provided to all reporting seniors and reviewing officers for proper completion of fitness reports for Marine permanent personnel. Additionally, you will review all completed fitness reports for administrative correctness. Upon completion, fitness reports will be forwarded to CMC (MMPE).

f. Interservice Training Review Organization (ITRO). As required, conduct liaison with the DMS and the CG MCCDC (C 467J) on matters in support of ITRO consolidated and collocated courses. To accomplish this, you should follow the guidance contained in reference (c).

8. Liaison Duties. As the MARCOREP, you will provide direct liaison between DMS 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 DMS, you should attempt to satisfy all valid requests for assistance and advice from other organizations located aboard your base or their 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 HQMC, MCCDC, and the Fleet Marine Forces.

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c. Headquarters, United States Marine Corps (HQMC). You are authorized and encouraged to deal directly with the various divisions and departments of HQMC in carrying out your duties, including liaison visits as necessary. However, matters affecting the scope of your responsibilities and status shall be referred to the CG MCCDC (C 462).

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

9. Administrative/Instructional Duties. Your duties as Marine Corps Representative are in addition to your regular duties as assigned by DMS. 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 Director, DMS.

a. Your instructor duties will normally be assigned by the Director, DMS. You may also undertake other activities as approved by the Director, DMS.

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

c. You will initiate appropriate education of DMS personnel about Marine Corps unique standards, requirements or policies.

10. Marine Corps Personnel/Students. You will furnish guidance on Marine Corps policies and provide administrative oversight and assistance to all Marine Corps personnel and students at DMS, Fort Belvoir, Virginia. Such guidance shall include personnel reporting, pay, endorsement of orders, conduct, and uniform regulations. The Marine instructors at DMS, as well as the Marine Corps Liaison, Fort Belvoir will assist you or your designated representative in all facets of student administrative and logistical support.

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

b. Information. As the MARCOREP, 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 or her individual and collective responsibilities as a Marine and as a student. A close and continuing professional relationship between yourself

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and these Marines must be established and maintained. In this regard, you or a designated member of your staff 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 drug and alcohol abuse programs and comply with Marine Corps policy on substance abuse.

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

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

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

(6) Participate in the host command's Family Support Center program for all incoming married Marine personnel.

c. Legal Matters

(1) As the MARCOREP to the DMS, you are not authorized to impose nonjudicial punishment. The CO T&ECTRCO HQSVCBN, MCB MCCDC, 2006 Hawkins Ave, Quantico, VA 22134-5043 is authorized to impose nonjudicial punishment. The CO HQSVCBN, MCB MCCDC, 2006 Hawkins Ave, Quantico, VA 22134-5043 is authorized to convene special courts-martial for Marines attached to DMS. The CG MCB MCCDC (C 10) exercises separation authority and general courts-martial convening authority. Legal matters concerning Marines attending courses, but not officially attached to DMS, will be referred back to their individual commands.

(2) If any Marine attached to DMS requests mast concerning a Marine Corps matter, the request shall be submitted via the Marine Corps administrative chain of command per reference (h). Marines attending courses, but not officially attached, will be referred to their parent command. If a request mast concerns matters under the control of the Director, DMS, Fort Belvoir, it should be submitted to that command per U.S. Army procedures.

d. School Quotas. The number of school seats (quotas) to attend formal schools are established on a fiscal year basis by input to the Training Input (TIP) provided by Manpower CMC (MM, MP) and the Occupational Field Sponsor CMC (CR). Student quotas for Marine Corps students to attend formal school courses are

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managed by the CG MCCDC (C 463FT). Quotas for courses under the control of the Defense Acquisition University are controlled by the Commander, Marine Corps Systems Command (Code AP).

(1) Waivers. You are not authorized to allocate quotas to any course of instruction. All requests for quotas, or waiver of prerequisites, or any other related problems will be forwarded to the CMC (MM) for appropriate action or guidance.

(2) Student Shortfalls/Overages. Direct Telephonic liaison with the CMC (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 directed to conduct periodic personnel inspections, per current Marine Corps directives, at such time as you deem necessary. Personal grooming standards are set forth in reference (j), and Marine Corps Bulletin series 1020. Physical fitness testing will be conducted per reference (k). 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 a MARCOREP 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 Director, DMS, Fort Belvoir, Virginia. In this capacity, you will:

a. Ensure that current editions of Fleet Marine Force manuals, and appropriate Marine Corps Institute subcourses dealing with amphibious and expeditionary operations are available for use by Marine Corps students.

b. Submit Course Descriptive Data (CDD) for all Marine Corps-unique (collocated) courses to the CG MCCDC (C 461) for approval of 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 CDD is provided in the example contained in

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enclosure (4) of reference (1). You may implement new or revised courses of instruction on an interim basis pending approval of the CDD. Submit three copies of all new or revised programs of instruction to the CG MCCDC (C 461) within 90 days after approval of the CDD. Notify the CG MCCDC (C 461) of any anticipated or proposed changes to course data for other service school courses which Marines attend.

c. Report any problem areas regarding course content to the CG MCCDC (C 461).

d. Effect direct liaison with the CG MCCDC (C 461) for assistance to remedy problem areas regarding the design, development, implementation, and evaluation of courses of instruction.

e. Comply with the command management actions contained in enclosure (5) of reference (1).

13. Reports. The following information is required:

a. Schedule Changes. Submit any changes to the annual schedule of classes to the CG MCCDC (C 463FT) as they occur. Additionally, ensure that schedule changes are entered into the ATARS system.

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

c. Formal School Catalog. Course descriptions are contained in reference (m). Per references (l) and (m), you will review and submit, to the CG MCCDC (C 463FT), recommended revisions to reference (m) as changes occur in courses at the school to which you are assigned.

14. Changes. You will review this LOI annually, and report to the CG MCCDC (C 462) on the currency and validity of its content. The report shall be forwarded by the anniversary date of issue. Negative reports are required. Additionally, in order that this LOI may be maintained in a current status, recommended or required changes shall be submitted as they occur.



C. E. WILHELM  
By direction

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Copy to:

CMC (MM, MP, CR)

CG MCCDC (C 461, C 463, C 467)

Director, DMA, Fort Belvoir, VA

Director, DMS, Fort Belvoir, VA

CO HQSVCBN, MCB MCCDC, Quantico, VA

CO T&ECTRCO HQSVCBN, MCB MCCDC. Quantico, VA

Marine Liaison NCO, Fort Belvoir, VA