



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

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20 Nov 95

From: Commandant of the Marine Corps
To: Marine Corps Representative/Commanding Officer, Marine Corps
Detachment, U.S. Army Quartermaster Center and School,
Fort Lee, Virginia 23801-5304
Via: (1) Commanding General, Combined Arms Support Command,
Fort Lee, Virginia 23801-5304
(2) Commanding General, U.S. Army Quartermaster Center and
School, Fort Lee, Virginia 23801-5304
Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE/
COMMANDING OFFICER, MARINE CORPS DETACHMENT, U.S. ARMY
QUARTERMASTER CENTER AND SCHOOL, FORT LEE, VIRGINIA
23801-5304
Ref: (a) USMC Table of Organization (T/O) Number 5060
(b) MCO 1580.7D
(c) MCO 4400.172A
(d) MCO 1553.2
(e) U.S. Navy Regs. 1990
(f) MCO P1610.7D
(g) Manual for Courts Martial, United States, 1984
(h) MCO 1700.23D
(i) MCO P5800.8C
(j) Manual of the Judge Advocate General (JAGMAN)
(k) Sec Nav ltr of 27 Jul 87
(l) MCO P1900.16D
(m) SECNAVINST 1920.6A
(n) SECNAVINST 1650.1F
(o) MCO 1650.19F
(p) MCO P1020.34F
(q) MCO 6100.3J
(r) MCO 6100.10B
(s) MCO 5040.6F
(t) MCO P7100.8K
(u) MCO P7300.8D
(v) NAVMC 2771 (Formal Schools Catalog)

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1. Purpose. This LOI is intended to provide you with information and guidance relative to your duties as the Marine Corps Representative (MarCorRep)/Commanding Officer (CO), Marine Corps Detachment (MarCorDet), U.S. Army Quartermaster Center and School (USAQC/S), Fort Lee, VA. Although not intended to be inclusive of every possible situation encountered, this LOI serves as a basis for authority, source of information, and policy guidance.

2. Cancellation. All LOIs previously issued, are cancelled.

3. Background. This billet to which you are assigned was first established in 1968 as the Marine Corps Liaison Officer, Fort Lee, VA. In 1971, the position of Liaison Officer was moved from the cognizance of the Director of Instruction to the Special Staff of the Commanding General (CG), Quartermaster School. In 1978, the Marine Corps Representative/Officer-in-Charge (MarCorRep/OIC), U.S. Army Quartermaster School, was redesignated the MarCorpRep/OIC of Marine Corps Personnel, USAOC/s and Fort Lee. In April 1983, the Marine Corps Administrative Detachment was established. In June 1984, the billet was changed to reflect MarCorRep/CO, Marine Corps Personnel. In 1987, the Marine Corps Administrative Detachment was redesignated the Marine Corps Detachment U.S. Army Quartermaster Center/School, Fort Lee, VA.

4. T/O Sponsorship. Reference (a) is the T/O for Marine Corps instructors/administrative personnel assigned to joint and other service schools. The Commanding General, Marine Corps Combat Development Command (CG MCCDC) has cognizant responsibility for reference (a) and is the primary point of contact for information and assistance. As your T/O Sponsor, the CG MCCDC (C 462) 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 CG MCCDC (C 463) for validation, approval, and forwarding to the Commandant of the Marine Corps (CMC (MPC)).

5. Personnel. The primary duty of Marine Corps personnel listed in reference (a) is to provide support to Marine students attending consolidated, collocated, and quota courses at Fort Lee and other service locations. Instructor support for these courses is provided per reference (b). As the MarCorDet/CO, you have authority to reassign Marines within the Detachment to ensure the most effective and efficient utilization of manpower resources.

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Reassignments must not affect the required instructor manning level at each school, determined by reference (b).

a. You are authorized direct liaison with the CG MCCDC (C 462) and the CMC (MM) in recommending desirable attributes and qualifications for permanent personnel assigned.

b. Marine Corps permanent personnel are carried on the rolls of the MarCorDet USAQC/S, Fort Lee, Reporting Unit Code (RUC) 54078, primary Monitored Command Code (MCC) J78. Student personnel fall within the MCC K99.

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

a. The MarCorDet USAQC/S, Fort Lee is capable of self administration.

b. Memorandums of Understanding (MOUs) have been developed to define the responsibilities of the U.S. Army and the Marine Corps. Submit new or proposed revisions to existing MOUs to the CG MCCDC (C 467J) for review and approval.

c. As required, logistical support will be provided for the students and the members of the MarCorDet through development of an Interservice Support Agreement (ISA) with the host command and/or facility. Submit proposed ISA's, DD Form 1144 Mar 92, to the CG MCCDC (C 467J) for review and approval. The current edition of the Defense Regional Interservice Support (DRIS) Regulation (DODI 4000.19) provides general guidance for the preparation and submission of ISA's.

d. Information concerning your Table of Equipment (T/E) may be obtained from the CMC (LPP-1). Reference (c) provides guidance on modifying your assigned T/E.

7. Status and Guidance

a. Marine Corps Representative. You are the designated representative of the CMC to the CG, Combined Arms Support Command (CASCom), the CG USAQC/S and Fort Lee. Your principle responsibility is to ensure that all matters pertaining to the Marine Corps and its personnel are efficiently and properly considered at your duty station.

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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. 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 of Headquarters, United States Marine Corps (HQMC). Additionally, you serve as a special staff officer to CG USAQC/S, for Marine Corps matters. Your specific responsibilities include but are not limited to the following:

(1) Marine Corps doctrinal concepts, techniques, and methods of employment. Where necessary, coordinate with the U.S. Army at Fort Lee, to ensure that current editions of landing force manuals, Fleet Marine Force manuals, and appropriate Marine Corps Institute subcourses dealing with amphibious operations are available for use by Marine Corps students.

(2) Consolidated and Quota Courses. Monitor all courses of instruction in which Marines attend to ensure the Marines receive instruction appropriate to their occupational specialty and make curriculum enhancement which best support specific Marine Corps needs and missions. Advise CG MCCDC (C 461) on significant curriculum issues which impact on the Marine Corps.

(3) Collocated Courses (USMC unique). Continuously evaluate Marine Corps Programs of Instruction (POI's) per reference (d) and coordinate any recommended changes to the POI's with CG MCCDC (C 461), the Quartermaster Center and School, and Fort Lee. Submit Course Descriptive Data (CDD) for all collocated courses to the CG MCCDC (C 461) for approval of all new and revised courses of instruction. Specific justification must be submitted for each change recommended. Reference (d) provides the format for submissions. You may implement changes to existing courses of instructions as long as they do not affect the current MOU or ISA. Submit three copies of all new or revised POI's to CG MCCDC (C 461) within 90 days after approval of the CDD. POI's submitted must be prepared per the Systems Approach to Training (SAT) Guide.

b. Commanding Officer (CO), MarCorDet. In addition to your duties as the MarCorRep, you are also designated the CO MarCorDet, USAQC/S, Fort Lee. Your status and authority as CO is set forth in reference (e). While the Marines provide direct support to subordinate commands and the CG USAQC/S and Fort Lee, you are their commanding officer.

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c. Senior Officer Present. Chapter 9 of reference (e), contains broad guidance applicable to the senior Marine Corps officer present. It establishes the authority and responsibility of the senior Marine Corps officer, including making his identity known. 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 (e).

d. Liaison Duties .

(1) As the MarCorRep, you will provide direct liaison between the CASCom, USAQC/S, and the related agencies and personnel of the Marine Corps. Such liaison should include the acquisition and exchange of pertinent information, coordination of visits as requested, and advice or assistance concerning Marine Corps students. In order to provide accurate information on the latest Marine Corps policy, doctrine, and developments, you are authorized and encouraged to deal directly with CG MCCDC (C 462), Marine Corps Systems Command and the Expeditionary Warfare Training Groups.

(2) Although your billet is directly related to the U.S. Army, you should attempt to satisfy all valid requests for assistance and advice from other organizations located aboard your base or their services agencies located in your immediate area.

8. Administration. You assume all administrative responsibilities for Marines assigned to MCC's J78 and K99, and will provide Marine Corps and local policy guidance, and administrative assistance to all Marine Corps personnel reporting to or visiting Fort Lee. Such tasks may include for example, pay related matters or the establishment of alternate weight standards. You are guided by current Marine Corps regulations in the execution of these tasks:

a. Performance Evaluation

(1) As the CO MarCorDet, you will provide guidance to all reporting seniors and reviewing officers on the proper preparation of fitness reports. Additionally, you will review all completed reports for administrative correctness per paragraph 6009 of reference (h).

(2) Per reference (h), the reporting senior of Marines assigned duties as instructors, support personnel, or students will

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be the officer, or civilian GS-11 or above, immediately responsible for that Marine's performance regardless of branch of service. Paragraph 6009 of reference (h) details special guidance for Marines serving external to the Marine Corps. Completed fitness reports will be forwarded to CMC (MMSB-32) per reference (h).

(3) Fitness reports where the MarCorRep/CO MarCorDet is the reporting senior, will be forwarded to CG MCCDC (C 46) for review. The Chief of Staff, CASCom, is the reporting senior for the MarCorRep/CO MarCorDet. The CG MCCDC (C 46) is the reviewing officer and will forward the completed fitness report to CMC (MMSB-32).

b. Orientation Briefings. You or your representative will brief all incoming Marine Corps students and permanent personnel to ensure proper orientation to the USAQC/S. A current outline for this briefing will be maintained in your files.

c. Host Command Programs. In addition to complying with Marine Corps directives, the Detachment will participate in the host command's:

- (1) Educational programs offered.
- (2) Drug and alcohol abuse programs and comply with Marine Corps policy on substance abuse.
- (3) Driver improvement program.
- (4) Legal assistance program.
- (5) Special Services program.
- (6) Family Support Center program for all incoming married Marine personnel.

d. Legal.

(1) Nonpunitive Measures. Pursuant to references (i) and (j), you are authorized and expected to use administrative corrective measures to further the efficiency of the Marine Corps Detachment (MCD). (These measures may not be imposed as punishment for military offenses).

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(2) Nonjudicial Punishment. Pursuant to references (i) and (j), you are authorized to impose nonjudicial punishment upon MCD personnel. Nonjudicial punishment appeals will be forward to CG, MCB, MCCDC.

(3) Courts-Martial. Pursuant to references (i) through (k), you are authorized to convene summary and special courts-martial for MCD personnel. Cases warranting general courts-martial will be forwarded to CG, MCB, MCCDC.

(a) Costs incident to trials by court-martial shall be absorbed by the convening authority.

(4) Administrative Discharges. Pursuant to references (1), CG, MCB, MCCDC, is the separation authority for enlisted MCD personnel. Administrative discharges of MCD personnel will be processed in accordance with reference (1). Additionally, in cases of officer misconduct, references (m) and (n) should be consulted.

(5) Request Mast. In situations where a Marine attached to MCD requests mast concerning a Marine Corps matter, the request will be handled via the chain of command to CG, MCB, MCCDC, per reference (o). In situations where the request mast concerns matters under the control of CG, USAQC/S, the request mast will be handled via the chain of command to CG, USAQC/S, Fort Lee in accordance with pertinent Army regulations and procedures.

(6) Command Counseling. Legal advice and guidance may be obtained through direct liaison with the Office of the Staff

e. Awards. As the CO MCD, you are authorized to award Navy Achievement Medals (NAM) in accordance with paragraph 230.13 of reference (p). Recommendations for awards in excess of that authorized, or of a higher precedence, will be submitted via the chain of command. Reference (q) applies to the administrative and issue procedures for decorations, medals and awards.

f. School Quotas. Quotas for Marine Corps students to attend formal school courses are established on a fiscal year basis between the CG MCCDC (C 463FT) and the service school concerned at the annual Structure Manning Decision Review (SMDR) conference.

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(1) Waiver. You are not authorized to allocate quotas to any course of instruction. All requests for quotas, or waiver of prerequisites, or of any other related problems will be forwarded to the CG MCCDC (C 463FT) for appropriate action or guidance.

(2) Student Shortfalls/Overages. Direct telephonic liaison with the CG MCCDC (C 463) 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.

9. Standards.

a. 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 (r) and Marine Corps bulletin series 1020. Physical fitness testing will be conducted per reference (s). Weight and military appearance standards are contained in reference (t). 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 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.

b. MarCorDet personnel and Marine students are bound by host service regulations regarding standards of conduct and dress, unless such standards conflict with Marine Corps regulations. In the case of host service regulations pertaining to Advance Individual Training students, the Detachment Commander will insure the MOU specifically exempts Marine students from conduct and duties that are clearly intended for soldiers undergoing recruit training.

10. Inspector General's Inspection. Per reference (o), your command is on a biennial inspection schedule. The Inspector

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General of the Marine Corps conducts unannounced inspections.

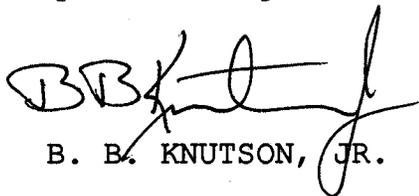
11. Operating Target (OPTAR) Holder. Your command is an OPTAR holder and has been assigned OPTAR No. 143. Annual budgets will be submitted per reference (p). Accounting and reporting instructions are contained in reference (q).

12. 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.

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

13. 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 should be forwarded by the anniversary date of issue. Negative reports are required. Additionally, in order to maintain a current LOI, recommended or required changes shall be submitted as they occur.



B. B. KNUTSON, JR.

Copy to:
CMC (JAM)
CG MCCDC, Quantico, VA
CG CASCom, Fort Lee, VA
CG USAQC/S, Fort Lee, VA