UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO
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17 Jul 95

From: Commanding General, Marine Corps Combat Development Command, 3300 Russell Road, Quantico, VA 22134-5001
To: Marine Corps Representative/Commanding Officer, Marine Corps Detachment, U.S. Army Engineer Center and School, Fort Leonard Wood, MO 65473-5850
Via: Commanding General, U.S. Army Engineer Center and School, Fort Leonard Wood, MO 65473-5850

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE/ COMMANDING OFFICER, MARINE CORPS DETACHMENT, U.S. ARMY ENGINEER CENTER AND SCHOOL, FORT LEONARD WOOD, MO 65473-5850

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) SECNAVINST 1650.1F
(k) MCO 1650.19F
(l) MCO P1020.34F
(m) MCO 6100.3J
(n) MCO 6100.10B
(o) MCO 5040.6F
(p) MCO P7100.8K
(q) MCO P7300.8D

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 Engineer Center and School (USAEC/S), Fort Leonard Wood, Missouri. Although not intended to be inclusive of every possible situation that may be encountered, this LOI serves as a basis for authority, source of information, and policy guidance.

2. Cancellation. All LOIs previously issued are canceled.

3. Background. This billet was first established in 1974 as the MarCorRep, USAEC/S, Fort Leonard Wood, MO. In June 1977, the MarCorRep assumed the additional duty as

Officer-in-Charge, Marine Administrative Detachment. In January 1986, the MarCorRep was designated a Commanding Officer.

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 (Training and Education Division (C 462)) should be informed of significant issues raised with other services, especially those which might have an impact upon 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) Manpower Control Branch (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 Leonard Wood and other service locations. Instructor support for these courses is provided per reference (b). As the MarCorRep/CO, you have authority to reassign Marines within the Detachment to ensure the most effective and efficient utilization of manpower resources. Reassignments must not affect the required instructor manning level at each school.

a. You are authorized direct liaison with the CG MCCDC (C 462) and the CMC (Personnel Management Support Branch (MMSB-22)) in recommending desirable attributes and qualifications for permanent personnel assigned.

b. Marine Corps permanent personnel are carried on the rolls of the MarCorDet USAEC/S, Fort Leonard Wood, Missouri, Reporting Unit Code (RUC) 54063, primary Monitored Command Code (MCC) K46. Student personnel will be administratively joined to MCC K68.

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

a. The MarCorDet USAEC/S, Fort Leonard Wood 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. New or proposed revisions to existing MOUs will be submitted to the CG MCCDC (C 467J) for review and approval.

c. Logistical support will be provided for the students and the members of the MarCorDet through the development of an Interservice Support Agreement (ISA) with the host command

and/or facility. Submit proposed ISAs, 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 ISAs.

d. Your Table of Equipment (T/E) is 025060. Information concerning this T/E may be obtained from the CMC (Material, Policy, and Read Branch (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 USAEC/S and Fort Leonard Wood. Your principle responsibility is to ensure that all matters pertaining to the Marine Corps and its personnel are efficiently and properly considered. 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 non-routine 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 for Marine Corps matters to CG USAEC/S. Your specific responsibilities include but are not limited to the following:

(1) Consolidated and Quota Courses. Monitor all courses of instruction which Marines attend to ensure the Marines receive instruction appropriate to their occupational specialty and to Marine Corps doctrinal concepts, techniques, and methods of employment. Where necessary, coordinate with the U.S. Army at Fort Leonard Wood for curriculum enhancements which best support specific Marine Corps needs and missions. Advise the CG MCCDC (C 461) on significant curriculum issues which impact upon the Marine Corps.

(2) Collocated Courses (USMC unique). Continuously evaluate Marine Corps Programs of Instruction (POIs) per reference (d) and coordinate any recommended changes to the POIs with the CG MCCDC (C 461), the Engineer Center and Fort Leonard Wood. 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 it does not affect the current MOU or ISA. Submit three copies of all new or revised POIs to the CG MCCDC (C 461) within 90 days after approval of the CDD. POIs 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 USAEC/S, Fort Leonard Wood. Your status and authority as CO is set forth in reference (e). While the Marines provide direct support to subordinate commands and the CG USAEC/S and Fort Leonard Wood, you are their commanding officer.

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. As the MarCorRep, you will provide direct liaison between the USAEC/S and related agencies/personnel of the Marine Corps. Liaison should include the acquisition and exchange of pertinent information, coordination of visits when requested, and advice or assistance concerning Marine Corps students. Although your billet is directly related to the USAEC/S, you should attempt to satisfy all valid requests for assistance and advice from organizations located aboard Fort Leonard Wood or other service agencies located in the immediate area.

8. Administration. You will assume all administrative responsibilities for the Marines assigned to MCCs K46 and K68, and will provide Marine Corps and local policy guidance, and administrative assistance to all Marine Corps personnel reporting to or visiting Fort Leonard Wood. You will be guided by current Marine Corps regulations in the execution of the following 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 (f).

(2) The reporting senior of Marines assigned duties as instructors, support personnel, or students will 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 (f) details special guidance for Marines serving external to the Marine Corps. Completed fitness reports will be forwarded to CMC (MMSB-32) per reference (f).

(3) The Assistant Commandant, USAEC/S is designated as the reporting senior for the MarCorRep/CO MarCorDet. The Director, Training and Education Division, Marine Corps Combat Development Command, Quantico, VA 22134 is designated as the reviewing officer and will forward the completed fitness report to CMC (MMSB-32).

b. Orientation Briefings. All incoming Marine Corps students and permanent personnel will receive an orientation briefing, presented by you or your designated representative. 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.

(2) Drug and alcohol abuse programs. (Marine Corps personnel will comply with current Marine Corps policy on substance abuse).

(3) Driver improvement program.

(4) Special Services programs.

(5) Family Support Center programs for all incoming married Marine personnel.

d. Legal. In determining the disposition of offenses and charges, you should consult Rules for Courts-Martial, paragraphs 306, 401, 402, and 403 of reference (g).

(1) As the CO, you may impose nonjudicial punishment under Article 15 of the Uniform Code of Military Justice. You are authorized to convene summary courts-martial on enlisted Marines assigned to or attached to your command. Appeals will be forwarded to the CG, Marine Forces Reserve (MARFORRES), for adjudication.

(2) When punishment greater than that which you are authorized to impose is appropriate, the case will be forwarded to the CG MARFORRES, who is the officer exercising special and general court martial convening authority over all Marines attached to the detachment.

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

(4) Separation authority for enlisted Marines attached to the MarCorDet, is the CG MARFORRES.

(5) If any Marine attached to the Detachment requests mast concerning a Marine Corps matter, the request will be processed through the chain of command to the CG MARFORRES per enclosure (1) of reference (h). If the request mast concerns matters under the control of the CG USAEC/S, Fort Leonard Wood, it should be submitted to that command per Army procedures.

(6) Cases of officer misconduct will be adjudicated as directed by chapter 4 of reference (i).

e. Awards. As the CO MarCorDet, you are authorized to award Navy Achievement Medals (NAM) in accordance with paragraph 230.13 of reference (j). Recommendations for awards in excess of that authorized, or of a higher precedence, will be submitted via the chain of command. Reference (k) 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.

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

(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 will ensure that professional and exemplary standards of performance, personal appearance, and physical fitness are met by assigned Marine Corps staff and students. You will conduct periodic personnel inspections, per current Marine Corps directives, at such time as you deem necessary. Personal grooming standards are set forth in reference (l) and Marine Corps bulletin series 1020. Physical fitness testing will be conducted per reference (m). Weight and military appearance standards are contained in reference (n). As a Marine Corps representative

to a sister service activity, you must consistently set a high example of personal and professional excellence.

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 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. 132. Annual budgets will be submitted per reference (p). Accounting and reporting instructions are contained in reference (q).

12. Reports. The following reports are 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. 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, to maintain a current LOI, recommended or required changes shall be submitted as they occur.

J. C. MCABEE
Chief of Staff

Copy to:
CMC (JAM)
CG MarForRes (SJA)
CG USAEC/S, Fort Leonard Wood, MO