

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

IN REPLY REFER TO

1500  
TPII0107  
26 JUN 1986

From: Commandant of the Marine Corps  
To: Marine Corps Representative/Commanding Officer, Marine  
Corps Administrative Detachment, Goodfellow Technical  
Training Center, Goodfellow AFB, Texas 76908-5000  
Via: Commander, Goodfellow Technical Training Center,  
Goodfellow AFB, Texas 76908-5000

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 P5720.58  
(g) UCMJ  
(h) MCM 1984  
(i) JAGINST 5800.7  
(j) MCO 1700.23  
(k) Navy Comp Man, Vol 7  
(l) MCO 1650.19  
(m) MCO P1500.12  
(n) MCO 5390.2  
(o) MCO P1020.34  
(p) MCO 6100.3  
(q) MCO 6100.10  
(r) MCO 5600.20  
(s) MCO 1500.42  
(t) MCO 5040.6  
(u) MCO P7100.8  
(v) MCO P7300.8

1. Mission. Your primary mission is twofold: You are to represent the Commandant of the Marine Corps to the Commander, Goodfellow Technical Training Center (GTTC), 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 GTTC and with reporting specific types of information on Marine students enrolled there. The Marine Corps administrative detachment will provide instructor support to the GTTC and administrative management/support for Marine instructors/student personnel assigned to the detachment. 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.

Subj: LETTER OF INSTRUCTION (LOI)

3. Background. A Marine Corps administrative detachment, with its own reporting unit code (RUC), was established at the Goodfellow Air Force Base, Texas, on 1 May 1985.

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 (T).

5. Staff Personnel. The Marine Corps personnel listed in reference (b) are furnished as support personnel to the GTTC, in response to an agreement between the U.S. Marine Corps and the U.S. Air Force. They are assigned at the request of the U.S. Air Force. 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 commanding general's staff.

a. You are encouraged to conduct direct liaison with this Headquarters (T, INT, 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 the Marine Corps Administrative Detachment, GTTC, Goodfellow AFB, Texas 76908-5000, RUC 54076, 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 Goodfellow Technical Training Center - Resource Management, provides 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 GTTC.

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

Subj: LETTER OF INSTRUCTION (LOI)

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 Commandant of the Marine Corps (T) and 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).

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 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 that reference.

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

(2) The Commanding Officer, GTTC, is the reporting senior of the Marine Corps representative/commanding officer, Marine Corps administrative detachment.

(3) The Marine Corps administrative detachment will ensure proper guidance is provided to all reporting seniors for the correctness of fitness reports. Upon report completion by the local reviewing officer and administrative review by the senior Marine representative, fitness reports will be forwarded to the Commandant of the Marine Corps (MMPE) in accordance with reference (e).

Subj: LETTER OF INSTRUCTION (LOI)

g. Public Affairs. Guidance concerning your public affairs responsibilities is contained in reference (f) and applicable host command directives. Marine-related public affairs should be coordinated directly with the host command's public affairs officer.

8. Liaison Duties. The Marine Corps representative provides direct liaison between GTTC 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 GTTC, 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.

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 as discussed herein, however, 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 GTTC.

a. The commanding officer, Marine Corps administrative detachment, is administratively responsible for those Marines assigned to monitored command code (MCC) JAH 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 administrative policies and procedures to include

Subj: LETTER OF INSTRUCTION (LOI)

such items as personnel reporting, pay, endorsement of orders, conduct, and uniform regulations for all Marine Corps personnel and students at GTTC.

a. Orientation Briefings. You or your designated representative will brief all incoming Marine Corps students to ensure appropriate orientation to GTTC. 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 of them 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.

(2) Participate in host command's substance abuse program 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 host command's mail and postal services.

(6) Participate in the U.S. Air Force Family Support Center Program for all incoming Marine personnel.

c. Legal Matters. As the commanding officer, Marine Corps administrative detachment, you are authorized to impose nonjudicial punishment on all officers and enlisted members of your command in accordance with references (g), (h), and (i). 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)(2)(A) through (G), UCMJ.

(1) When punishment greater than that which you are authorized to impose under Article 15, UCMJ, is appropriate, or when court-martial is recommended, the case may be forwarded to the Director, 8th Marine Corps District, Building 10, Naval Support Activity, New Orleans, Louisiana 70146, who is the officer exercising special/general court-martial jurisdiction over all

Subj: LETTER OF INSTRUCTION (LOI)

Marines attached to Marine Corps Administrative Detachment, Goodfellow. The officer exercising general court-martial jurisdiction for Marines attached to Marine Corps Administrative Detachment, Goodfellow, is the Commanding General (CG), Marine Corps Recruit Depot, San Diego.

(2) The separation authority for enlisted Marines attached to Marine Corps Administrative Detachment, Goodfellow, is the Commandant of the Marine Corps (MM).

(3) 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 reference (j). Should the request mast pertain to matters under the control of Commander, Goodfellow Technical Training Center, it should be forwarded to that command in accordance with Air Force procedures.

(4) Costs incident to trials by courts-martial shall be absorbed by the convening authority as prescribed in paragraph 075145 of reference (k).

(5) Nonjudicial punishment appeals resulting from punishment imposed by the commanding officer will be endorsed by the commanding officer and forwarded to the Director, 8th Marine Corps District, Building 10, Naval Support Activity, New Orleans, Louisiana 70146.

d. Awards. Requests for decorations, medals, and awards should be submitted to the Director, 8th Marine Corps District, Building 10, Naval Support Activity, New Orleans, Louisiana 70146, in accordance with reference (l).

e. School Quotas. Quotas for Marine Corps students to attend formal schools 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), in accordance with paragraph 121 of reference (m). 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 each course Marines attend at GTTC; a TQM covers a fiscal year and shows the number of Marines to be assigned to each class.

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

g. 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

9  
Subj: LETTER OF INSTRUCTION (LOI)

obvious that a student will not complete a course to which assigned either for academic or other reasons.

11. 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 for performance, leadership, personal appearance, and physical fitness are met by your assigned Marine Corps staff and students. You will conduct leadership training, in accordance with reference (n), for all Marines joined to MCC JAH. You are also directed to conduct periodic personnel inspections, in accordance with current Marine Corps directives, at such times as you deem necessary.

(1) Personal grooming standards are set forth in reference (o) and Marine Corps bulletins in the 1020 series.

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

(3) Weight control and military appearance standards are contained in reference (q).

12. Policy and Doctrinal Guidance. You will review and evaluate pertinent courses and instructional materials relating to the Marine Corps, as requested by the GTTC. Further, you are designated the Marine Corps doctrinal point of contact at Goodfellow AFB, with additional reporting responsibilities on doctrinal matters to the CG, MCDEC (C 09). In this capacity you will:

a. Maintain current editions of landing force manuals, Fleet Marine Force manuals, and appropriate Marine Corps Institute sub-courses dealing with amphibious operations for use by Marine Corps students.

b. Monitor the draft process, review, and make recommendations to the CG, MCDEC (D 046), concerning doctrinal or related publications being prepared or revised by the GTTC, in accordance with reference (r).

c. 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 (s), enclosure (1).

d. Submit course descriptive data (CDD) for all Marine Corps-unique courses to the CMC (T) for approval, with copy to CG, MCDEC (E 03) for all new and revised courses of instruction. When changes to existing CDD components are required, specific justifi-

Subj: LETTER OF INSTRUCTION (LOI)

ation must be submitted for each component. Format for submission of the CDD is provided in the example contained in reference (s), enclosure (4). You may implement new or revised courses of instruction on an interim basis pending approval of the CDD.

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

f. Notify the CMC (T) of any anticipated or proposed changes to CDD 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 new course, specific rationale must be submitted for each component. Format for submission of CDD is provided in the example contained in reference (s), enclosure (4).

g. Report any problem areas regarding course content to the CMC (T).

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 (s), enclosure (5).

13. Inspector General's Inspections. The schedule of the Inspector General (IG) of the Marine Corps is promulgated in reference (t). Approximately 3 months before an IG inspection, you will receive official notification that your detachment is to be inspected. With that notification you will also receive comprehensive instructions for preparing for the inspection, including a detailed inspection checklist, instructions for administering the IG physical fitness test, and a questionnaire soliciting information for inspection planning purposes and for onsite evaluation.

14. Request Mast. Petitions for request mast should be handled in accordance with reference (j). This Headquarters (IGMC) will identify, on a case-by-case basis, a general officer to conduct request mast for Marine students attending other-service formal schools.

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

16. Reports. 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.

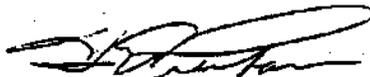
Subj: LETTER OF INSTRUCTION (LOI)

b. Academic Evaluations. You will monitor the forwarding of appropriate academic evaluations, i.e., academic fitness reports and other documents generated by the school, to this Headquarters (MM) for review and disposition.

c. Formal Schools Catalog. Course descriptions are contained in reference (m). Requests for changes to these descriptions should take the form of revised course descriptive data submitted, in accordance with reference (s).

d. OPTAR Budget Status. You will submit status reports on OPTAR #146 to this Headquarters (FDB) in accordance with reference (v).

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. 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:  
Dir, 8th MarCorDist



UNITED STATES MARINE CORPS  
MARINE CORPS DETACHMENT  
GOODFELLOW TECHNICAL TRAINING CENTER  
GOODFELLOW AFB TX. 76908-5000

1510  
MCD  
18 June 91

From: Commanding Officer, Marine Corps Detachment, Goodfellow  
Air Force Base, San Angelo  
To: Commandant of the Marine Corps (Code T)

Subj: LETTER OF INSTRUCTION ANNUAL REVIEW

Ref: (a) CMC ltr 1500 TPII0107 dtd 26 Jun 1986

1. In accordance with paragraph 17 of the reference, a review of the subject document has been conducted.

2. The following changes are recommended:

a. Change the unit title to "Marine Corps Detachment" vice "Marine Corps Administrative Detachment" wherever it appears in the document. Reason: accuracy

b. Delete references to "CG, MCDEC" wherever they appear in the document and replace with "CG, MCCDC." Reason: accuracy

c. Delete paragraph 13 and insert current guidance.

3. Additional changes may be required in order to refer accurately to new office codes, etc. resulting from organizational changes at the HQMC/MCCDC level.

4. Respectfully submitted.

*R. L. Dearth*  
R. L. DEARTH