



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

IN REPLY REFER TO
1500
TP1101303
27 AUG 1986

From: Commandant of the Marine Corps
To: Marine Corps Representative/Commanding Officer, Marine
Corps Administrative Detachment, Headquarters, Air Force
Military Training Center, Lackland Air Force Base, Texas
78236
Via: Commander, Headquarters, Air Force Military Training
Center, Lackland Air Force Base, Texas 78236
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 P1080.35
(g) MCO P7220.31
(h) MCO P7220.37
(i) UCMJ
(j) MCM, 1984
(k) JAGINST 5800.7
(l) MCO 1700.23
(m) Navy Comptroller's Man, Vol. 7
(n) MCO P1500.12
(o) MCO P1020.34
(p) MCO 6100.3
(q) MCO 6100.10
(r) MCO 1500.42
(s) MCO 5040.6

1. Purpose. Pursuant to reference (a), the purpose of this LOI is to provide you with information and guidance relative to your duties as the Marine Corps Representative/Commanding Officer, Marine Corps Administrative Detachment, Headquarters, Air Force Military Training Center, Lackland Air Force Base, Texas 78236. Although not intended to be inclusive of every possible situation that may be encountered, this LOI is to serve as a basis for authority, as a source of information, and to furnish policy guidance.

2. Background. A Marine Corps administrative detachment, with its own reporting unit code (RUC), was established at Lackland Air Force Base, Texas, during August 1982.

3. T/O Sponsorship. Reference (b) establishes the T/O for the Marine Corps instructors/administrative personnel with joint and other service schools. All Marine Corps T/O's are prepared and published by this Headquarters (MPC). The Deputy Chief of Staff

54077
MCC
for
Personnel
Standards

ENCLOSURE(8)

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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 educational/training policies.

4. Staff Personnel. The Marine Corps personnel listed in reference (b) are furnished to the Commander, Headquarters, Air Force Military Training Center, in response to an agreement between the Marine Corps and the U.S. Air Force as support personnel and as such are assigned at the request of the U.S. Air Force. Any officer assigned solely as a Marine Corps representative/commanding officer of Marine Corps personnel is assigned at the request of the Commandant of the Marine Corps and with the concurrence of the U.S. Air Force, and is assigned in addition to the regular support personnel. This officer should be considered as a special staff officer and a member of the staff of the school's commander.

a. You are encouraged to conduct direct liaison with this Headquarters (T, ASL, and MM) in recommending desirable attributes and qualifications for personnel to be assigned to fill the billets reflected in reference (b).

b. All Marine Corps staff personnel are carried on the rolls of the Marine Corps Administrative Detachment, Headquarters, Air Force Military Training Center, Lackland Air Force Base, Texas 78236, RUC 54077, where all official personnel files are maintained.

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

6. Status and Guidance. You are the designated representative of the Commandant of the Marine Corps to the Commander, Headquarters, Air Force Military Training Center. 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.

a. Spokesman. You are the designated spokesman of the Commandant of the Marine Corps in all matters pertaining to the Marine Corps, the Marine Corps staff, and Marine Corps student personnel.

b. Routine Matters. You will be guided in all routine matters by existing Marine Corps regulations, policies, and written agreements with the service school to which you are attached.

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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 of Staff for Training or the appropriate staff section of this headquarters for guidance.

d. Designation as Commanding Officer of Marine Corps Personnel. In addition to your duties as the Marine Corps representative and to assist you in carrying out those responsibilities, you are also designated in T/O 5060 as the commanding officer of Marine Corps personnel. Your status and authority as the 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 within a prescribed geographical area. 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 with the provisions of reference (d).

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 Commander, 3280 Technical Training Group, is the reporting senior of the Marine Corps representative/commanding officer of Marine Corps personnel. The completed fitness report will be forwarded to this Headquarters (T).

7. Liaison Duties. The Marine Corps representative provides direct liaison between the Headquarters, Air Force Military Training Center 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 personnel.

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a. Other Services. Although your billet is directly related to the Headquarters, Air Force Military Training Center, you should attempt to satisfy all valid requests for assistance and advice tendered by other organizations located aboard your base and by any other service agency 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 personal 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.

8. 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, Headquarters, Air Force Military Training Center. You may render appropriate assistance in the coordination of education/training presentations given at Marine Corps facilities.

9. Marine Corps Personnel/Students. You will furnish guidance on Marine Corps administrative policies and procedures in accordance with references (f), (g), (h), and various Marine Corps orders and regulations to include such items as personnel reporting, pay, endorsement of orders, conduct, and uniform regulations for all Marine Corps personnel and students at the Headquarters, Air Force Military Training Center.

a. Orientation Briefings. You or your designated representative will brief all incoming Marine Corps students to ensure appropriate orientation to the Headquarters, Air Force Military Training Center. A current outline for this briefing will be maintained as part of your files.

b. Information. As the Marine Corps representative, you will be regularly informed of 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

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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 appropriate agencies at Lackland Air Force Base for participation in educational programs offered by Lackland.

(2) Participate in the host command's Home Town News Release Program.

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

c. Legal Matters. As the commanding officer, Marine Corps administrative detachment, you are authorized to impose nonjudicial punishment on all officer and enlisted members of your command in accordance with references (i), (j), and (k). 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 a 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 court-martial jurisdiction over all Marines attached to the Marine Corps Administrative Detachment, Lackland. The officer exercising general court-martial jurisdiction for Marines attached to the Marine Corps administrative detachment is the Commanding General, Marine Corps Recruit Depot (MCRD), San Diego.

(2) The separation authority for enlisted Marines attached to Marine Corps administrative detachment is the Commanding General, MCRD, San Diego.

(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 (l). Should the request mast pertain to matters under the control of the Commander, Headquarters, Air Force Military Training Center, it should be forwarded to that command in accordance with Air Force procedures.

(4) Costs incident to trials by court-martial shall be absorbed by the convening authority as prescribed in paragraph 075183 of reference (m).

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d. 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. You are not authorized to allocate quotas to any course of instruction. All such requests will be forwarded to this headquarters, in accordance with paragraph 121 of reference (n).

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

f. Student Shortfalls/Overages. Direct telephonic liaison with this Headquarters (MMEA/MMOA) 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.

10. Standards. You and your Marines are 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. The following actions are intended to enhance the Marine Corps' status as an elite force of professionals, dedicated to staying tough, lean, and fully combat ready.

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, personal appearance, and physical fitness are met by your assigned Marine Corps staff and students. You are 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 bulletin series 1020.

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

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

11. Policy and Doctrinal Guidance. You will review and evaluate pertinent courses and instructional materials relating to the Marine Corps, as requested by the Commander, Headquarters, Air Force Military Center. In this capacity, you will:

a. Maintain current editions of landing force manuals, Fleet Marine Force manuals, and appropriate Marine Corps Institute

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subcourses dealing with amphibious operations for use by Marine Corps students attending other service schools.

b. 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 (r), enclosure (1).

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

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

e. Notify the CMC (T) of any anticipated or proposed changes to 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 (r), enclosure (4).

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

g. 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.

h. Comply with the common management actions contained in reference (r), enclosure (5).

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

13. 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.

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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 (n). 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 (r).

14. 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.



F. E. SISLEY
Deputy Chief of Staff
for Training

Copy to:
Dir, 8th MARCORDIST