



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

IN REPLY REFER TO

1500
TPILOI215
14 MAR 1988

From: Commandant of the Marine Corps
To: Marine Corps Representative/Commanding Officer, Marine
Element, School of Music, Naval Amphibious Base, Little
Creek, Norfolk, VA 23521
Via: Commanding Officer, School of Music, Naval Amphibious
Base, Little Creek, Norfolk, VA 23521

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) MCM 1984
(g) JAGINST 5800.7_
(h) MCO P1020.34_
(i) MCO 6100.3
(j) MCO 1500.42_
(k) MCO 5040.6
(l) MCO P1500.12_

Post-It™ brand fax transmittal memo 7671		# of pages ▶
To <i>CWO4 HASKILL</i>	From <i>CWO4 GRAYES</i>	
Co. <i>MPO 20</i>	Co. <i>MAR. ELEM, SON</i>	
Dept.	Phone # <i>864-7504</i>	
Fax # <i>224-8506</i>	Fax # <i>864-4045</i>	

1. Purpose. Per 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 Element, School of Music, Naval Amphibious Base, Little Creek, Norfolk, Virginia. Although not intended to be inclusive of every possible situation that may be encountered, this LOI serves as a basis for authority, provides a source of information, and furnishes policy guidance.

2. Cancellation. This LOI cancels all previous LOI's and their amendments.

3. Background. Your billet was first established in 1972 as the officer in charge, Marine Element. The following changes have occurred: the billet description changed to Commanding Officer of Marine Corps personnel, 12 enlisted instructors were assigned in 1976, and six more were added in 1987 to adequately support Marine participation in the School of Music.

4. T/O Sponsorship. Reference (b) establishes the T/O for the Marine Corps instructors/administrative personnel at the School of Music. All Marine Corps T/O's are prepared and published by this Headquarters (MPC). The Deputy Chief of Staff for Training

Subj: LETTER OF INSTRUCTION (LOI)

has cognizant responsibilities for T/O Number 5060, Instructor/Administrative Personnel with Joint and other Service Schools. The Deputy Chief of Staff for Training is the primary point of contact when requesting 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.

5. Staff Personnel. The Marine Corps personnel listed in reference (b) are furnished as support personnel to the Commanding Officer, School of Music, in response to an agreement between the Marine Corps and the U.S. Navy. They are assigned at the request of the U.S. Navy. You are assigned solely as the Marine Corps representative/commanding officer of the Marine Corps personnel. Your assignment is at the request of the Commandant of the Marine Corps and with the concurrence of the U.S. Navy. 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 this Headquarters (T and M) in recommending desirable attributes and qualifications for personnel assigned to fill billets reflected in reference (b).

b. All Marine Corps staff personnel are carried on the rolls of the Landing Force Training Command, Atlantic (LFTCLant), reporting unit code (RUC) 56011, where all official personnel files are maintained.

6. Administrative and Logistics Support. Per reference (c), an interservice support agreement is currently not in effect or required. The Commanding General (CG), LFTCLant, provides all Marine Corps peculiar administrative support, supplies/equipment, and furnishings.

7. Status and Guidance. You are the designated representative for the Commandant of the Marine Corps to the Commanding Officer, School of Music. 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 the School of Music.

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

Subj: LETTER OF INSTRUCTION (LOI)

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 this Headquarters (T) or the appropriate staff section 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 personnel 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 in accordance 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 individual officer immediately responsible for that Marine's performance. This reporting senior factor applies regardless of his branch of service. Paragraph 2003 of reference (e) provides additional guidance. The fitness report for Marines assigned to the School of Music will be reviewed by the Commanding Officer, Marine Element. In the case of adverse reports requiring third officer sighting, the Commanding Officer, School of Music, will be the third officer. If not feasible to review and/or sight the fitness report in this manner, the report will be forwarded to this Headquarters (T) for review and/or third officer sighting.

(1) The Commanding Officer, School of Music, is the reporting senior of the Marine Corps Representative/Commanding Officer of Marine Corps personnel.

(2) The completed fitness report for the Marine Corps Representative/Commanding Officer will be forwarded to this Headquarters (T) for review as per paragraph 6009 of reference (e).

8. Liaison Duties. The Marine Corps Representative provides direct liaison between the School of Music and the activities and

Subj: LETTER OF INSTRUCTION (LOI)

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 the School of Music, 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 Combat Development Command (MCCDC) 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. As appropriate, you will represent the Marine Corps at official functions.

9. Administrative/Instructional Duties. You may undertake other activities, to include instructor duties, if they do not conflict with the full, efficient accomplishment of your primary mission. Such activities include all duties and collateral duties assigned by the Commanding Officer, School of Music.

a. Your instructor duties will normally be in the academic department in the areas of band administration, drum majoring, and conducting.

b. Normally you or your designated representative are considered a member of the Academic Review Board, Instructor Candidate Appraisal Board, and Advanced Concert and Dance Band Conducting Boards.

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

d. You are a member of the audition board and as such examine applications for warrant officer and limited duty officers in military occupational specialties 5502 and 5505.

Subj: LETTER OF INSTRUCTION (LOI)

10. Marine Corps Personnel/Students. You will furnish guidance on Marine Corps policy and provide administrative control and assistance to all Marine Corps personnel at the School of Music, to include such items as uniforms, conduct, endorsement of orders, and pay.

a. Orientation Briefings. You or your designated representative will brief all incoming Marine Corps students to ensure appropriate orientation to the School of Music. A current outline for this briefing will be maintained as part of your files.

b. Information. As the Marine Corps representative, you will be kept 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 a student. A close and continuous 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 Fleet Home Town News Release Program, or its equivalent.

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

c. Legal Matters

(1) As Commanding Officer, Marine Element, School of Music, you are authorized to impose nonjudicial punishment (NJP) on all officers and enlisted members of your command in accordance with references (f) and (g). 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.

(2) 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 CG, LFTCLant, who is authorized to impose NJP and exercise court-martial convening authority for all Marines administratively attached to LFTCLant.

(3) The separation authority for Marines attached to LFTCLant, is the CG, LFTCLant.

Subj: LETTER OF INSTRUCTION (LOI)

(4) In addition, all Marines assigned temporary (students) or permanent (staff) duties at the School of Music are subject to the disciplinary authority of the Commanding Officer, School of Music.

(5) Should a Marine assigned to the School of Music desire to request mast, the request shall be forwarded via the Marine Corps administrative chain of command. Should the request mast refer to matters under the control of the Commanding Officer, School of Music, it should be addressed to that unit in accordance with Navy procedures.

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.

(1) Waivers. You are not authorized to allocate quotas or waive prerequisites to any course of instruction. All requests for quotas, for waiver of prerequisites, or any related problems will be forwarded to this Headquarters (T) for appropriate action or guidance.

(2) Student Shortfalls/Overages. Direct telephonic liaison with this Headquarters (MM, MP, RES, T) 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 exemplary professional standards of performance, personal appearance, and physical fitness are met by your assigned Marine Corps personnel. You are directed to conduct periodic personnel inspections at such times as you deem necessary. Personal grooming standards are set forth in reference (h) and Marine Corps bulletin series 1020. Physical fitness testing will be conducted in accordance with reference (i). These actions are intended to enhance the Marine Corps' status as an elite force of professionals, dedicated to keeping itself tough, lean, and fully combat-ready. Therefore, as the 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 Corps.

Subj: LETTER OF INSTRUCTION (LOI)

12. Policy and Doctrinal Guidance. You will review and evaluate pertinent courses and instructional materials relating to the Marine Corps, as requested by the School of Music. In this capacity, you will:

a. Advise this Headquarters (T) of changes in training programs and policies affecting Marine Corps personnel.

b. Make recommendations to this Headquarters (T) on any aspect of local education or training programs which could be pertinent to Marine Corps requirements.

c. Submit Course Concept Elements (CCE) 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 (j), enclosure (1).

d. Submit Course Descriptive Data (CDD) for all Marine Corps unique courses to the CMC (T) for approval, with copy to CG, MCCDC (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 (j), 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 or revised programs of instruction (POI) to the CG, MCCDC (E 03) within 90 days after approval of the CDD.

f. Effect direct liaison with the CG, MCCDC (E 03) for assistance to remedy problem areas regarding the design, development, implementation, and evaluation of courses of instruction.

g. Comply with the common management actions contained in reference (j), enclosure (5).

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

14. 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.

b. Academic Evaluations/Commendatory Awards. As required, you will monitor the forwarding of appropriate academic

Subj: LETTER OF INSTRUCTION (LOI)

evaluations/commendatory awards to this Headquarters (MMRB-20) for insertion in official personnel files.

c. Formal Schools Catalog. Course descriptions are contained in reference (l). It is your responsibility to review and submit recommended revisions to this order as changes occur in courses at the school to which you are assigned, in accordance with reference ,(j).

15. Changes. You will review this LOI annually and report to this Headquarters (T) on the currency and validity of its contents. 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.


F. E. SISLEY
Deputy Chief of Staff
for Training

Copy to:
CG, LFTCLant



DEPARTMENT OF THE NAVY

SCHOOL OF MUSIC

NAVAL AMPHIBIOUS BASE LITTLE CREEK

NORFOLK, VIRGINIA 23521-5240

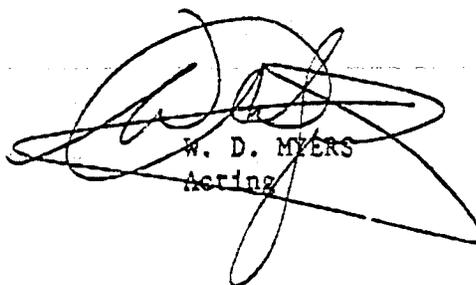
1500
Ser 02/154
23 Mar 88

FIRST ENDORSEMENT on Commandant of the Marine Corps ltr 1500
TPIL0I215 dated 14 March 1988

From: Commanding Officer, School of Music
To: Commanding Officer, Marine Corp Element, School of Music

Subj: LETTER OF INSTRUCTION (LOI)

1. Delivered.



W. D. MYERS
Acting