



UNITED STATES MARINE CORPS
MARINE CORPS DETACHMENT
UNITED STATES ARMY ORDNANCE MISSILE MUNITIONS CENTER AND SCHOOL
REDSTONE ARSENAL, ALABAMA 35897-6914

IN REPLY REFER TO
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1521
04 Jan 92

From: Commandant of the Marine Corps
To: Marine Corps Representative/Commanding Officer, Marine Corps
Detachment, U.S. Army Missile and Munitions Center and
School, Redstone Arsenal, Alabama 35897-6914
Via: Commandant, U.S. Army Missile and Munitions Center and
School, Redstone Arsenal, Alabama 35897

Subj: LETTER OF INSTRUCTION (LOI)

Ref: (a) MCO 1521.1 (Coordination of Activities of Marine Corps
Officer at Joint/Other Service Schools and Activities)
(b) USMC Table of Organization (T/O) Number 5060
(c) MCO 1580.7/AFR 50-18 (Interservice Training)
(d) United States Navy Regulations (1990)
(e) MCO P1610.7 (Performance Evaluation System)
(f) Uniform Code of Military Justice (UCMJ)
(g) Manual for Courts-Martial 1984 (Rev.)
(h) JAGINST 5300.7 (Manual of the Judge Advocate General of
the Navy)
(i) Navy Comptrollers Manual, Volume 7
(j) MCO P1020.34 (Marine Corps Uniform Regulations)
(k) MCO 6100.3 (Physical Fitness)
(l) MCO 6100.10 (Weight Control and Military Appearance)
(m) MCO 1500.42 (Management for Marine Corps Training
Institutions)
(n) MCO 5040.5 (Inspector General Visits)
(o) MCO P7100.8 (Field Budget Guidance)
(p) MCO P7300.8 (Field Accounting Manual)

Encl: (1) Inspection of Marine Corps Detachments Listed on T/O
5060

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 Detachment, U.S. Army Ordnance Missile and Munitions Center and School, Redstone Arsenal, Alabama 35897. Although not intended to include every possible situation that may be encountered, this LOI is to serve as a basis for authority, a source of information, and a guide for policy.

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

3. Background. The billet to which you are assigned was first established on 10 November 1966 as the Officer-in-Charge of Marine Corps Students/Assistant Marine Corps Liaison Officer.

a. On 1 January 1967, the Ordnance Guided Missile School was redesignated as the U.S. Army Missile and Munitions Center and School.

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b. On 15 January 1967, Subunit Number 3, Headquarters Battalion, Headquarters, U.S. Army Missile and Munitions Center and School was activated at Redstone Arsenal. Prior to that date all personnel were under Company "B", Headquarters Battalion, Headquarters Marine Corps.

c. With the activation of Subunit Number 3, the Officer in Charge of Marine Corps Students/Assistant Marine Corps Liaison Officer, became the Officer in Charge, Subunit Number 3/Assistant Marine Corps Liaison Officer.

d. On 20 March 1969, the Marine Administrative Detachment was established.

e. On 3 August 1984 the U.S. Army Missile and Munitions Center and School was redesignated as the U.S. Army Ordnance Missile and Munitions Center and School.

4. T/O Sponsorship. Reference (b) is 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 the Manpower Control Branch (Code MPC) of this Headquarters. The CG, MCCDC (TE-06) 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 CG, MCCDC (TE-06) should be informed of significant issues raised with other Services, especially those which might have an impact on Marine Corps education/training policies.

5. Staff Personnel. The Marine Corps personnel listed in reference (b) are furnished to the Commandant, U.S. Army Ordnance Missile and Munitions Center and School in response to an agreement between the Marine Corps and U.S. Army as support personnel and as such are assigned at the request of the U.S. Army. Any officer assigned solely as the Marine Corps Representative/Commanding Officer of Marine Corps personnel is assigned at the request of the Commandant of the Marine Corps, with the concurrence of the U.S. Army, in addition to the required 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 (MM) and the CG, MCCDC (TE-32) 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 Detachment, U.S. Army Ordnance Missile and Munitions Center and School, Redstone Arsenal, Alabama 38897-6914,

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Reporting Unit Code (RUC) 54065, where all officer qualification records (OQR's) and enlisted service record books (SERB's) are maintained.

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

a. Memorandums of understanding (MOU) have been developed to define the responsibilities of the U.S. Army and the Marine Corps. Submit new or proposed revisions to existing MOU's to the CG, MCCDC (TE-30) for review and approval.

7. Status and Guidance. You are the designated representative of the Commandant of the Marine Corps to the Commandant, U.S. Army Ordnance Missile and Munitions Center and School. 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.

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 CG, MCCDC (TE-30) 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 reference (b) 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 9904 through 9910, 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 reference (d).

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1. Performance Evaluation. The reporting senior for Marines assigned duty as instructors or support personnel will be the officer immediately responsible for that Marine's performance, regardless of branch of service. Paragraph 2003 of reference (a) 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 CG, MCCDC (TE-63) for review.

(2) The Commandant, U.S. Army Ordnance Missile and Munitions Center and School, is the reporting senior of the Marine Corps Representative/Commanding Officer of Marine Corps personnel. The completed fitness report will be forwarded to CMC (MMPE) via CG, MCCDC (TE-63).

2. Liaison Duties. The Marine Corps Representative provides direct liaison between the U.S. Army Ordnance Missile and Munitions Center and School 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 the U.S. Army Ordnance Missile and Munitions Center and School, 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 Combat Development Command (MCCDC) and the Landing Force Training Commands (LFTC's).

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. However, matters affecting the scope of your responsibilities and status as discussed herein shall be referred to the Director, Marine Air Ground Training and Education Center (TE-30).

d. Social Functions. You will represent the Marine Corps at official and social functions where appropriate.

3. 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 assignment. Such activities include all duties and collateral duties assigned by

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The Commandant, U.S. Army Ordnance Missile and Munitions Center and School. 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 policies and provide administrative control and assistance to all Marine Corps personnel and students at the U.S. Army Ordnance Missile and Munitions Center and School. Such guidance shall include personnel reporting, pay, endorsement of orders, conduct, and uniform regulations.

a. Orientation Briefings. You or your designated representative will brief all incoming Marine Corps students to ensure appropriate orientation to the U.S. Army Ordnance Missile and Munitions Center and School. 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 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 Redstone Arsenal for participation in educational programs offered at Redstone.

(2) Participate in the Marine Corps Fleet Home Town News Release Program.

(3) Participate in the Redstone Arsenal drug and alcohol abuse programs.

c. Legal Matters. As the Marine Corps Representative, with the additional designation as Commanding Officer of Marine Corps personnel (reference paragraph 7d above), you are authorized to impose nonjudicial punishment on all enlisted Marine attached to your unit in accordance with references (i), (j), and (k). Additionally, on 18 September 1970 the Secretary of the Navy empowered the Commanding Officer, Marine Corps Detachment, U.S. Army Ordnance Missile and Munitions Center and School, Redstone Arsenal, Alabama, to convene special courts-martial.

(1) It is noted specifically that the Commanding Officer, regardless of grade, may only impose admonition or reprimand on

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addition to one or more of the punishments authorized by Article 15, paragraph 1 of reference (f).

(2) For the purposes of disciplinary action pursuant to UCMJ and references (f), (g), and (h), your chain of command includes the Commanding General, Marine Corps Logistics Base, Albany, Georgia 31704. Such legal matters may include, but are not limited to, forwarding of sworn charges for possible referral to a general court-martial or Article 32, UCMJ, investigation, supervisory authority review of special courts-martial, review of JAG Manual investigations, and action on complaints of wrong pursuant to Article 138, UCMJ.

(3) Where the situation dictates referral of the charges to trial by general court-martial, the costs incident thereto shall be absorbed by the convening authority as prescribed in paragraph 470145 of reference (i).

(4) Administrative discharge authority for your detachment is the Commanding General, Marine Corps Logistics Base, Albany, GA, except for those cases which must be acted upon by HQMC.

1. School Quotas. Quotas for Marine Corps students to attend formal school courses are established annually, on a fiscal year basis, between CG, MCCDC (TE-33) and the service school concerned. You are not authorized to allocate quotas to any course of instruction.

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

b. Student Shortfalls/Overages. Direct telephonic liaison with this Headquarters (Codes 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. A student shortfall or overage of more than ten percent of quotas announced in the latest Training Quota Memorandum (TQM) revision will be reported by message to CMC (MM), with an information copy to CG, MCCDC (TE-33). The report will indicate the source(s) of the shortfall or overage, as known, and recommend disposition of the students.

11. 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.

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a. You must consistently set a high example of personal and professional excellence.

b. You are responsible for insuring that exemplary professional 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, in accordance with current Marine Corps directives, at such times as you deem necessary.

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

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

(3) Weight and military appearance standards are established in reference (l).

12. Library and Doctrinal Guidance. You will review and use pertinent courses and instructional materials relating to the Marine Corps, as requested by the Commandant, U.S. Army Ordnance Missile and Munitions Center and School. In this capacity you will:

a. Maintain current editions of Landing Force Manuals (LFM's), Fleet Marine Force Manuals (FMFM's), and appropriate Marine Corps Institutes (MCI) subcourses dealing with amphibious operations for use by Marine Corps students attending other Service schools.

b. Advise the CG, MCCDC (TE-31) of changes in training programs and policies affecting Marine Corps personnel. In accordance with reference (m), new/revised POI's and proposed changes of course descriptive data will be submitted to the CG, MCCDC (TE-31).

c. Make recommendations to CG, MCCDC (TE-31) on any aspect of formal education/training programs which could be pertinent to Marine Corps requirements.

13. Inspector General's Inspections. The schedule of visits by the Inspector General of the Marine Corps is promulgated by reference (n). Enclosure (1) is a checklist outlining those areas inspected by the Inspector General's inspection for T/O 5060 detachments.

14. Reports. The following information is required.

a. Schedule Changes. You will submit any changes to the number and type of classes to the CG, MCCDC (TE-33) as they occur.

b. Academic Evaluations. As required, you will monitor the forwarding of appropriate academic evaluations to this Headquarters (HQ) for inclusion in SQR's/SRE's.

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1. Operating Target Holder. Your command is an Operating Target (OPTAR) holder and has been assigned OPTAR #104. Annual budgets will be submitted in accordance with reference (a). Accounting and reporting instructions are contained in reference (b).

2. Changes. You will review this LOI annually and report to the CJ, MC33C (TM-32) on the currency and validity of its content. Negative reports are required. Additionally, in order that this LOI be maintained in a current status, recommended or required changes shall be submitted as they occur.