



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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G-1/CARPLNR
MAY 19 2016

LETTER OF INSTRUCTION 11-16

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR THE HEADQUARTERS MARINE CORPS (HQMC)
SPECIAL DUTY ASSIGNMENT SCREENING TEAM (HSST) VISIT

Ref: (a) MCO P1326.6D
(b) MARADMIN 061/16
(c) MARADMIN 242/16

Encl: (1) West Coast HSST Schedule and Locations

1. Situation. Per references (a) and (b), the Headquarters Marine Corps, Assignments Branch (MMEA) HSST will visit West Coast commands during the period of 8-14 June 2016.

2. Mission. Per enclosure (1), the HSST seeks qualified Marines to assign to Basic Recruiters Course (BRC), Drill Instructor School (DI), Combat Instructor Course (CI), Marine Corps Security Forces Course (MCSF), and Marine Corps Embassy Security Group (MCESG) Course for all classes beginning in September 2016 and ending by September 2017 in order to build and maintain authorized strength at these Special Duty Assignments (SDA). The HSST will meet and brief Marines that have been screened and assigned to all FY-17 SDA class. In a departure from years past assignments will be made prior to the HSST visit in accordance with reference (b).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All Marines identified in the references will attend and be screened by the HSST during one of the briefs. Marines will be briefed on HQMC SDAs and contact will be established between Marines and their respective SDA schools and/or monitors.

(2) Concept of Operations

(a) Each Marine will report to the HSST in the service "C" uniform during their designated briefing time. Marines are to be familiar with the information provided in reference (c).

(b) Volunteers are not required to be screened by the HSST but, are encouraged to attend. All volunteers will submit requests for SDA via the Total Force Retention System (TFRS).

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(c) Marines who presently have SDA orders, spouses, Marines interested in future SDA, Commanding Officers and Sergeants Major are encouraged to attend the HSST orientation brief

(d) Marines pending legal separation, divorce, or child custody battles must provide proof in the form of legal or marriage counselor documents stating they are currently undergoing counseling.

(e) Marines not able to attend HSST briefings will be contacted by their SDA school representatives or the SDA monitor shortly after the completion of the FY17 HSST visit.

b. Subordinate Element Missions. All Command Career Planners will be in attendance for all briefs and HSST interviews. The uniform of the day will be blue dress "D". If the Command Career Planner is not available, Commanding Officers may appoint a command representative.

4. Administration and Logistics. The I MEF Career Planner will coordinate and maintain communication with HQMC MMEA during planning and through this event.

5. Command and Signal

a. This LOI is applicable to all I MEF subordinate commands and is effective the date signed. Point of contact for the subject visit is Master Gunnery Sergeant Cook, I MEF Career Planner, (760) 763-3881.

b. This letter of instruction is effective the date signed.


M. L. JONES
Chief of Staff

DISTRIBUTION: I, II
Copy to: CG, MCI-WEST

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ATTENDEE LIST OF INSTRUCTION 11-16

West Coast HSST Schedule and Locations

Wednesday, 8 June 2016

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0800-0825	DI Brief/DI Q&A	MCGACC 29 Palms/Protestan Chapel 1541
0830-0925	DI Validation	MCGACC 29 Palms/Protestan Chapel 1541
0930-0955	SOI Brief/SDI Q&A	MCGACC 29 Palms/Protestan Chapel 1541
1000-1055	SOI Validation	MCGACC 29 Palms/Protestan Chapel 1541
1100-1125	BRC Brief/BRC Q&A	MCGACC 29 Palms/Protestan Chapel 1541
1130-1355	BRC Validation	MCGACC 29 Palms/Protestan Chapel 1541
1400-1425	MSG Brief/BRC Q&A	MCGACC 29 Palms/Protestan Chapel 1541
1430-1600	MSG Validation	MCGACC 29 Palms/Protestan Chapel 1541

Thursday, 9 June 2016

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0800-0825	DI Brief/DI Q&A	Camp Pendleton SOI/ITB Classroom 10
0830-0925	DI Validation	Camp Pendleton SOI/ITB Classroom 10
0930-0955	SOI Brief/SDI Q&A	Camp Pendleton SOI/ITB Classroom 10
1000-1055	SOI Validation	Camp Pendleton SOI/ITB Classroom 10
1100-1125	BRC Brief/BRC Q&A	Camp Pendleton SOI/ITB Classroom 10
1130-1355	BRC Validation	Camp Pendleton SOI/ITB Classroom 10
1400-1425	MSG Brief/BRC Q&A	Camp Pendleton SOI/ITB Classroom 10
1430-1600	MSG Validation	Camp Pendleton SOI/ITB Classroom 10

Friday, 10 June 2015

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0800-0825	DI Brief/DI Q&A	Camp Pendleton SOI/ITB Classroom 10
0830-0925	DI Validation	Camp Pendleton SOI/ITB Classroom 10
0930-0955	SOI Brief/SDI Q&A	Camp Pendleton SOI/ITB Classroom 10
1000-1055	SOI Validation	Camp Pendleton SOI/ITB Classroom 10
1100-1125	BRC Brief/BRC Q&A	Camp Pendleton SOI/ITB Classroom 10
1130-1355	BRC Validation	Camp Pendleton SOI/ITB Classroom 10
1400-1425	MSG Brief/BRC Q&A	Camp Pendleton SOI/ITB Classroom 10
1430-1600	MSG Validation	Camp Pendleton SOI/ITB Classroom 10

Monday, 13 June 2016

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0800-0825	DI Brief/DI Q&A	MCAS Miramar/O Club
0830-0925	DI Validation	MCAS Miramar/O Club
0930-0955	SOI Brief/SDI Q&A	MCAS Miramar/O Club
1000-1055	SOI Validation	MCAS Miramar/O Club
1100-1125	BRC Brief/BRC Q&A	MCAS Miramar/O Club
1130-1355	BRC Validation	MCAS Miramar/O Club
1400-1425	MSG Brief/BRC Q&A	MCAS Miramar/O Club
1430-1600	MSG Validation	MCAS Miramar/O Club

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West Coast HSST Schedule and Locations

Tuesday, 14 June 2016

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0800-0825	DI Brief/DI Q&A	MCAS Miramar/O Club
0830-0925	DI Validation	MCAS Miramar/O Club
0930-0955	SOI Brief/SDI Q&A	MCAS Miramar/O Club
1000-1055	SOI Validation	MCAS Miramar/O Club
1100-1125	BRC Brief/BRC Q&A	MCAS Miramar/O Club
1130-1355	BRC Validation	MCAS Miramar/O Club
1400-1425	MSG Brief/BRC Q&A	MCAS Miramar/O Club
1430-1600	MSG Validation	MCAS Miramar/O Club