



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
BOX 555300
CAMP PENDLETON, CA 92055-5300

1040
G-1/CRS
JAN 19 2016

LETTER OF INSTRUCTION 2-16

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

Subj: LETTER OF INSTRUCTION (LOI) FOR THE MARINE CORPS EMBASSY SECURITY
GROUP (MCESG) VISIT 26 - 29 JANUARY 2016

Ref: (a) MARADMIN 637/15

Encl: (1) West Coast MCESG Schedule

1. Situation. The Marine Corps Embassy Security Group (MCESG) will visit West Coast commands for the purpose of screening and designating qualified Marines for future assignment to MCESG.

2. Mission. Per the times and locations delineated in enclosure (1), the MCESG will conduct orientation briefs and individual interview to identify qualified Marines to attend MCESG classes in Fiscal Year 2016.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marines that have been identified as potentially qualified for assignment to MCESG are to be screened by the MCESG Team per reference (a). Unless officially excused by Manpower Management Enlisted Assignments (MMEA) branch, all Marines that have been designated by their respective Commanding Officer (CO) via their unit's Sergeants Major or Career Planners are required to attend the orientation brief at their respective bases. Marines must attend one of the briefs/screenings as listed in enclosure (1). Directed and volunteered Marines who are unable to be screened in person are required to submit phase 1 screening in the Total Force Retention System (TFRS), no later than 22 January 2016, via their unit Career Planners and will be telephonically interviewed by the MCESG Recruiting Advertising Screening Team (RAST). Confirmed and reliable points of contact phone numbers are required within the TFRS package.

(2) Concept of Operations

(a) Each Marine will report to the MCESG screening in the service "C" uniform. Marines are required to have in their possession; MCESG CO's Screening Checklist, interview MCESG duty checklist and financial worksheet, security clearance letter and tattoo screening request (if applicable). Marines who are not listed to be screened but who wish to volunteer for the MCESG program may also complete the phase 1 screening and report to designated venues to be screened by the RAST per reference (a).

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(b) All Marines are expected to report for screening. CO's, via the unit Sergeant Major or Career Planner, must provide the MCESG Officer in Charge with a roster of Marines not available for MCESG brief/screening with justification. Commands should ensure Marines unable to attend the brief/screening during the MCESG.

(c) Marines spouses, Marines interested in future assignment to MCESG, COs and Sergeants Major are encouraged to attend the MCESG orientation brief.

b. Subordinate Elements Mission

(1) All Command Career Planner's will be in attendance during their unit's recruiting briefs and MCESG screenings. The uniform of the day will be blue dress "C".

(2) All CO's, via the unit Sergeant Major or Career Planner, will disseminate information pertaining to the MCESG visit to all Marines. Encourage all interested Marines to attend.

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

5. Command and Signal

a. Point of contact for the MCESG visit is Master Gunnery Sergeant Cook, I MEF Career Planner, at 760-763-3881.

b. This Letter of Instruction is effective the date signed.


M. L. JONES
Chief of Staff

DISTRIBUTION: CG, MCI West, Camp Pendleton (Manpower)
CG, MCAGCDC 29 Palms (Manpower)
CG, 1st Marine Division (G-1)
CG, 3rd Marine Aircraft Wing (G-1)
CG, 1st Marine Logistic Group (G-1)
CO, I MEF Headquarters Group
CO, 11TH MEU
CO, 13TH MEU
CO, MCAS, Camp Pendleton
CO, MAG-39
CO, MCAS Miramar

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WEST COAST MCESG SCHEDULE

Monday, 25 January 2016

MCESG arrival Miramar

0730	Marines Arrive	Miramar MAG 11/16 Auditorium
0800-0900	Brief	Miramar MAG 11/16 Auditorium
0900-1230	MCESG Screening	Miramar MAG 11/16 Auditorium
1400-TBD	Brief	Miramar MAG 11/16 Auditorium

Tuesday, 26 January 2016

MCESG arrival Camp Pendleton 1st MarDiv

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0730	Marines Arrive	Camp Pendleton BLDG 1330, Base Theater
0800-0900	Brief	Camp Pendleton BLDG 1330, Base Theater
0900-1230	MCESG Screening	Camp Pendleton BLDG 1330, Base Theater
1300-1400	Brief	Camp Pendleton BLDG 1330, Base Theater
1400-1630	MCESG Screening	Camp Pendleton BLDG 1330, Base Theater

Wednesday, 27 January 2016

1st MLG / I MHG

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0730	Marines Arrive	Camp Pendleton BLDG 1330, Base Theater
0800-0900	Brief	Camp Pendleton BLDG 1330, Base Theater
0900-1230	MCESG Screening	Camp Pendleton BLDG 1330, Base Theater
1300-1400	Brief	Camp Pendleton BLDG 1330, Base Theater
1400-1630	MCESG Screening	Camp Pendleton BLDG 1330, Base Theater

Thursday, 28 January 2016

3d MAW / MCI WEST

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0730	Marines Arrive	Camp Pendleton BLDG 1330, Base Theater
0800-0900	Brief	Camp Pendleton BLDG 1330, Base Theater
0900-1230	MCESG Screening	Camp Pendleton BLDG 1330, Base Theater
1300-1400	Brief	Camp Pendleton BLDG 1330, Base Theater
1400-1630	MCESG Screening	Camp Pendleton BLDG 1330, Base Theater

Friday, 29 January 2016

MCESG arrival MCAGCC 29 Palms

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0730	Marines Arrive	29 Palms BLDG 1541
0800-0900	Brief	29 Palms BLDG 1541
0900-1230	MCESG Screening	29 Palms BLDG 1541
1300-1400	Brief	29 Palms BLDG 1541
1400-1630	MCESG Screening	29 Palms BLDG 1541



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1. DATE 6 Jan 2016

2. OPERATION CODE

X ORIGINATOR OF ROUTE SHEET
 A APPROPRIATE ACTION
 B SIGNATURE
 C CONCURRENCE
 D INFORMATION
 E RETENTION
 F RETURN TO:
 G COMMENT(S)

3. SUBJECT: LOI FOR I MEF MSG VISIT

9. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE
ROUTINE/URGENT	MLC	11 Jan 16

10. ACTION OFFICER (NAME, GRADE, SECTION, EXT)
M. L. COOK, MGYSGT, CARPLNR

4. RTNG	5. OPR CODE	6. ADDRESSEES	7. DATE		8. INITIALS	
			IN	OUT	CONCUR	NON CONCUR
		CG				
		DCG				
6 2	DCB A,C	COS SERGEANT MAJOR CMD MASTER CHIEF	1/5 1/6	1/6 1/6	MLC BAK	
5 4	D CP	SSEC AC/S, G-1 (Deputy) AC/S, G-2 AC/S, G-3 AC/S, G-4 AC/S, G-5 AC/S, G-6 AC/S, G-7 AC/S, G-8 COPS FOPS	1/5 1/12	1/5 1/13	KLM MLC	
3	A	ADJUTANT RLO IMA SJA PAO INSPECTOR SURGEON CHAPLAIN	1/12	1/12	CEP	
1	X,F	CAREER PLANNER SECURITY MANAGER	1/6	1/6	MLC	

11. REMARKS AND SIGNATURE:

PURPOSE: Request for the AC/S, G-1 review, recommendations and signature.

BACKGROUND: MARADMIN 637 /15 announces the FY-16 West Coast MSG screening.

DISCUSSION: I MEF LOI for the MSG screening will meet the requirements for the MSG visit.

RECOMMENDATION:

I MEF SgtMaj concurs with request (GTG).

I MEF Career Planner concurs with request.

Very Respectfully,

M. L. COOK
 MGySgt USMC

1/13 - Ready for review and signature
 Mbx Sgt M

TCB

received
 CPL ROMERO