



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
T-1040
G-1/CRS
FEB 29 2016

LETTER OF INSTRUCTION 5-16

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

Subj: LETTER OF INSTRUCTION (LOI) FOR THE HEADQUARTERS MARINE CORPS (HQMC)
MARINE CORPS FORCES SPECIAL OPERATIONS COMMAND (MARSOC) SCREENING TEAM
(HMST)

Ref: (a) CMC WASHINGTON DC MRA MM 070837Z AUG 15 (MARADMIN 389/15)

Encl: (1) West Coast HMST Schedule

1. Situation. The HMST will visit West Coast commands for the purpose of screening and designating qualified Marines for future assignment to MARSOC.

2. Mission. Per the times and locations delineated in enclosure (1), the HMST will conduct orientation briefs and individual interview to identify qualified Marines to attend Assessment and Selection (A and S) and if selected, The Individual Training Course (ITC). Graduates of ITC may fill Critical Skill Operator (CSO) billets in support of the MARSOC mission.

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 MARSOC and are to be screened by the HMST per Reference (a). Unless officially excused by Manpower Management Enlisted Assignments (MMEA) branch, all Marines that have been designated by their respective Commanding Officer 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 brief/screening as listed in enclosure (2). If a Marine listed on the HMST roster has been previously screened by MARSOC they are not required to attend the HMST brief.

(2) Concept of Operations

(a) Each Marine will report to the HMST in the service "C" uniform. Only volunteers on the HMST roster will be required to have in their possession; MARSOC CO's Screening Checklist, Financial Worksheet, Clearance Screening Questionnaire, MARSOC Health Questionnaire, along with a current Physical Health Assessment (PHA) Form per reference (a).

(b) All Marines are expected to report for screening. Commanding Officers via the unit Sergeant Major or Career Planner must provide the HMST OIC with a roster of Marines not available for HMST brief/screening with justification. Commands should ensure Marines unable to attend the brief/screening during the HMST, complete all screening pre-requisite actions required in Reference (a). Non-availability does not preclude assignment.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

LETTER OF INSTRUCTION 5-16

WEST COAST HMST SCHEDULE

Monday, 7 March 2016

HMST arrival Camp Pendleton

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0830	Marines Arrive	Camp Pendleton SOI/ITB Classroom 10
0900-1000	Brief	Camp Pendleton SOI/ITB Classroom 10
1000-1230	HMST Screening	Camp Pendleton SOI/ITB Classroom 10
1300-1400	Brief	Camp Pendleton SOI/ITB Classroom 10
1400-1630	HMST Screening	Camp Pendleton SOI/ITB Classroom 10

Tuesday, 8 March 2016

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0830	Marines Arrive	Camp Pendleton SOI/ITB Classroom 10
0900-1000	Brief	Camp Pendleton SOI/ITB Classroom 10
1000-1230	HMST Screening	Camp Pendleton SOI/ITB Classroom 10
1300-1400	Brief	Camp Pendleton SOI/ITB Classroom 10
1400-1630	HMST Screening	Camp Pendleton SOI/ITB Classroom 10

Wednesday, 9 March 2016

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0830	Marines Arrive	Camp Pendleton BLDG 4100377
0900-1000	Brief	Camp Pendleton BLDG 4100377
1000-1230	HMST Screening	Camp Pendleton BLDG 4100377
1300-1400	Brief	Camp Pendleton BLDG 4100377
1400-1630	HMST Screening	Camp Pendleton BLDG 4100377

Thursday, 10 March 2016

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0830	Marines Arrive	Camp Pendleton BLDG 4100377
0900-1000	Brief	Camp Pendleton BLDG 4100377
1000-1230	HMST Screening	Camp Pendleton BLDG 4100377
1300-1400	Brief	Camp Pendleton BLDG 4100377
1400-1630	HMST Screening	Camp Pendleton BLDG 4100377

Tuesday, 15 March 2016

HMST arrival MCAGCC 29 Palms

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0830	Marines Arrive	29 Palms BLDG 1707 Classroom A & C
0900-1000	Brief	29 Palms BLDG 1707 Classroom A & C
1000-1230	HMST Screening	29 Palms BLDG 1707 Classroom A & C
1300-1400	Brief	29 Palms BLDG 1707 Classroom A & C
1400-1630	HMST Screening	29 Palms BLDG 1707 Classroom A & C

Wednesday, 16 March 2016

LOCATION/BLDG #

0830	Marines Arrive	29 Palms BLDG 1707 Classroom A & C
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1. DATE 11 Feb 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: I MEF MARSOC LOI

9. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE
ROUTINE/URGENT	MLC	18 Feb 16 26 FEB 16 KML

10. ACTION OFFICER (NAME, GRADE, SECTION, EXT)
M. L. COOK, I MEF, Career Planner.

4. RTNG	5. OPR CODE	6. ADDRESSEES	7. DATE		8. INITIALS	
			IN	OUT	CONCUR	NON CONCUR
		CG				
		DCG				
6	B	COS	2/24	2/29	MJ	
4	A,C	SERGEANT MAJOR CMD MASTER CHIEF	2/11	2/11	BAK	
5	A,C	SSEC	2/24	2/24	K.L.	
3	A,C	AC/S, G-1 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		2/23	CJM	
2	C	ADJUTANT RLO IMA SJA PAO INSPECTOR SURGEON CHAPLAIN	2/18	2/18	CLK	
1	X,F	CAREER PLANNER SECURITY MANAGER	2/11	2/11	MLC	

11. REMARKS AND SIGNATURE:

PURPOSE: To request the C/S, review, recommendations and signature.

BACKGROUND: MARADMIN 389//15 Announces the FY16 HQMC MARSOC Screening Team Visit.

DISCUSSION: I MEF LOI will meet the requirements for the FY16 HQMC MARSOC Screening Team Visit.

RECOMMENDATION:

- MARSOC TEAM WILL BE HERE
 MAR 7 - 30
 Very Respectfully,

M.L. Cook
 MGySgt USMC

2/17 - Ready for review.

MLC

I'm already ahead on this and prepped each MSL/MEU

SyTmag

received
 CR POWERS/HT
 2-23