



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:  
1326  
G-1/CARPLNR  
FEB 16 2017

LETTER OF INSTRUCTION 1-17

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

Subj: LETTER OF INSTRUCTION FOR THE ENLISTED ASSIGNMENT BRANCH COMMAND VISIT DURING THE PERIOD OF 7 THROUGH 30 MARCH 2017

Ref: (a) CMC WASHINGTON DC MRA MM 230822Z Aug 16 (MARADMIN 435/16)

Encl: (1) West Coast MARSOC/HMST Schedule

1. Situation. Marine Corps Forces Special Operations Command (MARSOC) Screening Team (HMST) will visit Marine Corps Base Camp Pendleton, Marine Corps Air Station (MCAS) Miramar, Marine Corps Air-Ground Combat Center (MCAGCC) Twentynine Palms (29 Palms), and MCAS Yuma during the subject period.

2. Mission. The HMST will visit designated West Coast commands to provide orientation briefs and conduct individual interviews to identify qualified Marines to attend Assessment and Selection (A and S) and if selected, attend 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 Officers (COs) 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 (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 seasonal service uniform. Only volunteers on the HMST roster will be required to have in their possession: MARSOC COs Screening Checklist, Financial Worksheet, Clearance Screening Questionnaire, and MARSOC Health Questionnaire.

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

LETTER OF INSTRUCTION 1-17

(c) Volunteers who are not listed in enclosure (2), who meet the prerequisites and will attend the brief/screening are required to complete the action listed in reference (a).

(d) Marines' spouses, Marines interested in future assignment to MARSOC, and Commanding Officers and Sergeants Major are encouraged to attend a HMST orientation brief.

b. Tasks

(1) Assistant Chief of Staff (AC/S) G-1, I Marine Expeditionary Force (MEF)

(a) Coordinate the overall visit to Marine Corps Base Camp Pendleton for MARSOC.

(b) Make liaison with the Career Planner, Marine Corps Installations West (MCI-W) to ensure:

1. At designated locations, adequate venues to accommodate the MARSOC visit schedule.

2. Each site has audio-visual support, projection capability, and computer (internet) access available for all briefs, interviews, and counseling sessions.

(2) Commanding General, MCI-W. Request help to items listed in paragraph 3b(1)(b) at designated locations listed in the enclosure.

(3) Commanding Generals, Major Subordinate Commands and Major Subordinate Elements. Ensure widest dissemination of information pertaining to the MARSOC visit. Ensure all available Marines and their leadership are afforded the opportunity to attend the briefs.

4. Administration and Logistics. All personnel attending briefs, speaking with the HMST will be in the Seasonal Service Uniform. All Career Planners will be in the Seasonal Service Dress Uniform.

5. Command and Signal

a. Command. This Letter of Instruction (LOI) is applicable to all I MEF active duty Marines. Contact the following Career Planners for all questions and concerns regarding this LOI:

(1) I MEF - MGySgt Marcus L. Cook, at DSN 365-3458 or e-mail: marcus.cook@usmc.mil.

(2) MCIWEST - MSgt Daniel L. Mintz, at DSN 361-1949 or e-mail: daniel.mintz@usmc.mil.

(3) 1st Marine Division - MSgt Arbenz A. Cruz, at DSN 361-0110 or e-mail: Arbenz.cruz@usmc.mil.

(4) 1st Marine Logistics Group - MSgt Benjamin L. Jones, at DSN 365-5344 or e-mail: benjamin.l.jones@usmc.mil.

LETTER OF INSTRUCTION 1-17

(5) 3d Marine Aircraft Wing - MSgt Bryant P. Lodge, at DSN 267-7350 or e-mail: [lodge.bryant@usmc.mil](mailto:lodge.bryant@usmc.mil).

(6) I Marine Expeditionary Force Headquarters Group - GySgt Abraham Gonzalez, at DSN 361-4785 or e-mail: [abraham.gonzalez1@usmc.mil](mailto:abraham.gonzalez1@usmc.mil).

(7) 11th Marine Expeditionary Unit (MEU) - Sgt Jojadys Hernandez, at DSN 361-3826 or e-mail: [jojadys.hernandez@usmc.mil](mailto:jojadys.hernandez@usmc.mil).

(8) 13th MEU - SSgt Martin Acosta, at DSN 365-3562 or e-mail: [martin.acosta@usmc.mil](mailto:martin.acosta@usmc.mil).

(9) 15th MEU - GySgt Aquiles C. Rendon, at DSN 365-1940 or e-mail: [aquiles.c.rendon@usmc.mil](mailto:aquiles.c.rendon@usmc.mil).

b. Signal. This LOI is effective the date signed.



E. B. TOMLINSON  
By direction

DISTRIBUTION: I, II

Copy to: CG, MCI West, Camp Pendleton

## West Coast HMST Briefing Schedule

TIME	TUESDAY, 7 MARCH CAMP PENDLETON	LOCATION	UNIT
0900-1000	HMST BRIEF	CAMP PENDLETON, MARSOC BLDG, 4100377	MCIWEST/1 MHG
1000-1300	HMST SCREENING	CAMP PENDLETON, MARSOC BLDG, 4100377	MCIWEST/1 MHG
1300-1400	HMST BRIEF	CAMP PENDLETON, MARSOC BLDG, 4100377	MCIWEST/1 MHG
1400-TBD	HMST SCREENING	CAMP PENDLETON, MARSOC BLDG, 4100377	MCIWEST/1 MHG
TIME	WEDNESDAY, 8 MARCH CAMP PENDLETON	LOCATION	UNIT
0900-1000	HMST BRIEF	CAMP PENDLETON, MARSOC BLDG, 4100377	1ST MLG/3D MAW
1000-1300	HMST SCREENING	CAMP PENDLETON, MARSOC BLDG, 4100377	1ST MLG/3D MAW
1300-1400	HMST BRIEF	CAMP PENDLETON, MARSOC BLDG, 4100377	1ST MLG/3D MAW
1400-TBD	HMST SCREENING	CAMP PENDLETON, MARSOC BLDG, 4100377	1ST MLG/3D MAW
TIME	THURSDAY, 9 MARCH CAMP PENDLETON	LOCATION	UNIT
0900-1000	HMST BRIEF	CAMP PENDLETON, MARSOC BLDG, 4100377	1ST MLG/3D MAW
1000-1300	HMST SCREENING	CAMP PENDLETON, MARSOC BLDG, 4100377	1ST MLG/3D MAW
1300-1400	HMST BRIEF	CAMP PENDLETON, MARSOC BLDG, 4100377	1ST MLG/3D MAW
1400-TBD	HMST SCREENING	CAMP PENDLETON, MARSOC BLDG, 4100377	1ST MLG/3D MAW
TIME	TUESDAY, 14 MARCH MCAGCC TWENTYNINE PALMS	LOCATION	UNIT
0900-1000	HMST BRIEF	MCAGCC TWENTYNINE PALMS BLDG, 1707	MCAGCC/1STMARDIV/TECOM
1000-1300	HMST SCREENING	MCAGCC TWENTYNINE PALMS BLDG, 1707	MCAGCC/1STMARDIV
1300-1400	HMST BRIEF	MCAGCC TWENTYNINE PALMS BLDG, 1707	MCAGCC/1STMARDIV
1400-TBD	HMST SCREENING	MCAGCC TWENTYNINE PALMS BLDG, 1707	MCAGCC/1STMARDIV
TIME	WEDNESDAY, 15 MARCH MCAGCC TWENTYNINE PALMS	LOCATION	UNIT
0900-1000	HMST BRIEF	MCAGCC TWENTYNINE PALMS BLDG, 1707	MCAGCC/1STMARDIV
1000-1300	HMST SCREENING	MCAGCC TWENTYNINE PALMS BLDG, 1707	MCAGCC/1STMARDIV
1300-1400	HMST BRIEF	MCAGCC TWENTYNINE PALMS BLDG, 1707	MCAGCC/1STMARDIV
1400-TBD	HMST SCREENING	MCAGCC TWENTYNINE PALMS BLDG, 1707	MCAGCC/1STMARDIV
TIME	TUESDAY, 21 MARCH MCAS MIRAMAR	LOCATION	UNIT
0900-1000	HMST BRIEF	MCAS MIRAMAR, BASE THEATER	3D MAW
1000-1300	HMST SCREENING	MCAS MIRAMAR, BASE THEATER	3D MAW
1300-1400	HMST BRIEF	MCAS MIRAMAR, BASE THEATER	3D MAW
1400-TBD	HMST SCREENING	MCAS MIRAMAR, BASE THEATER	3D MAW
TIME	WEDNESDAY, 22 MARCH MCAS MIRAMAR	LOCATION	UNIT
0900-1000	HMST BRIEF	MCAS MIRAMAR, BASE THEATER	3D MAW
1000-1300	HMST SCREENING	MCAS MIRAMAR, BASE THEATER	3D MAW
1300-1400	HMST BRIEF	MCAS MIRAMAR, BASE THEATER	3D MAW
1400-TBD	HMST SCREENING	MCAS MIRAMAR, BASE THEATER	3D MAW
TIME	WEDNESDAY, 29 MARCH MCAS YUMA	LOCATION	UNIT
0900-1000	HMST BRIEF	MCAS YUMA, BASE THEATER	MCIWEST/3D MAW
1000-1300	HMST SCREENING	MCAS YUMA, BASE THEATER	MCIWEST/3D MAW
1300-1400	HMST BRIEF	MCAS YUMA, BASE THEATER	MCIWEST/3D MAW
1400-TBD	HMST SCREENING	MCAS YUMA, BASE THEATER	MCIWEST/3D MAW
TIME	THURSDAY, 30 MARCH MCAS YUMA	LOCATION	UNIT
0900-1000	HMST BRIEF	MCAS YUMA, BASE THEATER	MCIWEST/3D MAW
1000-1300	HMST SCREENING	MCAS YUMA, BASE THEATER	MCIWEST/3D MAW
1300-1400	HMST BRIEF	MCAS YUMA, BASE THEATER	MCIWEST/3D MAW
1400-TBD	HMST SCREENING	MCAS YUMA, BASE THEATER	MCIWEST/3D MAW