**UNITED STATES MARINE CORPS**

MARINE AIR GROUND TASK FORCE TRAINING COMMAND

MARINE CORPS AIR GROUND COMBAT CENTER

BOX 788100

TWENTYNINE PALMS, CALIFORNIA 92278-8100

 SSIC

 Org Code

 Date

LETTER OF INSTRUCTION X-XX

From: Commanding General

To: Distribution List

Subj: LETTER OF INSTRUCTION WITH TITLE AND DATE

Ref: (a) Marine Corps Manual

 (b) Communication or document that deals directly with the subject at

 hand

Encl: (1) Title of Material

 (2) title of Material

1. Situation. This Letter of Instruction (LOI) provides information and tasking of the event within Marine Corps Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC). Enclosures (1) and (2) must be mentioned in the body of the document.

2. Mission. This paragraph provides the reason as to why the LOI was written. It answers the who, what, where, when, and why questions regarding the mission.

3. Execution

 a. Commanders Intent and Concept of Operations

 (1) Commander’s Intent

 (a) The commander’s intent is the commander’s personal expression of the purpose of the LOI.

 (b) It must be clear, concise, and easily understood.

 (c) It may also include how the commander envisions achieving a decision, as well as the end state or conditions that accomplish the purpose.

 (2) Concept of Operations

 (a) The concept of operations is an overview of how the commander plans to accomplish the mission. It provides details and tasks for the who, what, where, when, and why questions.

 (b) If you have a subparagraph a or number one, you must have a subparagraph b or number two.

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 b. Subordinate Element Missions

 (1) Comply with the intent of the reference and the content of this LOI.

 (2) LOI sponsors are responsible for ensuring that their directives are in the correct format as per SECNAV M-5216.5.

 c. Coordinating Instructions. This paragraph provides detailed specific instructions and tasks that apply to two or more units. This includes items such as order of movement, planned formations, control measures and any other tasks that pertain to mission.

4. Administration and Logistics

 a. This paragraph contains information regarding administrative action, logistical and supply details, and other considerations pertaining to the execution of the prescribed mission.

 b. Access to an online medium will suffice for directives that can be obtained from the Internet, CD, or other sources.

5. Command and Signal

 a. Command. This paragraph details to whom the LOI applies and identifies items such as the chain of command, their location, and other command considerations.

 b. Signal. This paragraph gives signal instructions for the execution of the mission pertaining to items such as frequencies, call signs, brevity codes, and other communication measures.

 I. M. COMMANDER

Distribution: A

 2

Letter of Instruction (LOI) Guidance

* Utilize LOI for coordinating one-time events, or providing commander’s guidance on a particular item.
* Majority of format is based on standard letter (SECNAV M-5216.5) and Marine Corps directive (MCO 5215.1).
* Utilize the 5 paragraph order format (SMEAC).
* Provide the information needed for instruction, but strive to be concise.
* Annotate references as needed.
* Enclosures are authorized and should be attached to the LOI when published.
* Ensure the designation line is on the first page and at the top of each successive page. LOI’s are issued by calendar year (CY). Below is an example of the designation line for the first LOI typed in CY 2014:

LETTER OF INSTRUCTION 1-14

* LOI’s can be signed “Acting” or “By direction”, but should be issued directly from the commander.
* It is recommended that the unit maintains a Letter of Instruction” file.