



UNITED STATES MARINE CORPS

LEGAL SERVICES SUPPORT SECTION
2ND FORCE SERVICE SUPPORT GROUP, II MEF
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO:

5800
OIC/wgp
23 Aug 04

From: Officer In Charge, LSSS

To: Staff Judge Advocate, II Marine Expeditionary Force,
Staff Judge Advocate, Marine Corps Base, Camp Lejeune,
Staff Judge Advocate, 2d Marine Division,
Staff Judge Advocate, 2d Force Service Support Group,
Staff Judge Advocate, 2d Marine Aircraft Wing,
Staff Judge Advocate, Marine Corps Air Bases East,
Officer In Charge, Joint Law Center, MCAS, New River
LSSS, OICs and Section Chiefs

Subj: **LETTER OF INSTRUCTION (LOI) FOR 4402/4421 OIF III OPERATIONAL LAW PME**

Ref: MCWFP 4.11-8, Chapter 3

Encl: (1) PME Schedule: 23 Aug - 28 October 2004

1. **SITUATION:** II Marine Expeditionary Force and its Major Subordinate Commands (MSCs) have been designated to deploy to Iraq for Operation Iraqi Freedom III in early 2005.
2. **MISSION:** At 1530 on Thursday afternoons designated in enclosure (1), the LSSS will conduct an Operational Law PME for LSSS personnel in order to broaden their understanding of the practical issues and concepts related to providing legal services to commanders in a deployed environment. II MEF, MCB, MCABE and Major Subordinate Command SJAs are invited to send their 4421s and judge advocates for this training.
3. **EXECUTION:**
 - a. **Commander's Intent:** Pursuant to the reference, the LSSS is doctrinally required to provide 4402s and 4421s trained in operational law to the operating forces. It is my intent to ensure that our Officers and Marines understand the operational law concepts and issues that they will face in a deployed environment.
 - b. **Concept of Operations:** This operation will be conducted by holding classes on Thursday afternoons at 1530 in the 2d Deck Conference Room, LSSS, IOT minimize any impact on LSSS, SJA and JLC operations. PME classes will be designed to last no more than one-hour in length. Officer and Staff NCOs will be designated present relevant periods of instruction (POI) IAW enclosure (1).

c. Tasks:

(1) Operational Law Officer:

- (a) Develop and distribute materials for PME to designated instructors and admin for reproduction.
- (b) Designate Officer and Staff NCO instructors to present the POI.

(2) Admin:

- (a) Responsible for ensuring that a computer and computer projector are set up in the 2d Deck Conference Room, LSSS, NLT 1525 each Thursday.
- (b) Ensure all available personnel are present for PME.
- (c) Create a roster to record attendance.
- (d) Provide copier and copying support to instructors IOT have handouts ready for attendees.
- (e) Provide weekly reminders to LSSS, SJA, and JLC personnel re: PME schedule.

(3) Admin Separation:

- (a) De-conflict administrative separation boards in the 2d Deck Conference Room.
- (b) Ensure all available personnel are present for PME.

(4) Review and Court Reporters:

- (a) Ensure all available personnel are present for PME.

(5) Military Justice:

- (a) Ensure all available personnel are present for PME.
- (b) Inform JUDACT of PME Schedule. To the extent possible, de-conflict PME Schedule with Docket. However, courts are the priority. Counsel not available for scheduled PME will be provided a copy of the slide show with speaker notes to review.

(6) Defense

- (a) Ensure all available personnel are present for PME.

(7) Instructors:

- (a) Upon receipt of materials from Operational Law Officer, develop, prepare and present POI IAW enclosure (1). Slides should be prepared on Power Point including speaker notes. Once slides are complete, email to Admin to be loaded on computer. Inform Admin of any handout requirements that need to be prepared.

d. Coordinating Instructions:

- (1) Computer Support: Responsibility of Admin as reflected in paragraph 3(c).
- (2) Initial detailing of instructors is reflected in enclosure (1). Other instructors and topics are reflected in enclosure (2).
- (3) Extension of PME: Once the current schedule has started, the Operational Law Officer, per the direction of the OIC, LSSS, will determine topics and a schedule for a second iteration of the PME.

4. Administration and Logistics:

a. Administration:

- (1) All available personnel are required to attend the PME. Admin will maintain a record of the roster sheets completed each week.

b. Logistics:

- (1) Admin is responsible for producing materials for distribution to attendees.
- (2) Attendees are responsible for bringing writing gear.

5. Command and Signal:

a. Points of Contact are as follows:

- (1) Major Fifer x 8107 - Operational Law Officer
- (2) Master Gunnery Sergeant Lewis x 8313 - PME Coordinator
- (3) CW03 Dunn x 8452 - Admin Support
- (4) Admin Shop x 8519

W. G. PEREZ

Copy to:
Chief Judge, PJC
OIC, JLC, NRAS