Letter of Instruction (LOI). An LOI is a letter in which a senior commander prescribes broad aims, policies, and strategic concepts for operations in a large area during an extended period of time. Refer to reference (e) and Figure 22-7 for the proper format of LOI’s.

 a. The Director, Base S-3 has responsibility for administrative control of LOI’s and will perform the following functions:

 (1) Assign consecutive numerical indicators for all LOI’s issued by this Headquarters.

 (2) Maintain a current index of LOI’s, including numerical designator and subject.

 b. Originators of LOI’s are responsible for:

 (1) Coordination of all aspects of support being provided from departments/division outside of their area of responsibility.

 (2) Providing a copy of LOI’s to Adjutant section for inclusion in the CO’s “By direction” binder and the command correspondence files.

HEADING

 SSIC

 Code/Office

 Date Stamp

From: Commanding Officer or Commander

To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR (NAME OF EVENT)

Ref: (a) If applicable

1. Purpose. To provide information, tasks and instructions for supporting name of event or activity per the reference.

2. Information. Xxxxxxxxxxxxxxxxxxxxxxxxx.

3. Action

 a. Commanding Officer, Director or Department.

 b. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

4. Coordinating Instructions. Xxxxxxxxxxxxxxxxxx.

5. Point of Contact. Xxxxxxxxxxxxxxxxxxxxxxxxxx.

 M. J. PETERS

 By direction

DISTRIBUTION:

CO, unit

DIR, department

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Figure 22-7.--Format for Letter of Instruction