

HEADING

SSIC  
Code/Office  
Date Stamp

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From:\*\*Commanding General

To:\*\*\*\*Distribution List

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

%

Ref:\*\*\*(a) If applicable

%

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

%

2.\*\*Mission

%

3.\*\*Execution

%

\*\*\*\*a.\*\*Commander's Intent and Concept of Operations

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\*\*\*\*\*(1) Commander's Intent

%

\*\*\*\*\*(2) Concept of Operations

%

\*\*\*\*b.\*\*Subordinate Element Missions

%

\*\*\* c.\*\*Coordinating Instructions

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4.\*\*Administration and Logistics

%

\*\*\*\*a.\*\*Administration

%

\*\*\*\*b.\*\*Logistics

%

5.\*\*Command and Signal

%

\*\*\*\*a. Command

%

\*\*\*\*b. Signal

%

%

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\*\*\*\*\*M. J. JORDAN

By direction

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DISTRIBUTION:

CO, unit

AC/S, Department

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