



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5050.5A

1B

SEP 27 2012

COMBAT CENTER ORDER 5050.5A

From: Commanding General
To: Distribution List

Subj: AFTER ACTIONS, TRIP REPORTS, AND BACK-BRIEF REQUIREMENTS FOR
CONFERENCES, WORKING GROUPS, SUMMITS, TEMPORARY ACTIVE DUTY TRAINING,
AND OTHER MEETINGS

Encl: (1) After Action/Trip Report Guidance

1. Situation. Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) personnel attend a variety of conferences, working groups, summits, and other meetings that impact the Marine Corps as a whole and, more importantly, involve MAGTFTC, MCAGCC equities. This process formalizes how MAGTFTC, MCAGCC representatives inform the Commanding General (CG) concerning significant issues/decisions resulting that impact MAGTFTC, MCAGCC.

2. Mission. This policy formally outlines the responsibilities of MAGTFTC, MCAGCC representatives at conferences, working groups, summits, Temporary Additional Duty (TAD) training, and other meetings not hosted by the CG, MAGTFTC, MCAGCC in order to inform the CG of MAGTFTC, MCAGCC equities and the impacts to the Marine Corps as a whole.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CG will receive a written record of all conferences, working groups, summits, TAD training, and other meetings not hosted by the CG, MAGTFTC, MCAGCC within seven days of the conclusion of the meeting. Personnel who speak on behalf of the base will also provide a written report. The CG will determine the necessity for back-briefs to himself and/or other MAGTFTC, MCAGCC commanders and staff.

(2) Concept of Operations. Prior to conferences, working groups, summits, TAD training, and other meetings not hosted by MAGTFTC, MCAGCC: the senior MAGTFTC, MCAGCC attendee will coordinate to formally back-brief the CG within seven days of the conclusion of the meeting. The CG will receive a written report, enclosure (1), within seven days of the conclusion of the meeting and determine the necessity of the scheduled back-brief. Classified material will be handled by hard copy, as appropriate.

b. Subordinate Element Missions

(1) Commanding Officers, Assistant Chiefs of Staff, Directors, and Officers In Charge

(a) Ensure personnel are aware of and comply with this Order.

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(b) Coordinate with the CG's Aide-de-Camp prior to the meeting for appropriate back-briefs to the CG within seven days of the conclusion of the meeting or training.

(c) Ensure attendance at back-briefs by Commanding Officers and other staff members, where appropriate.

(d) Screen all TAD trips for compliance with this policy prior to authorizing travel.

(e) Provide the CG the opportunity to review agenda and provide guidance to attendees well in advance of meeting.

(f) Route the after action/trip report via the proper chain of command and the G-1 Adjutant section within seven days of the completion of the meeting. Use the enclosure for format and guidance.

(2) Aide-de-Camp

(a) Schedule back-briefs with the CG for all conferences, working groups, summits, TAD training, and other meetings not hosted by MAGTFTC, MCAGCC within seven day of the conclusion of the meeting.

(b) Cancel back-briefs when the CG determines they are not necessary.

(c) Receive classified after actions/trip reports where applicable.

(3) Action Officer Attendees

(a) Advocate the CG's position by knowing his intent before scheduled meetings.

(b) Communicate contentious issues with the chain of command.

(c) Submit after action/trip report.

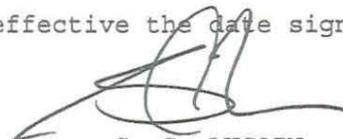
(d) Provide total cost to MAGTFTC, MCAGCC.

4. Administration and Logistics. Distribution statement A directives issued by the CG are distributed via email upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

5. Command and Signal

a. Command. This Order is applicable to all personnel under the cognizance of the CG, MAGTFTC, MCAGCC.

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


G. C. AUCOIN
Chief of Staff

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After Action/Trip Report Guidance

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CCO 5050.5A
COS

From: Rank, Name, Billet, Command/Section
To: Commanding General

Subj: AFTER ACTION TRIP REPORT ON CONFERENCES, WORKING GROUPS, SUMMITS,
TEMPORARY ACTIVE DUTY TRAINING, AND OTHER MEETINGS

Ref: (a) as applicable

Encl: (1) as applicable

1. Purpose. State the reason for MAGTFTC, MAGCC attendance.
2. MAGTFTC, MCAGCC Traveler(s). By grade and name.
3. General Officers present. By command, grade, and name.
4. Other Attendees. By command, grade, and name.
5. Itinerary. List location(s) of meeting, inclusive dates of meeting, and bullet list of key topics/issues discussed.
6. MAGTFTC, MCAGCC Costs:
7. Discussion. Provide background, status, and way ahead.
 - a. General Officer positions/decision.
 - b. Other positions/decisions made and who made them.
 - c. Impact to MAGTFTC, MCAGCC.
 - d. Points of agreement.
 - e. Areas of contention.
 - f. Pending MAGTFTC, MCAGCC actions/follow-on meetings.
 - g. Recommended MAGTFTC, MCAGCC follow-on actions.
8. Conclusions/Recommendations. State recommended Commanding General, MAGTFTC, MCAGCC action.

[SIGNER]

Enclosure (1)