



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

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SEP 30 2014

LETTER OF INSTRUCTION 40-14

From: Commander General
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR THE MANPOWER MANAGEMENT OFFICER ASSIGNMENT VISIT

Ref: (a) MARADMIN 241/14

Encl: (1) Briefing Schedules and Interview/Counseling Locations

1. Situation. Per the reference, the Manpower Management Officer Assignment (MMOA) will visit the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) from 3 to 5 November 2014, to afford officers the opportunity to have direct personal communication with their respective occupational field monitor for career counseling and or potential future assignments.

2. Mission. To publish and provide information and assign execution responsibilities for the upcoming MMOA visit.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure all officers have the opportunity to attend the MMOA briefing and meet with their monitor.

(2) Concept of Operations. MMOA will visit the Combat Center to brief all Marine officers on assignment policies, procedures, promotion and retention information, career patterns, and other items which affect their careers. Marine officers will also be offered the opportunity to have one-on-one discussion with their monitor regarding their career and future assignments.

b. Subordinate Element Tasks

(1) Commanders, Assistant Chiefs of Staff (AC/S), Special Staff Officers, and Officers-In-Charge

(a) On the date/time indicated in the enclosure, ensure all available officers attend the required brief and encourage them to conduct one-on-one interviews with their monitor.

(b) Ensure that members of your command are seated 15 minutes prior to the start time of the designated session. Each command is responsible for their personnel accountability.

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(c) Visiting commands ensure officer interviews are scheduled by utilizing your respective unit Adjutant/S-1 to coordinate the time slots with the points of contact listed in sub-paragraph 5b.

(2) AC/S G-1

(a) Coordinate all aspects of the subject visit.

(b) Schedule appropriate in calls for the senior MMOA visiting official.

(c) Coordinate audiovisual equipment support as requested in the reference.

(d) Provide any additional support as necessary.

(3) AC/S G-4. Provide billeting spaces for all visiting personnel, if possible.

(4) AC/S G-5

(a) Publicize the visit with appropriate articles in the Observation Post and notices on the base television channel.

(b) Include the MMOA visit in the speedcall and radio broadcasts.

(5) AC/S G-6

(a) Assist with network connectivity at the interview site, Building (Bldg) 1573 on 2 November 2014. Provide name and contact information of person who will be tasked to provide support. Time for setup on 1 November 2014 will be determined at a later date.

(b) Ensure that the Intranet Web Scheduler: <https://wpt.29palms.usmc.mil/mmoa/> is accessible via the MAGTFTC, MCAGCC home page on 6 October 2014.

(6) Assistant Chief of Staff Marine Corps Community Services

(a) Ensure the base marquee advertises the upcoming MMOA visit and that the Officers' Club, Bldg 1573, is ready to accommodate officer interviews.

(b) Ensure the Mesa room is available on 2 November 2014 to setup the room for the MMOA visit.

(c) Ensure that the base theater, Bldg 1510, is ready to accommodate the MMOA Roadshow Brief at 0800 on 3 November 2014.

(d) Ensure all audio/visual equipment is operational and ready for use. Provide an employee who is experienced in running the audio/visual equipment and can open the theater for setup no later than 0715 on 3 November 2014.

4. Administration and Logistics. Distribution Statement A letters of instruction (LOIs) issued by the Commanding General are distributed via email upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/LOI.aspx>.

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5. Command and Signal

a. Command. This LOI is effective the date signed and is applicable to all active duty officers assigned to tenant and resident commands aboard the Combat Center.

b. Signal. The points of contact are Mrs. Robin Hoke at (760) 830-7348 and Mr. Mike Munden at (760) 830-7088.


J. B. HANLON
Chief of Staff

Distribution: A

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Briefing Schedules and Interview/Counseling Locations

Monday, 3 November 2014

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG#</u>
0800-0930	M&RA Brief for both Company Grade and Field Grade officers	Base Theater, Bldg 1510
1000-1700	Ground Col Interviews	Mesa Room, Officers' Club Bldg 1573
1000-1700	Ground LtCol Interviews	Mesa Room, Officers' Club Bldg 1573
1000-1700	Ground Combat Arms Majors Interviews	Mesa Room, Officers' Club Bldg 1573
1000-1700	Ground Combat Svc Spt Majors Interviews	Mesa Room, Officers' Club Bldg 1573
1000-1700	Ground Company Grade Interviews	Mesa Room, Officers' Club Bldg 1573

Tuesday, 4 November 2014

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG#</u>
0800-1700	Ground Col Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1700	Ground LtCol Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1700	Ground Combat Arms Majors Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1700	Ground Combat Svc Spt Majors Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1700	Ground Company Grade Officer Interviews	Mesa Room, Officers' Club Bldg 1573

Enclosure (1)

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Briefing Schedules and Interview/Counseling Locations

Wednesday, 5 November 2014

<u>TIME</u>	<u>EVENT</u>	<u>LOCATION/BLDG#</u>
0800-1600	Ground Col Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Ground LtCol Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Ground Combat Arms Majors Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Ground Combat Svc Spt Majors Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Ground Company Grade Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Aviation Col Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Aviation LtCol Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Aviation Ground Majors Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Rotary Wing Majors Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Fixed Wing Majors Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Aviation Ground Company Grade Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Rotary Wing Company Grade Interviews	Mesa Room, Officers' Club Bldg 1573
0800-1600	Fixed Wing Company Grade Interviews	Mesa Room, Officers' Club Bldg 1573

Enclosure (1)