



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 22 2015

LETTER OF INSTRUCTION 44-15

From: Commander General
To: Distribution List

Subj: MANPOWER MANAGEMENT OFFICER ASSIGNMENT AND MANPOWER MANAGEMENT
ENLISTED ASSIGNMENT VISIT

Ref: (a) MARADMIN 250/15

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

1. Situation. Per the reference, the Manpower Management Officer Assignment (MMOA), and the Manpower Management Enlisted Assignment (MMEA) representatives will visit the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) from 2 to 4 November 2015, to afford officers and enlisted Marines 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 and MMEA visit.

3. Execution

a. Commander's Intent and Concept of Operations

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

(2) Concept of Operations. MMOA and MMEA will visit the Combat Center to brief all Marines on assignment policies, procedures, promotion and retention information, career patterns, and other items which affect their careers. Every Marine will be offered the opportunity for a 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 and enlisted Marines attend the required brief, and encourage them to conduct an interview 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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LETTER OF INSTRUCTION 44-15

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

(2) AC/S G-1

(a) Coordinate all aspects of the subject visit.

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

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

(d) Provide any additional support, as necessary.

(3) AC/S G-3. Ensure that the Operations Training Center, Building (Bldg) 1707, is ready to accommodate the MMOA and MMEA interviews in classrooms A and C.

(4) AC/S G-4. Ensure available billeting spaces are reserved for visiting personnel. Assist them with off base lodging accommodations, as necessary.

(5) AC/S G-5

(a) Publicize the visit with appropriate articles in the Observation Post.

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

(c) Ensure that the Internet Web Scheduler: <https://portal.3maw.usmc.mil/gl/MMOA/SitePages/MMOA.aspx> is accessible via the MAGTF/TC, MCAGCC home page.

(6) AC/S G-6. Provide one Marine for network connectivity at the interview site, Bldg 1707, on 2 to 4 November 2015. Provide the name and contact information of the person who will be tasked to provide support. The time for setup on 2 November 2015 will be determined at a later date.

(7) AC/S Marine Corps Community Services

(a) Ensure the base marquee advertises the upcoming MMOA and MMEA visit.

(b) Ensure that the base theater, Bldg 1510, is ready to accommodate the MMOA and MMEA Roadshow Briefs at 0800 on 2 and 3 November 2015.

(c) 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 2 and 3 November 2015.

LETTER OF INSTRUCTION 44-15

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center LOIs can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/LOI.aspx>.

5. Command and Signal

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

b. Signal. The points of contact for officers are Mrs. Robin Hoke at (760) 830-7348 and Mr. Mike Munden at (760) 830-7088. The point of contact for enlisted matters is Gunnery Sergeant William Ison at (760) 830-6570.


J. F. HARP
Chief of Staff

Distribution: A

LETTER OF INSTRUCTION 44-15

Briefing Schedules and Interview/Counseling Locations

Monday, 2 November 2015

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG#</u>
0800-0930	Officer Manpower Overview Brief	Base Theater, Bldg 1510
1000-1100	Regiment/Group Battalion/Squadron Commander/SGTSMaj SNCOS	Bldg 1707, Classroom A & C
1000-1700	Interviews Officer and Enlisted	Bldg 1707, Classroom A & C
1000-1700	DCS interviews	Bldg 1707, Classroom A & C

Tuesday, 3 November 2015

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG#</u>
0800-0900	FTAP Brief FY16/FY17 Sgts and above	Base Theater, Bldg 1510
0800-1700	Career Counselor interviews	Bldg 1707, Classroom A & C
0800-1700	Interviews Officer and Enlisted	Bldg 1707, Classroom A & C
0800-1700	DCS interviews	Bldg 1707, Classroom A & C

Wednesday, 4 November 2015

<u>TIME</u>	<u>EVENT</u>	<u>LOCATION/BLDG#</u>
0800-1700	Career Counselor interviews	Bldg 1707, Classroom A & C
0800-1700	Interviews Officer and Enlisted	Bldg 1707, Classroom A & C
0800-1700	DCS interviews	Bldg 1707, Classroom A & C

NOTE 1: THE ENLISTED CAREER COUNSELORS WILL ONLY BE ON DECK NOVEMBER 3RD & 4TH. IF YOU WANT TO SEE THE CAREER COUNSELOR, PRINT OUT AND BRING YOUR MASTER BRIEF SHEET WITH YOU.

NOTE 2: PLEASE GET YOUR MARINES TO THE BRIEFS IN THE BASE THEATER. THEY ARE VERY INFORMATIVE, ESPECIALLY FOR YOUR YOUNG MARINES, FY16/17 FIRST TERMERS.

NOTE 3: IF YOUR MONITOR IS NOT ON THE LIST, YOU WILL BE ABLE TO UTILIZE DCS TO TALK TO YOUR MONITOR OR HIS/HER REPRESENTATIVE.