



**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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OCT 19 2015

LETTER OF INSTRUCTION 51-15

From: Commanding General  
To: Distribution List

Subj: COMMANDERS' CONFERENCE

Encl: (1) Commanders' Conference Agenda  
(2) Attendees for Commanders' Conference  
(3) Spouse's Agenda (TBI)  
(4) Senior Enlisted's Agenda (TBI)

1. Situation. Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) is hosting the semiannual Commanders' Conference, to provide a venue for Commanders, Assistant Chiefs of Staff (ACs/S), and Senior Enlisted Leaders to discuss pertinent topics and issues in a guided, yet collaborative environment, in order to develop situational awareness and enhance unity of effort across the command. Separate schedule's for spouses and Senior Enlisted Advisors will be developed and distributed separately.

2. Mission. MAGTFTC, MCAGCC subordinate Commanders, ACs/S, Senior Enlisted Leaders, spouses, and selected staff will conduct an onsite Commanders' Conference on 12 November 2015, in the Commanding General's (CG) Conference Room, in order to discuss issues of importance to the health of our Corps and the direction of the command.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This conference will provide commanders and selected staff with information and guidance on issues of priority to the CG, and provide a forum in which to discuss important issues of mutual concern to the CG, Commanders and senior enlisted advisors. Attendance is by direction of the CG only.

(2) Concept of Operations

(a) The event will take place in four phases:

1. Phase I is the coordinating phase and begins upon receipt of this Letter of Instruction (LOI).

2. Phase II is the preparation phase, which begins upon departure from home stations and concludes when all conference participants and supporting staff have arrived at the conference destination.

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3. Phase III is the execution phase and concludes when all conference participants and supporting staff have safely returned to their home stations.

4. Phase IV is the after action phase, which begins upon conclusion of phase III and ends with the publication of the after action report.

(b) The Action Officer (AO) is Captain Mirsch MAGTFTC, MCAGCC G-3 Operations, phone: (760) 830-1885, e-mail: andrew.mirsch@usmc.mil.

b. Subordinate Element Missions

(1) MAGTFTC, MCAGCC Sergeant Major. Coordinate the Senior Enlisted Advisor Program.

(2) AC/S G-3

(a) Receive the Commander's intent and ensure that the event meets his expectations.

(b) Assume overall responsibility for the event.

(c) Employ the principles of Operational Risk management and ensure the conference is safely executed.

(d) No later than 5 November 2015, collect all unclassified briefs and create a read ahead binder for the CG.

(e) Conduct a coordination meeting on 6 November 2015, for all staff.

(f) Arrange for all required audiovisual support.

(g) Perform operational checks on all audiovisual equipment on 12 November 2015, and ensure that all briefs are compatible with conference center software.

(h) Provide a template to all commands submitting briefs no later than 26 October 2015.

(3) Protocol Officer

(a) Arrange a billeting plan and make reservations for conference participants who may or may not stay aboard the Combat Center.

(b) Reserve the CG's Conference Room from 0700-1630 on 12 November 2015.

(c) Coordinate meals and dining locations, as necessary.

(d) Coordinate the program for the spouses.

(3) Staff Secretary

(a) Assist the Staff in coordinating the event.

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(b) Ensure command information requiring the CG's action during the conference is quickly brought to his attention.

(c) Be thoroughly familiar with the conference plan in order to successfully address and resolve issues as they arise.

c. Coordinating Instructions

(1) Commanders, ACs/S, and MAGTF/TC staff sections, will provide briefs according to the agenda and must forward an electronic copy of their briefs to the AO no later than 5 November 2015.

(2) All persons scheduled to present briefs at the conference will attend the final coordination meeting with the Chief of Staff on 6 November 2015.

(3) Fee for the no host dinner is \$25 per attendee.

(4) The snack fee for the conference is \$5 per attendee.

(5) All attendees for the conference will RSVP with the G-3 AO. Those attending the dinner must also submit an RSVP for the dinner to the MAGTF/TC Protocol Office.

4. Administration and Logistics

a. The draft agenda and location are found in enclosure (1).

b. The designated support staff is:

(1) Captain Gantz, Aide De Camp.

(2) Mrs. Cruse, Protocol Officer.

(3) Mr. Clancy, Protocol Assistant.

c. The uniform for the conference is the seasonal Marine pattern Marine Corps Combat Utility Uniform.

d. Attendees are responsible for using their own funding lines to cover temporary additional duty costs. Exceptions may be discussed with the CG.

e. Designated attendees, by name, are found in enclosure (2).

f. Enclosures (3) and (4) will be provided separately.

5. Command and Signal

a. Command

(1) The CG will be the senior attendee at the conference.

(2) The Chief of Staff will direct the support staff during the conference.

(3) This LOI is applicable to active-duty, reserve, and civilian personnel participating in this conference.

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

b. Signal

(1) Communication between Twentynine Palms and the conference site will be via cell phone.

(a) Aide de Camp, Captain Gantz: (760) 401-0776.

(b) Chief of Staff, Colonel Harp: (760) 401-9408.

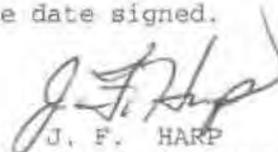
(c) Protocol Officer, Mrs. Cruse: (760) 401-0160.

(d) Mr. Clancy: (760) 830-7367.

(e) AO, G-3 Operations, Captain Mirsch (760) 830-1885

(f) Staff Secretary, Major Burgan: (760) 830-7070

(2) This LOI is effective the date signed.

  
J. F. HARP  
Chief of Staff

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Commanders' Conference Agenda

Time	Topic/Event	Briefer
0800-0845	CG Opening remarks and general discussion	CG
0845-0930	Review of ITX, MTNEX, TALONEX costs	G-8, G-3
0930-1030	ITX/MTNEX alignment discussion/BSTP support	G-3, MCTOG
1030-1045	Break	
1045-1145	General unified common scenario update and way ahead	G-3
1145-1300	Working lunch, overview/discussion of LSE 16	G-3
1300-1330	CPX development tool demonstrations	MCLOG
1330-1415	MCCES Overview	CO MCCES
1415-1430	Break	
1430-1515	MAGTFTC role in MAGTF experimentation	G-3
1515-1615	Brief on results of Ground Warrior 15	MCTOG
1615-1630	Wrap up/CG's closing comments	CG
1630-1800	Executive time/PT	
1800-1900	Cocktails	
1900-2030	Dinner	

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Attendees for Commanders' Conference

1. The people in the below list are invited, with their spouses, to attend the commander's conference, to include the evening dinner and social.

Attendee	Unit	Spouse
LtCol Sanchez	HQBn	TBI with spouse's agenda
SgtMaj Leal	HQBn	TBI with spouse's agenda
Col Wonson	MCTOG	TBI with spouse's agenda
MGySgt Lowe	MCTOG	TBI with spouse's agenda
Col Cook	MCLOG	TBI with spouse's agenda
MGySgt Garcia	MCLOG	TBI with spouse's agenda
Col Kennedy	TTECG	TBI with spouse's agenda
MGySgt Hernandez	TTECG	TBI with spouse's agenda
Col Adams	MAWTS-1	TBI with spouse's agenda
TBD	MAWTS-1	TBI with spouse's agenda
Col Leonard	MCMWTC	TBI with spouse's agenda
SgtMaj Brunner	MCMWTC	TBI with spouse's agenda

2. The people in the below list are invited to attend the commander's conference for the briefing portion in the CG's conference room.

Attendee	Unit
Ms. Barnes	G-1
Col Sellers	G-3
Col Wylie	G-4
Mr. Ricker	G-5
Col Rowe	G-6
LtCol Welch	G-7
LtCol Gilchrist	G-8
LtCol Marilao	MCCS