



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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MAR 24 2016

LETTER OF INSTRUCTION 16-16

From: Commanding General
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR HEADQUARTERS MARINE CORPS CASUALTY
ASSISTANCE CALLS OFFICER TRAINING

Ref: (a) MCO 3040.4
(b) DoDI 1300.18

Encl: (1) CACO Roster

1. Situation. On 19 April 2016, Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center will host the annual Headquarters Marine Corps (HQMC) Casualty Branch training roadshow. HQMC will provide two briefers to conduct on-site training that fulfills the Casualty Assistance Calls Officer (CACO) requirements.

2. Mission. Provide CACO training for Officers and Staff Noncommissioned Officers (SNCOs), per the references.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To increase the available pool of formally trained Officer and SNCO CACOs.

(2) Concept of Operations

(a) This training event will be held at 0800 on 19 April 2016, at the Base Theater.

(b) Training Schedule

0800-0815: Chief of Staff Opening Remarks
0815-1200: Modules 1-4
1200-1300: Chow
1300-1315: Base Chaplain Remarks
1315-1630: Modules 5-8

(c) All available Combat Center Officers, SNCOs, and appointed Casualty Assistance Calls Representatives are encouraged to attend.

(d) All attendees must bring a copy of their Record of Emergency Data to use as a point of reference during the training.

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(e) Tenant command Officers and SNCOs are invited to attend.

(f) The uniform for the event is the prescribed Uniform of the Day.

b. Subordinate Element Missions

(1) Assistant Chief of Staff G-1, Adjutant

(a) Plan and coordinate the event.

(b) Maintain the registration list.

(c) Provide an electronic roster of attendees to the Installation Personnel Administration Center (IPAC).

(2) Assistant Chief of Staff Religious Ministries. Provide a Chaplain who has responded with a CACO in the execution of their duties and is able to present a short explanation of his or her experiences.

(3) IPAC. Run the training event code (CS) for all attendees for entry in their Basic Training Record.

4. Administration and Logistics

a. Administration

(1) Points of Contact

(a) Event Coordinator: First Lieutenant Ciara Desse
(760) 830-8692 or ciara.desse@usmc.mil.

(b) HQMC CACO Operations Officer: Captain Louis Feaman
(703) 432-9519 or louis.feaman@usmc.mil.

(2) All units will submit by-name rosters of attendees for this training event to the event coordinator no later than 12 April 2016, utilizing enclosure (1) as a template.

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

b. Logistics

(1) There are 1,114 seats available for this CACO training. These seats are available on a first-come, first-served basis.

(2) Attendance rosters will be submitted to IPAC the day following the training event in order to be entered on the attendees' military training records.

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5. Command and Signal

a. Command. This LOI is applicable to Officers and SNCOs aboard this Installation.

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


J. F. HARP
Chief of Staff

Distribution: A

