



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 09 2016

LETTER OF INSTRUCTION 43-16

From: Commanding General
To: Distribution List

Subj: MANPOWER MANAGEMENT OFFICER ASSIGNMENT VISIT

Ref: (a) MARADMIN 281/16

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

1. Situation. Per the reference, the Manpower Management Officer Assignment (MMOA) representatives will visit the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) from 31 October 2016 to 2 November 2016, to afford Marine 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, 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 could affect their careers. Marine officers will also 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 attend the manpower brief, and encourage them to conduct an interview with their monitor. Marine officers must use the link provided in paragraph 4b of this Order to schedule an interview appointment 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 43-16

(c) Visiting commands will ensure that interviews are scheduled by utilizing your respective unit Adjutant/S-1 to coordinate the time slots with the points of contact provided 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 visiting official, to include an office call with the MAGTFTC, MCAGCC Commanding General and Chief of Staff to identify and discuss key billet holders that will transfer within the next year.

(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 available.

(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.

(c) Ensure that the SharePoint Web Scheduler link: <https://portal.3maw.usmc.mil/g1/MMOA/SitePages/MMOA.aspx> is accessible via the MAGTFTC, MCAGCC home page on 15 September 2016.

(5) AC/S G-6. Provide one Marine for network connectivity at the interview site, Building (Bldg) 1573, on 28 October 2016, and also to be on call during the duration of the visit from 31 October 2016 to 2 November 2016. Provide the name and contact information of the person who will be tasked to provide support.

(6) AC/S Marine Corps Community Services

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

(b) Ensure that the Officers' Club, Bldg 1573, is ready to accommodate the MMOA interviews.

(c) Ensure that the Base Theater, Bldg 1510, is ready to accommodate the MMOA Manpower Brief at 0800 on 31 October 2016.

(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 31 October 2016.

LETTER OF INSTRUCTION 43-16

4. Administration and Logistics

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

b. Marine officers interested in meeting with their monitor are required to schedule an appointment by using the SharePoint Web Scheduler, located at <https://portal.3maw.usmc.mil/g1/MMOA/SitePages/MMOA.aspx>. This link will be accessible via the MAGTFTC, MCAGCC homepage on 15 September 2016.

5. Command and Signal

a. Command. This LOI is effective the date signed and is applicable to all active duty Marine 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. F. HARP
Chief of Staff

Distribution: A

LETTER OF INSTRUCTION 43-16

Briefing Schedules and Interview/Counseling Locations

Monday, 31 October 2016

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG#</u>
0800-0930	M&RA Manpower 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 Major Interviews	Mesa Room, Officers' Club, Bldg 1573
1000-1700	Ground Combat Svc Spt Major Interviews	Mesa Room, Officers' Club, Bldg 1573
1000-1700	Ground Company Grade Interviews	Mesa Room, Officers' Club, Bldg 1573

Tuesday, 1 November 2016

<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 Major Interviews	Mesa Room, Officers' Club, Bldg 1573
0800-1700	Ground Combat Svc Spt Major Interviews	Mesa Room, Officers' Club, Bldg 1573
0800-1700	Ground Company Grade Officer Interviews	Mesa Room, Officers' Club, Bldg 1573

Wednesday, 2 November 2016

<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 Major Interviews	Mesa Room, Officers' Club, Bldg 1573
0800-1600	Ground Combat Svc Spt Major Interviews	Mesa Room, Officers' Club, Bldg 1573

LETTER OF INSTRUCTION 43-16

Briefing Schedules and Interview/Counseling Locations

Wednesday, 2 November 2016

<u>TIME</u>	<u>EVENT</u>	<u>LOCATION/BLDG#</u>
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 Major Interviews	Mesa Room, Officers' Club, Bldg 1573
0800-1600	Rotary Wing Major 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

Enclosure (1)