



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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SEP 09 2016

LETTER OF INSTRUCTION 45-16

From: Commanding General
To: Distribution List

Subj: FISCAL YEAR 2017 MANPOWER MANAGEMENT ENLISTED ASSIGNMENT VISIT

Ref: (a) MARADMIN 369/16

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

1. Situation. Per the reference, 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 20-21 October 2016, to afford enlisted Marines the opportunity to have direct personal communication with their respective occupational field monitor for career counseling and potential future assignments.

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

3. Execution

a. Commander's Intent and Concept of Operations

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

(2) Concept of Operations. MMEA will visit the Combat Center to brief all enlisted Marines on assignment policies, procedures, promotion and retention information, career patterns, and other items which could affect their careers. Every enlisted Marine 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 enlisted Marines attend the manpower briefing, 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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(c) Visiting commands will ensure enlisted Marines are afforded the opportunity to attend the briefs and encourage them to conduct an interview with their monitor.

(2) AC/S G-1

(a) Coordinate all aspects of the subject visit.

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

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

(d) Provide MMEA with two vehicles from Southwest Region Fleet Transportation for movement across the Combat Center.

(e) 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 social media outlets.

(b) Include the MMEA visit in the speedcall and Combat Center Updates.

(5) AC/S G-6

(a) Provide three Marines or Civilians for network connectivity at the interview site, Officers' Club (Mesa Room), Building (Bldg) 1573, on 20 October 2016 and 21 October 2016. Provide the name and contact information of the personnel tasked to provide support.

(b) Ensure all internet ports are activated at the interview site no later than 19 October 2016.

(c) Ensure two phone ports are activated at the interview site no later than 19 October 2016.

(d) Ensure that phone numbers are provided for use, and that each phone line is Defense Switched Network capable.

(6) AC/S Marine Corps Community Services

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

(b) Ensure that the Officers' Club (Mesa Room), Bldg 1573, is ready to accommodate the MMEA interviews on 20 October 2016 and 21 October 2016.

(c) Ensure that the Base Theater, Bldg 1510, is ready to accommodate the MMEA Manpower Briefs at 0800 on 20 October 2016.

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(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 and equipment testing, no later than 0715, on 20 October 2016.

4. Administration and Logistics.

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center letters of instruction (LOI) can be found at <http://www.29palms.marines.mil/Staff/G1-Manpower/Adjutant-Office/Letters-of-Instruction/>.

b. The point of contact for this event is Gunnery Sergeant William J. Ison, MAGTFTC, MCAGCC Career Planner at (760) 830-6570.

5. Command and Signal

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

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



J. F. HARP
Chief of Staff

Distribution: A

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Briefing Schedules and Interview/Counseling Locations

Thursday, 20 October 2016

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>AUDIENCE</u>	<u>LOCATION/BLDG#</u>
0800-0900	Enlisted Manpower Overview Brief (NOTE 1)	Regiment/Group Battalion/Squadron Commander/SgtMaj SNCOS	Base Theater Bldg 1510
0930-1000	FTAP Brief FY17/FY18 Term Marines (NOTE 1)	All FY17/FY18 First	Base Theater Bldg 1510
1030-1130	Career Counselor Brief (NOTE 1)	Enlisted Career Marines	Base Theater Bldg 1510
0800-1700	Monitor Interviews	All Enlisted Marines	Officers' Club, Mesa Room, Bldg 1573
0800-1700	Defense Collaboration Services (DCS) Conference Call Interviews (NOTE 3)	All Enlisted Marines	Officers' Club, Mesa Room, Bldg 1573
1200-1700	Career Counselor Interviews (NOTE 2)	Enlisted Career Marines	Officers' Club, Mesa Room, Bldg 1573

Friday, 21 October 2016

<u>TIME</u>	<u>EVENT/BRIEF</u>	<u>AUDIENCE</u>	<u>LOCATION/BLDG#</u>
0800-1700	Monitor Interviews	All Enlisted Marines	Officers Club, Mesa Room, Bldg 1573
0800-1700	Career Counselor Interviews (NOTE 2)	Enlisted Career Marines	Officers' Club, Mesa Room, Bldg 1573
0800-1700	Defense Collaboration Services (DCS) Conference Call Interviews (NOTE 3)	All Enlisted Marines	Officers' Club Mesa Room, Bldg 1573

NOTE 1: PLEASE GET YOUR MARINES TO THE BRIEFS IN THE BASE THEATER. THEY ARE VERY INFORMATIVE, ESPECIALLY FOR YOUR YOUNG MARINES, FY17/18 FIRST TERMERS.

NOTE 2: IF YOU WANT TO SEE THE CAREER COUNSELOR, PRINT OUT AND BRING YOUR MASTER BRIEF SHEET WITH YOU.

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.

Enclosure (1)