



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

5000
G-1
AUG 27 2025

LETTER OF INSTRUCTION 23-25

From: Commanding General
To: Distribution List

Subj: MANPOWER MANAGEMENT OFFICER ASSIGNMENTS ROADSHOW

Ref: (a) MARADMIN 310/25

Encl: (1) Briefing Schedules and Town Hall Locations

1. Situation. Per the reference, the Headquarters Marine Corps, Manpower Management Officer Assignment (MMOA) representatives will visit the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) on 18 September 2025, 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 information and assign execution responsibilities for the upcoming fiscal year 2026 (FY26) MMOA Roadshow visit.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure all officers can attend the Manpower & Reserve Affairs (M&RA) Manpower briefing and participate in the scheduled Town Hall breakout sessions with the respective MMOA teams as noted in enclosure (1).

(2) Concept of Operations. MMOA will visit the Combat Center to brief all available Marine officers on assignment policies, procedures, promotion and retention information, career patterns, and other items which could affect their career.

b. Subordinate Element Tasks

(1) Commanders, Assistant Chiefs of Staff (ACs/S), Division Directors, Special Staff Officers, and Officers-in-Charge

(a) On 18 September 2025, ensure all available officers attend the M&RA manpower briefs. Interview scheduling instructions are provided in paragraph 4.b. of this Letter of Instruction (LOI) to schedule a one-on-one interview appointment with Marine Officer's respective 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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(2) AC/S, G-1

(a) G-1 shall be the lead agency to 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, Chief of Staff, and AC/S G-1 to discuss key billet holders that are projected to transfer within the next year.

(c) Coordinate audio/visual equipment support as requested in the reference.

(3) AC/S, G-7

(a) Publicize the visit on social media.

(b) Include the MMOA visit in the speed calls and radio broadcasts.

(4) Special Staff, Marine Corps Community Services

(a) Ensure the Base Marquee advertises the upcoming MMOA visit.

(b) Ensure that the Frontline Restaurant Mesa Room, Bldg 1573, is ready to accommodate the MMOA Town Halls.

(c) Ensure that the Base Theater, Bldg 1510, is ready to accommodate the MMOA Manpower briefs at 0800 on 18 September 2025.

(d) Ensure all audio/visual equipment is operational and ready for use. Provide an employee who is experienced in operating the audio/visual equipment and can open the theater for setup, no later than 0730, 18 September 2025.

(5) Director, Tactical Training Exercise Control Group (TTECG). Ensure TTECG's classroom is prepared to host Combat Arms Town Halls.

4. Administration and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center letters of instructions (LOI) can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-loi-library>

b. Interview Scheduling. MMOA monitors will publish their individual interview schedules via their respective websites. Access instructions for the interview will be provided via the Talent Management Engagement Platform. Priority for interviews will be given to FY26 movers.

c. The local points of contact for this visit are Mr. Michael Munden at (760) 830-7088 and Ms. Holly Redwine at (760) 830-4334.

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5. Command and Signal

a. Command. This LOI is applicable to all active-duty Marine Officers assigned to tenant units aboard the Combat Center and all commands that are under the cognizance of the Commanding General, MAGTFCTC, MCAGCC.

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



M. H. CLINGAN

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Briefing Schedules and Town Hall LocationsThursday, 18 September 2025

Thursday, September 18, 2025	0830-0930	Brief	Roadshow Brief	Base Theater
Thursday, September 18, 2025	1000-1100	Town Hall	Field Grade Town Hall - Combat Arms (CA)	TTECG Auditorium
Thursday, September 18, 2025	1000-1100	Town Hall	Company Grade Town Hall - Combat Arms (CA)	Hopkins Halll
Thursday, September 18, 2025	1000-1100	Town Hall	Field Grade Town Hall - Combat Service Support (CSS)	O' Club, Mesa Room
Thursday, September 18, 2025	1000-1100	Town Hall	Field Grade Town Hall - Information, Intelligence, Law (Info)	O' Club, Frontline
Thursday, September 18, 2025	1200-1300	Town Hall	Company Grade Town Hall - Combat Service Support (CSS)	O' Club, Mesa Room
Thursday, September 18, 2025	1200-1300	Town Hall	Company Grade Town Hall - Information, Intelligence, Law (Info)	O' Club, Frontline