



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

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G-1 A
JAN 31 2024

LETTER OF INSTRUCTION 3-24

From: Commanding General
To: Distribution List

Subj: FISCAL YEAR 2024 CASUALTY ASSISTANCE CALLS OFFICER TRAINING ROADSHOW

Ref: (a) MARADMIN 028/24

Encl: (1) CACO Trained Roster Template

1. Situation. In accordance with the reference, Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will host the annual Headquarters Marine Corps (HQMC) Casualty Branch Casualty Assistance Calls Officer (CACO) training roadshow on 29 February 2024 and 1 March 2024. HQMC Casualty Branch will provide a brief to conduct on-site training that fulfills CACO and Casualty Assistance Command Representative (CACR) training requirements.

2. Mission. Per the reference, MAGTFTC, MCAGCC will host and facilitate the CACO and CACR training aboard the Combat Center. CACO training is for all officers and Staff Noncommissioned Officers (SNCOs) to be fully CACO trained in accordance with (IAW) the reference. CACR training will be provided to unit administrators to perform CACR duties IAW the reference.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To increase the available pool of formally trained officers and SNCOs for CACO duty assignment. To increase command compliance IAW the reference through CACR support.

(2) Concept of Operations

(a) The CACO training will be open to all MAGTFTC subordinate commands and all MCAGCC tenant commands aboard the Combat Center. This training event will be located at the Protestant Chapel and is intended for the pay grades of E-6 and above. This event will be hosted by the G-1/G-8/Human Resources Office (HRO), Resource Management Directorate (RMD) Adjutant Office. CACO training will be delivered by the HQMC Casualty Branch on 29 February 2024 from 0800 to 1600.

(b) The CACR training will be open to all MAGTFTC subordinate commands and all MCAGCC tenant commands aboard the Combat Center. This training event will be located at the Protestant Chapel and is intended for the pay grades of Sergeants and above. This event will be hosted by the G-1/G-8/HRO, RMD Adjutant's Office. CACR training will be delivered by the HQMC Casualty Branch on 1 March 2024 from 0800 to 1200.

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b. Subordinate Element Missions

(1) Assistant Chief of Staff, G-1/G-8/HRO, RMD

(a) Adjutant Office

1. Liaison with the Casualty Branch, plan, and coordinate the event to meet the reference requirements.

2. Reserve the Protestant Chapel for these training events per the reference.

3. Maintain the registration list and provide an electronic roster of attendees to the Installation Personnel Administration Center (IPAC) upon completion of the training for training codes to be ran via batch diary in Marine Corps Total Force System (MCTFS).

(b) IPAC. Run the training event code (CS) in MCTFS for all attendees Basic Training Record no later than 15 March 2024.

(2) Director, Religious Ministries. Provide a Chaplain to speak at the CACO training date. The Chaplain designated will provide insight to their duties working with CACOs, commands, and next of kins.

c. Coordinating Instructions

(1) All available MAGTFTC and MCAGCC E-6s and above shall be excused from their daily routine duties to attend this CACO training event located at the Combat Center Protestant Chapel building 1541 from 0800 to 1600 on 29 February 2024.

(2) All available MAGTFTC and MCAGCC administrators that are a Sergeant or senior in rank shall be excused from their daily routine duties to attend this CACR training event located at the Combat Center Protestant Chapel building 1541 from 0800 to 1200 on 1 March 2024.

(3) All MAGTFTC units will submit by-name rosters of attendees for these training events to the Action Officer (AO) no later than 1600 on 2 February 2024 utilizing the enclosure as a template. 125 seats are available for each CACO and CACR training event. These seats are available on a first-come, first-served basis.

(4) All tenant commands are invited and highly encouraged to send their SNCOs and officers to this CACO training event to maximize their unit CACO population, and send administrators who are a Sergeant or senior in rank to the CACR training event to ensure command compliance with the reference.

(5) Attendance rosters will be submitted by the MAGTFTC, MCAGCC Adjutant Office to the IPAC following the training events for the training codes to be entered in the attendees' military training records.

(6) The AO for this event is Captain Michael A. Vazquez at (760) 830-8630 or michael.vazquez@usmc.mil.

(7) The HQMC CACO Operations Officer is Captain Jeremy Bird at (703) 432-9519 or jeremy.bird@usmc.mil.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat

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Center LOIs can be found at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant/#combat-center-loi-library>.

5. Command and Signal

a. Command. This LOI is applicable to military personnel assigned to MAGTFTC and/or stationed aboard the Combat Center.

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


S. A. GEHRIS
Chief of Staff

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