



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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G4 MRB
OCT 20 2025

LETTER OF INSTRUCTION 32-25

From: Commanding General
To: Distribution List

Subj: MARINE AIR GROUND TASK FORCE TRAINING COMMAND MARINE CORPS AIR GROUND
COMBAT CENTER MATERIEL READINESS SYMPOSIUM 3-4 DECEMBER 2025

Encl: (1) Symposium Agenda

1. Situation. Marine Air Ground Task Force (MAGTF) Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will host a Materiel Readiness (MR) Symposium 3-4 December 2025 at Building 1707. The symposium will provide a forum for Maintenance Management and Supply personnel to address current materiel readiness challenges, share best practices, and enhance coordination across maintenance management and supply functional areas.

2. Mission. From 3 to 4 December 2025, MAGTFTC, MCAGCC will host a two-day MR Symposium to provide training, discussions, and scenario-based exercises to enhance MR understanding, address systemic shortfalls, and strengthen coordination among stakeholders.

3. Execution

a. Commander's Intent. The MR symposium fosters collaboration between maintenance management and supply communities to identify and resolve recurring shortfalls, share best practices to improve readiness reporting, and establish clear lines of communication across the command. The end state is improved MR across MAGTFTC, achieved through strengthened collaboration among maintenance, supply, and operational stakeholders, resulting in greater efficiency, accuracy, and sustained combat readiness.

b. Concept of Operations

(1) Day 1 will consist of general session classes followed by functional area breakout sessions in maintenance management and supply. Sessions will be 45-50 minutes in length with a one-hour lunch break.

(2) Day 2 will consist of tactical training, tabletop scenario exercises, and afternoon briefs. Culminating in closing remarks and after-action review.

c. Subordinate Element Mission

(1) Subordinate Commanders and Directors. Ensure maximum participation from your supply, maintenance, and maintenance management personnel.

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(2) Assistant Chief of Staff (AC/S), G-3/5 MAGTF Training. Provide symposium venue support. Exercise Support Division will provide an 0411 Master Sergeant to present Logistics Systems Coordination Office (LSCO) capabilities brief.

(3) AC/S, G-4 Installation Support. Develop training material for the symposium with assigned presenters. Provide a 3047 Gunnery Sergeant to present Responsible Officer Trends brief. Provide a 3002 Captain to present a Procurement brief. Coordinate with Marine Corps Logistics Operations Group (MCLOG), Marine Corps Tactical Operations Group (MCTOG), and Tactical Training and Exercise Control Group (TTECG) to develop situation base training in concert with tabletop scenario for Day 2 of the symposium. Review and approve presentation slides no later than (NLT) 15 November 2025. Collect lessons learned, consolidate feedback, and submit an after-action report (AAR) to the Commanding General (CG), MAGTFTC, NLT 15 December 2025. This AAR will include a proposed framework for standardizing internal inspections and reporting requirements across commands.

(4) AC/S, G-6 Communications. Provide audio and visual support as requested.

d. Coordinating Instructions

(1) All MAGTFTC personnel with billets related to Maintenance Management (0411, 0402, Maintenance Officers/Chiefs) or Supply (3043/47/51, 3002) are required to attend the symposium. Civilians within the logistics fields are authorized to attend this training event at the discretion of their command.

(a) MAGTFTC supply, maintenance, and maintenance management personnel aboard MCAGCC will participate in person.

(b) Supply and maintenance management personnel from MAGTFTC subordinate commands stationed outside of MCAGCC will participate via Teams.

(2) MCAGCC tenant commands' supply and maintenance management personnel are encouraged but not required to attend.

(3) Symposium check-in will be conducted at Building 1707 lobby beginning at 0730 on 3 December 2025.

(4) Training will be made available via Teams for civilian personnel performing in these capacities to meet DoD requirements and for Marines assigned to commands not physically located aboard MCAGCC.

(5) Final agenda is provided as enclosure (1). Any changes will be promulgated via separate correspondence.

(6) Each command/section will provide point of contact information and tentative participation numbers to the G-4 Material Readiness Branch (MRB) NLT 10 November 2025.

5. Administration and Logistics

a. Administration

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

(2) Registration for this event is available via the MAGTFTC MRB ERA at [https://usmc.sharepoint-mil.us/sites/TECOM MAGTFTC G4 MRB/erav2.0/SiteAssets/Event-Registration/MAGTFTC%20Event%20Registration%20ERA.aspx](https://usmc.sharepoint-mil.us/sites/TECOM%20MAGTFTC%20G4%20MRB/erav2.0/SiteAssets/Event-Registration/MAGTFTC%20Event%20Registration%20ERA.aspx).

b. Logistics. Symposium training materials and this LOI will be available via the MAGTFTC MCAGCC Materiel Readiness Branch Teams under the Training Channel.


6. Command and Signal

a. Command

(1) Symposium OIC: Ms. Autumn Fusco, G-4 MRB, 760-830-6601.

(2) Symposium NCOIC: MGySgt Jesse Washburn, Consolidated Logistics Division (CLD), 760-830-3469.

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


M. H. CLINGAN

DISTRIBUTION: A

Copy to:

MAGTFTC (All Hands)

MCAGCC (Tenant Commands)

MAGTFTC Materiel Readiness Symposium Agenda

Day 1 - 3 December

0730 - Check-in (Bldg 1707 Lobby)

0800 - CG Opening Statement

General Sessions

0830 Class 1: Data Plates & the Golden Rule - TBD (Combat Logistics Company-13)

0940 Class 2: RO Training: "Critical Tasks Requiring Awareness" - GySgt Aguirre (Consolidated Material Support Center (CMSC)), GySgt Perez (Marine Corps Communications Electronics School (MCCES))

1040 Class 3: Defense Logistics Agency (DLA) Class - Darren Campbell (DLA Representative)

Break for Lunch

1300 - Split to Breakout Groups

Breakout Group - Maintenance Management

1300 Beyond the Analyzer - Autumn Fusco (G-4 MRB)

1400 Internal Inspections - TBD

1500 LSCO Support - MSgt Blanco (Exercise Support Division)

Breakout - Supply

1300 Beyond the Analyzer - MGySgt Flores (MCCES)

1400 Procurement: Fund Holder Requirements & Shortfalls - Capt Ohara (CMSC)

1500 Combat Service Support - MGySgt Washburn (CLD)

Day 2 - 4 December

General Sessions

0800 Tactical Training (TTECG / MCTOG / MCLOG)

0900 Tabletop / Scenario Exercise (small group breakout)

1200 Break for lunch

1300 Small-group Afternoon Briefs

1500 Closing Remarks and Enterprise Resource Planning (ERP) Collection