



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
RMD 3F

AUG 28 2020

LETTER OF INSTRUCTION 17-20

From: Commanding General
To: Distribution List

Subj: FISCAL YEAR 2021 MANPOWER MANAGEMENT OFFICER ASSIGNMENT VIRTUAL
COMMAND VISIT

Ref: MARADMIN 410/20

1. Situation. Per the reference, this year's Manpower Management Officer Assignment (MMOA) command visit will be a virtual event in response to the global COVID-19 pandemic. The Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) remains dedicated to the Marine Officer community to help ensure effective communication with MMOA during the Fiscal Year 2021 (FY21) personnel assignment season. This year's MMOA virtual visit is scheduled from 10-11 September 2020, to afford Marine officers the opportunity to have direct and personal dialogue with their respective occupational field monitor for career counseling and potential future assignments.

2. Mission. The virtual command visit is designed to update commands on Manpower Management policy issues and to provide Marines with an opportunity to communicate with MMOA during key assignment decision points.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure all officers have the opportunity to engage either by video or telephone for a one-on-one discussion with their respective monitor. MMOA will publish the Manpower brief to educate Commanders, Officers and senior leaders on the latest assignments, policies, procedures, and retention guidelines.

(2) Concept of Operations

(a) Manpower Brief. Officers and leaders are encouraged to view the prerecorded MMOA Manpower Brief at the following website: <https://www.manpower.usmc.mil/webcenter/portal/MMOA/page17>. This brief is for all Marine officers to review current assignment policies, procedures, promotion/retention information, career patterns, and other subjects which could affect their or their Marine's careers.

(b) Virtual Monitor Engagements. The primary software used to conduct virtual engagement will be MarineNet Adobe Connect. Virtual interview scheduling will be available on the MMOA Roadshow website at

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<https://www.manpower.usmc.mil/webcenter/portal/MMOA/page17>. During registration, officers will elect a virtual interview via webcam or a standard office phone. Access instructions will be provided via confirmation email. Registration for interviews will close 48 hours prior to the MAGTFTC, MCAGCC's planned MMOA visit dates.

(1) Priority 1. Officers that will receive Permanent Change of Station orders during FY21 will have first priority for scheduling interview times.

(2) Priority 2. All other officers at the locations/dates specified for each command indicated in reference (a). MAGTFTC, MCAGCC's MMOA virtual visit is scheduled for 10-11 September 2020.

b. Subordinate Element Missions

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

(a) Ensure all officers have received or have access to this Letter of Instruction (LOI) for specific guidance for this year's MMOA virtual brief and the virtual interview process provided in this LOI.

(b) Ensure that members of your command with an appointment are present for their scheduled interview sessions.

(2) AC/S Resource Management Directorate

(a) Identify a Point of Contact (POC) for each Command, Directorate and Organization to assist with their officer's MMOA virtual visit. These POCs will be within each organization's Adjutant/S-1.

(b) Assist with any coordination as needed for the Command, Directorate, and organization's Adjutant/S-1 for the MMOA virtual visit.

(3) Director, Government and External Affairs

(a) Publicize the MMOA virtual visit on all social media sites to include the MMOA roadshow website link that officers and leaders can access to register for virtual interview scheduling and to view the MMOA Manpower Brief. Website: <https://www.manpower.usmc.mil/webcenter/portal/MMOA/page17>.

(b) Include the MMOA virtual visit in the speedcall, radio broadcasts, and all social media.

(4) AC/S Communications Directorate. Serve as the point of contact in case of internet connectivity issues that may arise during the MMOA virtual visit 10-11 September 2020.

(5) AC/S Installation Support Directorate, Marine Corps Community Services. Ensure the base marquee advertises the upcoming MMOA virtual roadshow.

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c. Tenant Commands and Units aboard MCAGCC

(a) Ensure all officers have received and have access to this LOI for specific guidance for this year's MMOA virtual brief and virtual interview process.

(b) Ensure your Command or Unit has a designated POC within your Adjutant/S-1 to assist with any questions or issues during this year's Virtual MMOA Roadshow dates and times allotted for MCAGCC, Twentynine Palms, CA.

4. Administration and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center LOIs can be found at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Letters-of-Instruction/>.

b. Marine Officers interested in this year's virtual interviews with their monitor are required to schedule an appointment by using the publicized website at: <https://www.manpower.usmc.mil/webcenter/portal/MMOA/page17>.

c. The POCs for MAGTF/TC, MCAGCC are Mr. Michael Munden at (760) 830-7088 and Mrs. Robin Hoke at (760) 830-7348.

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.



D. A. SUGGS
Chief of Staff

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