UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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CAMP PENDLETON, CA 92055-5300

1326
G-1/CARPLNR
SEP 9 2016

LETTER OF INSTRUCTION 15-16

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR THE ENLISTED ASSIGNMENT BRANCH COMMAND VISIT DURING THE PERIOD OF 17 THROUGH 21 OCTOBER 2016

Ref: (a) CMC WASHINGTON DC MRA MM 150723Z Jul 16 (MARADMIN 369/16)

Encl: (1) West Coast FTAP/STAP Briefing Schedule

1. Situation. Manpower Management Enlisted Assignments (MMEA) Branch, Headquarters Marine Corps (HQMC), will visit Marine Corps Base Camp Pendleton, Marine Corps Air Station (MCAS) Miramar, Marine Corps Air-Ground Combat Center (MCAGCC) 29 Palms, and MCAS Yuma during the subject period.

2. Mission. MMEA will visit designated West Coast commands to disseminate manpower management issues and policy changes to individual Marines, commanders, and staff to increase situational awareness regarding enlisted career advancement opportunities in order to ensure Marines make well-informed career decisions.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of these visits is to better support commanders and their Marines when making assignment decisions and strengthen communication between I Marine Expeditionary Force (MEF) units and MMEA. All Marines and their leadership are highly encouraged to attend.

(2) Concept of Operations

(a) First Term Alignment Plan (FTAP) and Subsequent Term Alignment Plan (STAP) Briefs, Monitors, and Counselors. Informational briefs targeting first term and career active duty enlisted Marines will be provided. The date, time, and location for the monitors, counselors, and each brief are denoted in enclosure (1). Marines are encouraged to attend their respective briefs prior to meeting with monitors and counselors.

(b) MMEA Command Overview Brief. This brief will cover awareness of enlisted manpower issues which include assignments, planning, staffing, and unit cohesion.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Tasks

(1) Assistant Chief of Staff (AC/S) G-1, I MEF

(a) Coordinate the overall visit to Marine Corps Base Camp Pendleton for MMEA, to include in calls and out briefs.

(b) Make liaison with the Career Planner, Marine Corps Installations West (MCI-W) to ensure:

1. At designated locations, adequate venues to accommodate the MMEA Command Visit schedule.

2. Network connectivity to accommodate up to 30 laptop computers at each monitor interview site, to include a team to troubleshoot information technology (IT) issue at each site.

3. Three MCEN-N laptops have connectivity to facilitate DCS conference call with MMEA and PMOS Monitors not in attendance.

4. Each site has audio-visual support, projection capability, and computer (internet) access available for all briefs, interviews and counseling sessions.

(2) Commanding General, MCI-W. Request help to items listed in paragraph 3b(1)(b) at designated locations listed in the enclosure.

(3) Commanding General, MSCs. Ensure widest dissemination of information pertaining to the MMEA visit. Ensure all available Marines and their leadership are afforded the opportunity to attend the briefs.

(4) Commanding Officer, MSEs. Ensure widest dissemination of information pertaining to the MMEA visit. Ensure all available Marines and their leadership are afforded the opportunity to attend the briefs.

4. Administration and Logistics. All personnel attending briefs, speaking with monitors or career counselors will be in the uniform of the day. All Career Planners will be in the seasonal dress uniform.

5. Command and Signal

a. Command. This LOI is applicable to all I MEF active duty Marines. Contact the following Career Planners for all questions and concerns regarding this LOI:

(a) I MEF - MGySgt Marcus L. Cook, at DSN 361-3881 or e-mail: marcus.cook@usmc.mil.

(b) MCIWEST - MSgt Daniel L. Mintz, at DSN 361-1949 or e-mail: daniel.mintz@usmc.mil.

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(c) 1ST MARDIV - MSgt Arbenz A. Cruz, at DSN 361-0110 or e-mail: Arbenz.cruz@usmc.mil.

(d) 1ST MLG - MSgt Benjamin L. Jones, at DSN 365-5344 or e-mail: benjamin.l.jones@usmc.mil.

(e) 3D MAW - MSgt Bryant P. Lodge, at DSN 267-7350 or e-mail: lodge.bryant@usmc.mil.

(f) I MHG - GySgt Abraham Gonzalez, at DSN 361-4785 or e-mail: abraham.gonzalez1@usmc.mil.

(g) 11th Marine Expeditionary Unit (MEU) - Sgt Jojadys Hernandez, at DSN 361- 3826 or e-mail: jojadys.hernandez@usmc.mil.

(h) 13th MEU - SSgt Joshua Ambrose, at DSN 365-3562 or e-mail: joshua.ambrose@usmc.mil.

(i) 15th MEU - GySgt Aquiles C. Rendon, at DSN 365-1940 or e-mail: aquiles.c.rendon@usmc.mil.

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

P. T. MORGAN
By direction

DISTRIBUTION: I,II

Copy to: CG, MCI West, Camp Pendleton

SEP 0 2016

West Coast FTAP/STAP Briefing Schedule

TIME	MONDAY, 17 OCTOBER (CAMP PEND/MIRAMAR, CA)	PERSONNEL INVOLVED	TARGET AUDIENCE	LOCATION	LEAD
0800-0930	ENLISTED MANPOWER OVERVIEW BRIEF	SGTMAJ CARTER	SGTs & ABOVE	CAMP PENDLETON, UNIT EVENT CENTER, BLDG, 1795	1ST MARDIV
1000-1130	CAREER COUNSELOR INTERVIEWS	CAREER COUNSELOR	SGTs & ABOVE	CAMP PENDLETON, UNIT EVENT CENTER, BLDG, 1795	1ST MARDIV
1130-1230	FTAP BRIEF	GYSGT JOHNSON	FY17/18 FTAP MARINES	CAMP PENDLETON, UNIT EVENT CENTER, BLDG, 1795	1ST MARDIV
0800-TBD	MONITOR INTERVIEWS	MMEA 22 & 23 MONITORS	ENLISTED MARINES	CAMP PENDLETON, STATION CLASSROOM	1ST MARDIV
0800-TBD	CAREER COUNSELOR INTERVIEWS	CAREER COUNSELOR	SGTs & ABOVE	CAMP PENDLETON, STATION CLASSROOM	1ST MARDIV
0800-TBD	MONITOR INTERVIEWS	MMEA-24 MONITORS	ENLISTED MARINES	MIRAMAR, CA, CBQ CONFERENCE ROOM	3D MAW
TIME	**TUESDAY, 18 OCTOBER (CAMP PEND/MIRAMAR, CA)**	**PERSONNEL INVOLVED**	**TARGET AUDIENCE**	**LOCATION**	
0800-0930	ENLISTED MANPOWER OVERVIEW BRIEF	SGTMAJ CARTER	SGTs & ABOVE	MIRAMAR, CA, BASE THEATER	3D MAW
0930-1030	CAREER COUNSELOR INTERVIEWS	CAREER COUNSELOR	FY17/18 FTAP MARINES	MIRAMAR, CA, BASE THEATER	3D MAW
1030-1100	FTAP BRIEF	GYSGT JOHNSON	SGTs & ABOVE	MIRAMAR, CA, BASE THEATER	3D MAW
0800-TBD	MONITOR INTERVIEWS	MMEA 22 & 23 MONITORS	ENLISTED MARINES	MIRAMAR, CA, CBQ CONFERENCE ROOM	3D MAW
0800-TBD	MONITOR INTERVIEWS	MMEA-24 MONITORS	ENLISTED MARINES	CAMP PENDLETON, UNIT EVENT CENTER, BLDG, 1795	3D MAW
TIME	**THURSDAY, 20 OCTOBER (MCAS YUMA AZ, 29 PALMS)**	**PERSONNEL INVOLVED**	**TARGET AUDIENCE**	**LOCATION**	**LEAD**
0800-TBD	MONITOR INTERVIEWS	MMEA 22 & 24 MONITORS	ENLISTED MARINES	MCAS YUMA AZ, BASE OPS CLASS ROOM	3D MAW
0800-TBD	CAREER COUNSELOR INTERVIEWS	CAREER COUNSELOR	SGTs & ABOVE	MCAS YUMA AZ, BASE OPS CLASS ROOM	3D MAW
0800-0900	ENLISTED MANPOWER OVERVIEW BRIEF	SGTMAJ CARTER	SSGTs & ABOVE	29 PALMS BASE THEATER BLDG 1510	1STMARDIV/BASE
0930-1000	FTAP BRIEF	GYSGT JOHNSON	FY17/18 FTAP MARINES	29 PALMS BASE THEATER BLDG 1510	1STMARDIV/BASE
1030-1130	CAREER COUNSELOR INTERVIEWS	CAREER COUNSELOR	SGTs & ABOVE	29 PALMS BASE THEATER BLDG 1510	1STMARDIV/BASE
0800-TBD	MONITOR INTERVIEWS	MONITORS	ENLISTED MARINES	29 PALMS, BLDG 1707 CLASS ROOM A & C	1STMARDIV/BASE
TIME	**FRIDAY, 21 OCTOBER (MCAS YUMA AZ, 29 PALMS)**	**PERSONNEL INVOLVED**	**TARGET AUDIENCE**	**LOCATION**	**LEAD**
0800-TBD	CAREER COUNSELOR INTERVIEWS	CAREER COUNSELOR	SGTs & ABOVE	29 PALMS, BLDG 1707 CLASS ROOM A & C	29 PALMS
0800-TBD	MONITOR INTERVIEWS	MMEA MONITORS	ENLISTED MARINES	29 PALMS, BLDG 1707 CLASS ROOM A & C	29 PALMS
0800-0930	ENLISTED MANPOWER OVERVIEW BRIEF	SGTMAJ CARTER	SGTs & ABOVE	MCAS YUMA AZ, BASE THEATER	3D MAW
0930-1000	FTAP BRIEF	GYSGT JOHNSON	FY17/18 FTAP MARINES	MCAS YUMA AZ, BASE THEATER	3D MAW
1030-1130	CAREER COUNSELOR INTERVIEWS	CAREER COUNSELOR	SGTs & ABOVE	MCAS YUMA AZ, BASE OPS CLASS ROOM	3D MAW