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

CCO 5050.6A
3D

MAY 01 2015

COMBAT CENTER ORDER 5050.6A

From: Commanding General
To: Distribution List

Subj: COMMAND AND FOREIGN VISITS PROGRAM

Ref: (a) MCO 5710.6C
(b) TECOMO 5710.1
(c) TECOMO 5050.1
(d) DoD Directive 5230.20, "Visits and Assignments of Foreign Nationals," June 22, 2005
(e) MCO 5510.20B
(f) Department of Navy Foreign Disclosure Manual September 2007
(g) MARADMIN 329/13

Encl: (1) Sample Command Visit Request Form
(2) Visit Process Flow Diagrams
(3) Visit Tracker
(4) Command Brief Format
(5) High Level VIP Visit LOI Sample

1. Situation. The Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) hosts a multitude of command and foreign visits throughout the year. These visits offer opportunities to communicate our message and future requirements to leaders and decision makers who direct resources critical to MAGTFTC, MCAGCC. Additionally, foreign visits can serve to strengthen our relationship with our allies and coalition partners in support of Combatant Commanders and the Commandant's Theater Security Cooperation (TSC) Plan. To capitalize on these opportunities, each visit must be the product of a deliberate process in which all personnel understand its importance, purpose, and desired end state. In accordance with the references, this Order establishes that process.

2. Cancellation. CCO 5050.6.

3. Mission. Establish a deliberate planning process in order to properly execute all MAGTFTC, MCAGCC visits.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide a clear definition of policy governing the process, roles, and responsibilities of those who plan and execute official visits to MAGTFTC, MCAGCC subordinate commands, directorates, and tenant commands ensuring that each visit delivers the appropriate message and is conducted professionally.

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(2) Concept of Operations

(a) The essential information for each visit request is submitted to the G-3 using enclosure (1). With this information and the addition of Commander's guidance, the G-3 is responsible for the detailed planning of each visit. As per enclosure (2), planning occurs with the relevant commands and staff sections to meet the specific requirements for each visit. The developing plan is reviewed and refined to incorporate the proper hosts, tailor the appropriate message, and produce the final itinerary. The final itinerary is then reviewed to verify suitability and required support is arranged. With the proper conditions set, the protocol office and escort officer execute the itinerary for each visit.

(b) Definitions. For the purposes of this Order the following definitions apply:

1. Command Visits. All visits from elected officials, designated political appointees, U.S. Flag Officers, Senior Executive Service members, and any other visitor designated by the Commanding General (CG) or Chief of Staff (COS).

2. Foreign Visits. All visits from any official foreign country representative, or member of a foreign military service.

3. Very Important Person. Foreign and Domestic visits by elected official, designated political appointees, U.S. Flag Officers, Senior Executive Service members, and any other visitor designated as a Very Important Person (VIP) by the CG or COS.

4. In this Order "visits" refers to both Command and Foreign visits.

b. Subordinate Element Missions

(1) Commanding Officer, Headquarters Battalion. Maintain a cadre of three field grade and five company grade officers who are qualified and prepared to support visits as required.

(2) Commanding Officers, Marine Corps Tactical and Operations Group, Marine Corps Logistics Operations Group, Marine Aviation and Weapons Tactics Squadron One (MAWTS-1), Marine Corps Mountain Warfare Training Center. Provide presentations, briefings, and conduct orientations of unit specific training in support of required visits. MAWTS-1 may conduct its own coordination with Marine Corps Air Station, YUMA, regarding visits to their command.

(3) Assistant Chief of Staff (AC/S) G-1, Security Manager

(a) Work in conjunction with the MAGTFTC Foreign Disclosure Officer (FDO) to ensure visits are processed in a timely manner.

(b) Maintain a Foreign Visit Confirmation Module account in order to create a local official foreign visit if needed.

(c) Distribute approved foreign visit requests to the following units/sections with need-to-know:

1. Naval Criminal Investigative Service

2. Provost Marshal Office

3. Vehicle Registration Office

4. Protocol Officer

5. G-3 International Desk Officer

6. Command Point of Contact (POC)

7. Escort Officer

8. Training and Education Command (TECOM) FDO

(d) Collaborate with the COS when a foreign visitor requests access to the base outside of the dates established by the Foreign Visit Request (FVR).

(e) Assist Vehicle Registration with resolving foreign visitor's access to base and conduct training and education of Foreign Visit Confirmation Module so that foreign nationals on official visits can be checked in at Vehicle Registration upon arrival to the base.

(4) AC/S G-3

(a) Provide presentations and brief all issues relevant to MAGTFTC, MCAGCC operations.

(b) Provide a briefer in support of aerial tours as required.

(c) International Desk and Command Liaison Officer

1. Serve as the POC for all visits to MAGTFTC, MCAGCC.

2. Review all Combatant Commander's TSC Plans, the Commandant of the Marine Corps guidance, and TECOM Security Cooperation policy following references (a) and (b) to ensure foreign visits support TSC goals.

3. Process visits following reference (c), using enclosures (1) and (2).

4. Notify the applicable Foreign Area Officers or Regional Area Officers to support required foreign visits.

5. As appropriate, provide assistance or guidance for official visits to tenant commands aboard the MAGTFTC, MCAGCC.

6. In accordance with Protocol, develop and maintain a current itinerary for each visit incorporating MAGTFTC, MCAGCC subordinate commands, directorates or tenant commands.

7. Track office calls with the CG or COS through the Aide-de-Camp or Staff Secretary.

8. Coordinate visitor access to the Combat Center with the Protocol Officer.

9. Issue a weekly situation report highlighting new and updating the status of visits to subordinate commands, directorates, tenant units and the Protocol Officer.

10. Provide a summary of planned visits to the CG during the weekly Protocol update using enclosure (3).

11. Ensure only uniformed personnel are provided as escorts for Command visits.

12. Obtain and issue appropriate personal protective equipment to support visits as required.

13. Ensure standard command briefs comply with the format in enclosure (4) and approved by the FDO.

14. Maintain command briefs and enable access via SharePoint.

15. Schedule an operator to configure, test, and operate video telecommunications conference (VTC) equipment supporting command visits as required.

16. Perform an annual process review with subordinate commands, directorates, tenant units, and staff to re-evaluate and improve the visits program.

(d) Director, Range Management and Control Division

1. Schedule aerial tours with Mercy Air in support of command visits.

2. Coordinate use of Landing Zone - 1 with G-4 to support aerial tours.

3. Provide maps of training areas and ranges to support briefs and presentations as required.

4. Provide range orientations or safety briefs as required.

(e) Director, Combat Camera

1. Provide copies of presentations in support of required visits.

2. Provide photographic and video support to document designated visits as required for historical purposes.

(f) FDO

1. Receives initial official FVR from higher via the Foreign Visit System. After coordination within MAGTFTC, MCAGCC, Approve/Disaprove, sent via FVS. 90 days is suggested for foreign submittal of FVR.

2. Respond via email, with the approval and classification level of the requested foreign visit. Once approved by higher, the visit is automatically generated and sent to the FDO and Security Manager via the Non-secure Internet Protocol Router.

3. Notify the Security Manager and G-3 International Desk Officer of disclosure authorization

4. Coordinate with Foreign Visit POCs and escorts.

5. De-conflict foreign visits via G-3, Special Security Office, and provide final notification to COS.

6. Review and evaluate all material (regardless of classification level) planned for presentation to any foreign national for Classified Military Information or Controlled Unclassified Information in accordance with references (d) and (e).

7. Maintain files of MAGTFTC, MCAGCC USMC Foreign Visitor Contact Officers. A Contact Officer is required for long visits (30 days or more), is appointed in writing by the command, and has completed the online Contact Officer Course.

8. As issues arise, discuss with the Security Manager and offer recommendations/suggestions to COS for final decision.

(g) Historical Officer. Maintain historical summary files in order to document all visits to MAGTFTC, MCAGCC in the annual command chronology.

(5) AC/S G-4

(a) Provide presentations and brief all issues relevant to MAGTFTC, MCAGCC installations and logistics.

(b) Provide a briefer in support of aerial tours as required.

(c) Provide escort officers to support visits that are germane to the G-4.

(6) AC/S G-5

(a) Serve as the command POC for all local, County, and State Command visits to MAGTFTC, MCAGCC.

(b) Provide a Community Plans Liaison Subject Matter Expert to support command visits as required.

(c) Provide input to command briefs regarding encroachment issues around the Combat Center.

(d) Manage and escort civilian press and media aboard the Combat Center as required.

(7) AC/S G-6

(a) Be prepared to brief all issues relevant to MAGTFTC, MCAGCC communications.

(b) Provide operator for VTC equipment, Secure Internet Protocol Router only.

(8) AC/S G-7

(a) Conduct security assessments for visits as required.

(b) Regulate the Combat Center Force Protection Conditions as required for relevant visits.

(c) Ensure Vehicle Registration utilizes the Foreign Visit Confirmation Module and promptly checks in all foreign nationals on approved official foreign visit requests.

(9) AC/S G-8. Provide briefings on MAGTFTC, MCAGCC funding programs as required.

(10) Director, Tactical Training Exercise Control Group. Conduct briefs and orientations of operations and additional field training events as required.

(11) Protocol Officer

(a) Comply with TECOM policy in reference (c) and use enclosures (1) and (2) to assist the G-3 International Desk and Command Liaison Officer in coordinating all visits.

(b) Designate a single POC to monitor and evaluate the conduct of each visit during execution.

(c) Maintain continuous two way communication with the escort officer and if significant deviations in the timeline occur, notify subsequent agencies for updates to the itinerary.

(d) Coordinate access to the Combat Center for approved visitors.

(e) Obtain vehicle passes and provide placards for visitor access to the Combat Center.

(f) Coordinate ground transportation to support all visits.

(g) Coordinate billeting for all VIPs.

(h) Coordinate required meals for VIPs.

(i) Coordinate gift exchanges per regulations supporting foreign visitor gift exchanges.

(j) Provide refreshments in the CG's conference room as required.

(12) Escort Officers

(a) Understand the purpose and goals of the supported visit.

(b) Execute the final itinerary published by Protocol.

(c) Maintain communication with the protocol visit coordinator during the conduct of the visit.

(d) Follow appropriate protocol during the execution of each visit.

(e) Demonstrate a high standard of military appearance, professionalism, and bearing.

(f) Escorts will meet all foreign nationals at Vehicle Registration at the onset of the visit and will continue throughout the duration of the visit until completion.

c. Coordinating Instructions

(1) All subordinate commands, directorates and tenant units shall provide a POC for coordinating all command specific visits to the G-3 International Desk and Command Liaison Officer.

(2) Although, subordinate commands, directorates, and tenant units are authorized to approve visit requests that solely encompass their own domain the command is still required to forward all applicable information to MAGTFTC, MCAGCC G-3 to ensure proper coordination and permissions aboard the Combat Center.

(3) Refer all visit requests, not properly routed following reference (c), to the G-3 International Desk and Command Liaison Officer.

(4) Higher Headquarters Foreign Visitors Request Process. Chapter 8, Part II, paragraph 20806 of reference (f), provides specific guidance on the process of foreign visitors. All subordinate commands, directorates and tenant units will ensure familiarity with this process.

(5) Enclosure (5) is an example of a letter of instruction for a high level VIP visit that would require added coordination for things like security escort.

5. Administration and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx.

b. Forms. Enclosure (1) is the Command Visit Request Form, TECOM Form 5050/1 and can be found at https://vcepub.tecom.usmc.mil/genstaff/g-1/Adjutant/O%20%20D%20Documents/TECOM%20Form%205050-1.pdf. All former editions are obsolete and will not be accepted. The Command Visit Request Form needs to be sent from the requesting command to the Protocol office of the Marine Corps Combat Development Command.

6. Command and Signal

a. Command. This Order is applicable to all MAGTFTC, MCAGCC organizations.

b. Signal. This Order is effective date signed.

J. B. HANLON
Chief of Staff

Distribution: A

Sample Command Visit Request Form

This form should be returned to: MCCDC Protocol (Julie Abell) Email: [redacted] 703 784 6093 (Work) 703 784 3450 (FAX)		Requester Required Information Note: Request will not be supported until this form is filled out completely by the requester and returned NLT 30 days from the requested visit.
		No acronyms or abbreviations please
1	DATE OF REQUEST	
2	REQUESTER INFORMATION *(Rank, Last Name, First Name, MI, and Organization)*	
3	REQUESTER CONTACT INFORMATION *(CELL PHONE AND EMAIL)*	
4	ACTION OFFICER'S INFORMATION *(Rank, Last Name, First Name, MI, Organization and Contact information)*	
5	PRINCIPAL VISITOR'S INFORMATION *(Rank, Last Name, First Name, MI, and Organization)*	
6	REQUESTED VISIT DATE(S)/TIME	
7	TOTAL NUMBER OF PERSONNEL IN THE DELEGATION *(Please indicate the name and rank of flag level or higher)*	
8	OVERALL PURPOSE OF VISIT *(Please clearly state the purpose and intended take-away; no acronyms or abbreviations)*	
9	ADDITIONAL BACKGROUND INFORMATION *(Any pertinent additional background information that would be helpful in scoping the visit)*	
10	COMMANDS TO BE VISITED *(Please provide rank and name with purpose clearly stated for each command)*	
11	GENERAL OFFICER OFFICE CALL REQUESTED *(If your delegation has a general officer visiting an office call with an appropriate general officer will be considered. Minimum documents required to request an office call are a current biography and the purpose clearly stated. Once the office call has been approved, the requester will be required to provide information paper to include talking points as part of the read ahead package provided to the general officer)*	

SAMPLE

Sample Command Visit Request Form

12	**Has your delegation visited previously.** *(If yes, what commands where visited and when?)*	
13	**INITIATE FOREIGN VISIT REQUEST (FVR)** *(If FVR is not required, please indicate by what authority for base access)*	
14	**BILLETING REQUESTED? (Y/N)** *(Does the delegation require installation billeting)*	
15	**INTERPRETER REQUIRED? (Y/N)** *(Please indicate the name of which delegation member will provide the translation)*	
16	**TRANSPORTATION REQUESTED? (Y/N)** *(Does the delegation require transportation support? If so, please indicate specific request. If not, indicate how many vehicles will be brought aboard the installation and provide the make and model of each)*	
24	**MEAL(S) REQUESTED? (Y/N)** *(Please indicate if meals are required during the offical portion of your visit. If a meal is incorporated into any event, please identify any dietary issues/concerns)*	
25	**BIOGRAPHIES** *(Are required for any general/flag officers equivalents in your delegation?)*	
26	**ESCORT ASSIGNED** *(Please provide the name and contact information (Preferably a cellphone and email address) for the escort officer(s) assigned for your delegation?)*	
27	**GIFT EXCHANGE (Y/N)** *(Does the principal or delegation plan on an official gift exchange? Please specify the requirements)*	
28	**AUDIO/VISUAL REQUIRED (Y/N)** *(Does the delegation require any AV support? If so, please indicate the requirements)*	
29	**COMPLETE U.S. ITINERARY** *(Please provide a copy of your delegation's complete U.S. itinerary)*	
30	**COMPLETE DELEGATION ROSTER** *(Please provide ranks, names, billets, and organizations to include any escorts or embassy officials)*	

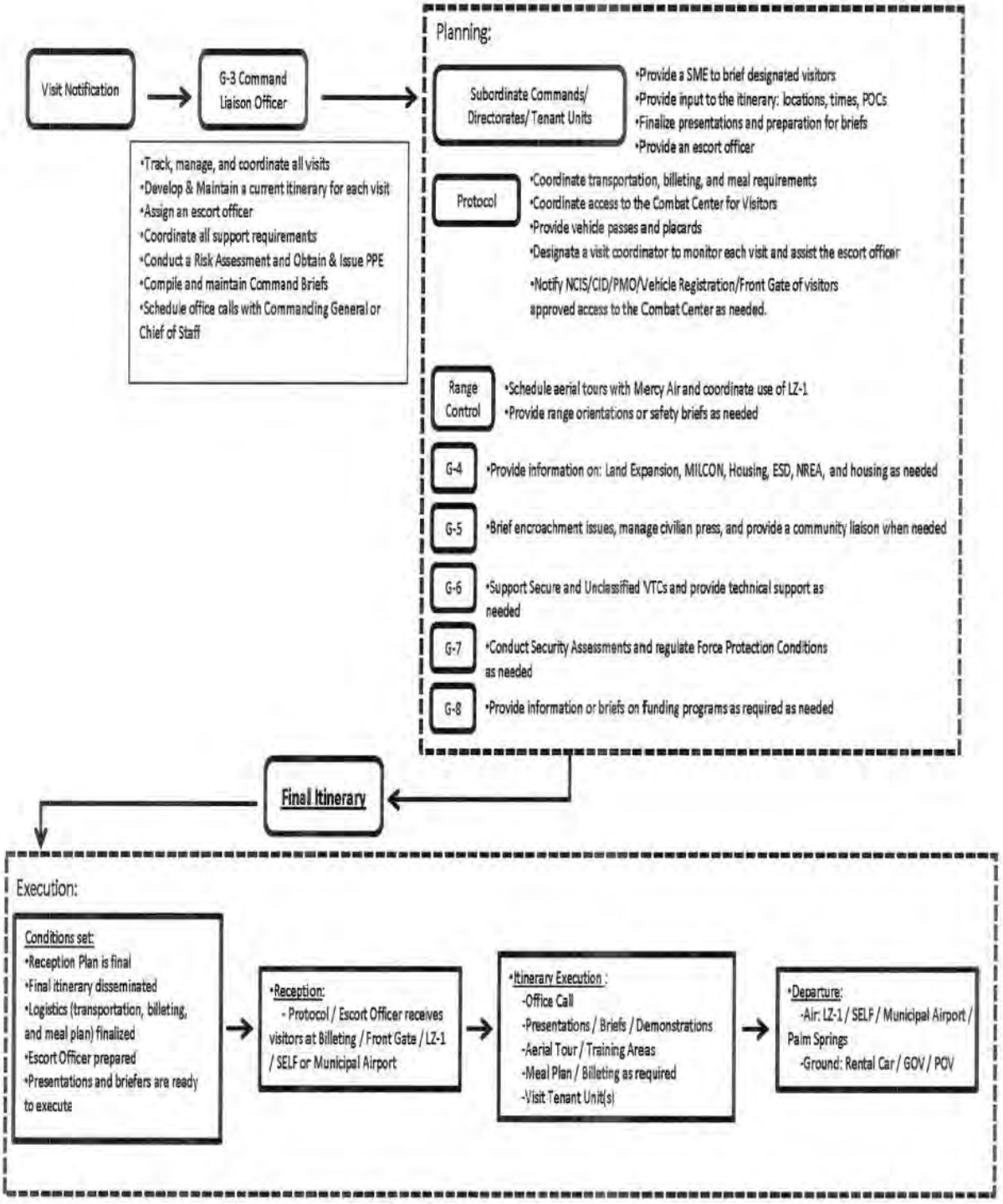
TECOM Form 5050/1 5/13(PAGE 2) PREVIOUS ADDITIONS ARE OBSOLETE Adobe Designer 7.0

SAMPLE

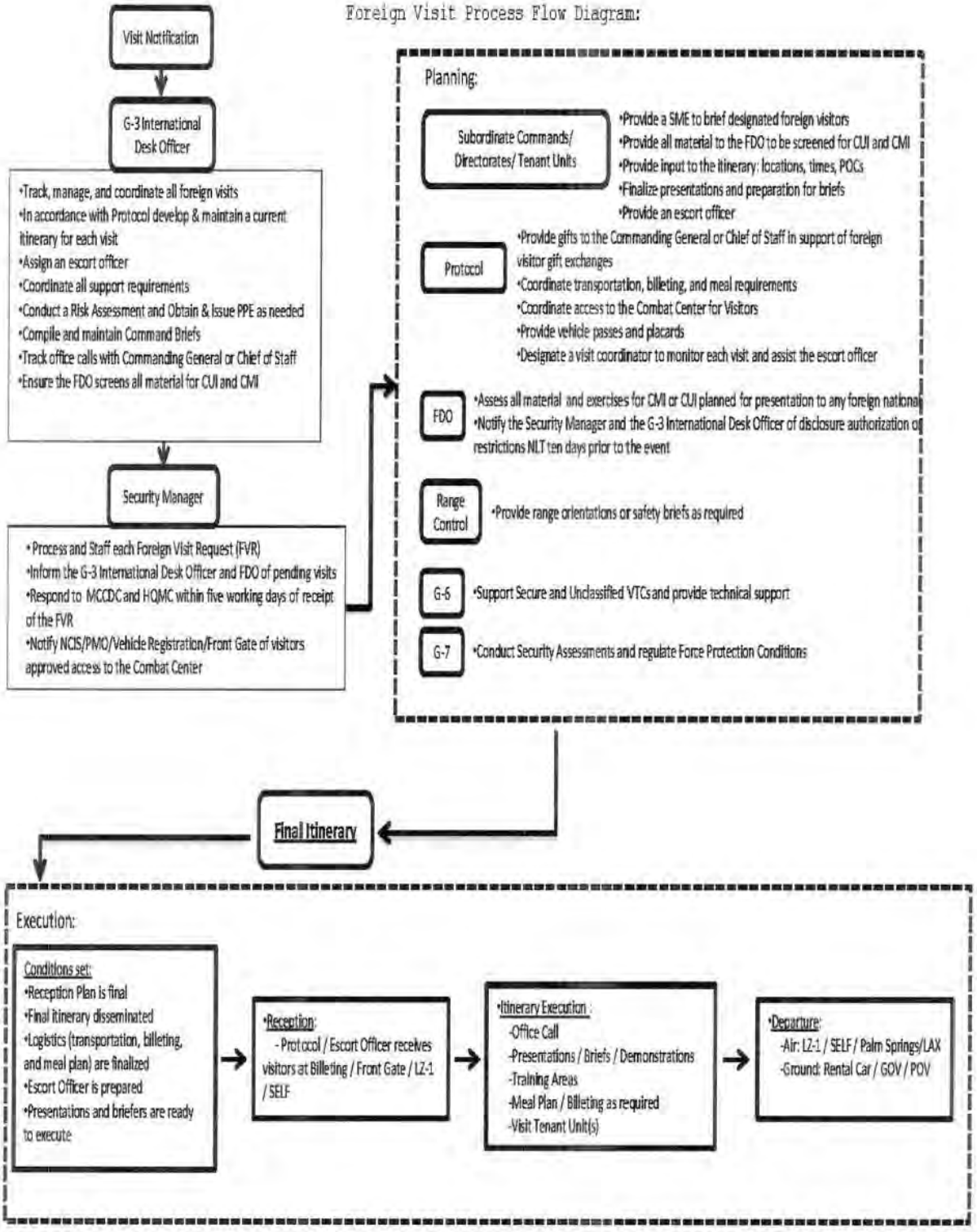
Enclosure (1)

Visit Process Flow Diagrams

Command (U.S.) Visit Process Flow Diagram:



Foreign Visit Process Flow Diagram:



Enclosure (2)

Visit Tracker

VIP Visits Tracker:

DATE:	NAME/UNIT/ORGANIZATION:	UNITS VISITING:
March		
4 – 5	LtGen Schmidle, DC A	MAGTFTC/MCAGCC/ VMU 1 & 3/MWSS-374
5	BGen Simmons, CG, Trng Cmnd	MCCES
8	Gary Sinise	MAGTFTC/MCAGCC
11	BGen Eitay Viroup, IDF, GF Chief of Inf & Paratrooper Corps Staff Talks	MAGTFTC/MCAGCC/ TTECG/MCTOG/R-800
12 – 14	LtGen Neller, Cmdr, US MarCorFor, CENTCOM,	UET 13-2/ATG/MWTC
12 – 14	MajGen Hindmarsh, Cmdr, Pres. Guard (UAE) and	MCAGCC/UET 13-2/
12 – 14	RADM Rosholt, Defense Attaché	MWTC
13 – 14	BGen Lukeman, CG, 2D MARDIV	MAGTFTC/MCAGCC/ TTECG/2/8
15 – 16	BGen Lukeman, CG, 2D MARDIV	MCMWTC
18 – 20	BGen Banta, CG, 2d MLG	MAGTFTC/MCAGCC/ TTECG/CLB-22
21 – 22	BGen Banta, CG, 2d MLG	MAWTS-1
23 – 24	Bishop Neal Buckon, Archdiocese for the Military	MCAGCC/ReiMin
April		
14 – 19	(T) Gen Amos, CMC	MAGTFTC/MCAGCC/ LS3 Demo
May		
8	EXFOB	MAGTFTC/MCAGCC/ WARTEC
(TBD)	BGen Banta, CG, 2d MLG	MCMWTC
Tentative		
(TBD)	LtGen Mills, DC CD&I	MAGTFTC/MCAGCC/ TTECG/ITX 3-13

Note: △ = change

Foreign Force Visits

Country	Unit/Individuals	PAX	Dates	Purpose	FVR/ITO	TECOM/ PLU POC
Australia	Australian Army	6	8 Jan – 8 Apr	AIST Rotation 32	AS12-A3681	Julie Abell
UK	40 Commando	?	15 – 18 Apr	Exercise BLACK ALLIGATOR 13 Range Recon	FVR Pending	John Julian/ Maj Smith
UK	7 Squadron Royal Air Force	2	16 Apr – 24 May	Planning and liaison for Ex NOCTEM WARRIOR	UK13-A1386	John Julian/ Julie Abell
Australia	1st Armored Regiment	2	17 – 23 Apr	Reconnaissance for Exercise Gold Eagle 13	AS13-A627	John Julian/ Maj Grube
UAE	PG Reconnaissance Group	Co (-)	22 Apr – 28 May	UET 13-3	FVR Pending ITO Pending	John Julian/ Maj Starace
Canada	Canadian Army infantry unit	6	27 May – 5 Jul 13	Summer Mountain Leaders Course (MWTC)		
Canada	Canadian Army infantry unit	2 2	20 May – 4 Jun 13 25 Jun – 9 Jul 13	Mountain Command, Control and Communications Course (MWTC)		
Canada	Canadian Army infantry unit	4	13 – 31 May 13	Mountain Medicine Course (MWTC)		
Canada	Canadian Army infantry unit	5	26 May – 15 Jun 13	Assault Climbers Course (MWTC)		
UK	Y Sqdrn	?	Jun/Jul	Sponsored by 2nd Radio Bn; potential exercise in Jun 13.		Maj Smith/ Capt Piet
Africa	African military communications officers	10	25 – 26 Jun	- Visit the Advance Comm Officer Course - Tour of the School House - Observe training (classroom and field training)		John Julian/ Capt Piet
Australia	1st Armored Regiment	Co (+/-)	Jul 13	Exercise Gold Eagle 13		
Canada	Canadian Army infantry unit	Co (+)	9 Aug – 26 Sep 13	SPARTAN ASCENT (MWTC)		

Command Brief Format

1. Guidelines for Slide Preparation

a. Title. Arial Font, size 44

b. Body

(1) Arial Font, size 24 (sub paragraphs font size 18).

(2) Six bullets or less per slide.

(3) Spell out uncommon acronyms prior to using abbreviations.

(4) Utilize conservative graphics, colors, and simple transitions.

(5) No sound effects.

2. Submit brief in a timely manner for screening and refinement prior to reproduction for handouts and presentation.

High Level VIP Visit LOI Sample

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

5060
3D

LETTER OF INSTRUCTION XX-XX

From: Commanding General
To: Distribution List

Subj: TEMPLATE LETTER OF INSTRUCTION FOR THE VISIT OF THE SECRETARY OF XXXXXXXX, THE HONORABLE XXXXX XXXXXXXXX

Ref: (a) CCO 5060.6A

Encl: (1) Timeline
(2) Tour Route, Day 2
(3) Protocol Duties

1. Situation. The Secretary of XXXXXXXX, the Honorable XXXXX XXXXXXXXX, is conducting a tour of Army and Marine bases. Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will be visited by him on XX Month 20XX. The primary agenda behind the tour and this visit is for the Secretary of XXXXXXX to talk to junior enlisted Marines regarding their deployment concerns.

2. Mission. To provide information and instructions for personnel participating in or supporting this visit.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding General (CG) wishes to fully support the Secretary's desire to speak with junior Marines while at MCAGCC. Furthermore, the CG would like to have the Very Important Person (VIP) group taken on a tour of selected barracks as well as viewing A Co, 1/11's artillery shoot at LEAD MOUNTAIN. Priorities of effort are in that order.

(2) Concept of Operations

(a) The MAGTFTC G-3 will organize the visit and coordinate the participation of all units.

(b) The VIP group will arrive at the Strategic Expeditionary Landing Field on XX Month IAW enclosure (1). They will be greeted by the CG and Protocol. The Secretary will be driven to the Riley House and those

members of the entourage not designated as staying there will be driven to the Distinguished Guest Quarters.

(c) On XX Month the timeline will continue and the Secretary will be taken to eat breakfast at Phelps Chow Hall [Building (Bldg) 1460] as per enclosure (2). The itinerary will continue with a command brief at the CG's conference room (Bldg 1559) given by the CG, his primary staff, and his local subordinate commanders. Tenant commands will be given the opportunity to coordinate their own briefing agendas into this session.

(d) Following the command brief, the Secretary will be driven to the base theater (Bldg 1510) for his talk with junior enlisted Marines from throughout the base. The Base Sergeant Major will coordinate the allocation of available seats throughout the subordinate and tenant commands. Marines from the exercise force will not be included.

(e) Following the talk with junior enlisted Marines, the Secretary will be given a tour of several barracks. The Base Sergeant Major will coordinate with subordinate and tenant commands to determine which barracks are toured.

(f) Following the barracks tour, the Secretary will be driven to Landing Zone (LZ)-1 and flown via military air to LEAD MOUNTAIN. A Co, 1/11 will be conducting live-fire artillery training near that timeframe, and it should not be difficult to coordinate the VIP visit with some actual cannon fire.

(g) Following the artillery live-fire, the Secretary will be flown to the SELF and depart. He will be fare welled by the CG and protocol.

b. Subordinate Element Missions

(1) MAGTFTC, MCAGCC Sergeant Major. Coordinate with subordinate and tenant commands for the seating allocation for the talk with junior enlisted Marines and for the barracks tour.

(2) Assistant Chief of Staff (AC/S) G-1. Provide briefing input for the command brief.

(3) AC/S G-3

(a) Coordinate all aspects of the visit.

(b) Work with the primary staff, subordinate commands, and tenant commands to prepare the command brief and ensure that the audio/visual equipment in the CG's conference room is set up appropriately. Have hard copies printed out as needed.

(c) Coordinate with the G-4 to ensure LZ-1 is prepared for use.

(d) Assist Protocol with the development and production of the official itinerary.

(e) Coordinate with I Marine Expeditionary Force to provide military air lift for the movement to and from Lead Mountain. Provide a terminal control party and ground transportation at LEAD MOUNTAIN. Provide Personal Protective Equipment for all members of the tour going to LEAD MOUNTAIN.

(f) Coordinate with the base Public Affairs Office (PAO) to provide photo support.

(3) AC/S G-4

(a) Ensure LZ-1 is prepared for use.

(b) Provide briefing input for the command brief.

(4) AC/S G-5. Obtain PAO guidance and disseminate it.

(5) AC/S G-6

(a) Ensure Secret Internet Protocol Router access is available to those in the VIP group needing it.

(b) Provide a public address system and two (hand held wireless) microphones for the talk with junior enlisted Marines event at the base theater.

(6) AC/S G-7

(a) Support Naval Criminal Investigative Services (NCIS) with all security requirements.

(b) Control traffic in the vicinity of the base theater and LZ-1 during the tour.

(c) Ensure Vehicle Registration utilizes the Foreign Visit Confirmation Module and promptly checks in all foreign nationals on approved official foreign visits requests.

(7) Protocol Officer

(a) Produce the official itinerary for base-wide dissemination.

(b) Set up the CG's conference room with coffee and water for the command brief.

(c) Establish VIP seating at the base theater for O-6+ commanders and their senior enlisted advisors.

(d) Coordinate ground transportation support for the visit.

(e) Further details regarding the duties of the Protocol Officer can be found in enclosure (3).

c. Coordinating Instructions

(1) Direct liaison is authorized among visit participants and MAGTFTC Staff Sections to coordinate necessary details. Direct liaison with the office of the Secretary of XXXXXX is only authorized to the Chief of Staff.

(2) There will be a confirmation brief on XX Month in the CG's conference room.

(3) The G-3 Operations Visits Officer (760) 830-6365 is the central point of contact (POC) for this visit.

(4) NCIS is the POC for security matters and the tasking of Criminal Investigation Division/Provost Marshall Office.

(5) A general disruption of workflow is to be avoided during the planning and execution of this visit.

(6) Further information can be found in reference (a), the Combat Center Order on Command and Foreign Visits.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center letters of instruction (LOI) can be found at http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/LOI.aspx.

5. Command and Signal

a. Command. This LOI is applicable to all active duty, reserve, and civilian personnel aboard MAGTFTC, MCAGCC.

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

J. B. HANLON
Chief of Staff

Distribution: B