



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

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MAR 04 2016

LETTER OF INSTRUCTION 10-16

From: Commanding General
To: Distribution List

Subj: JOHN F. KENNEDY HIGH SCHOOL MARINE CORPS JUNIOR RESERVE OFFICERS
TRAINING CORPS ORIENTATION VISIT 2016

Ref: (a) CCO 3500.4K
(b) MCO 1533.6E

Encl: (1) John F. Kennedy High School MCJROTC Visit 2016 Schedule

1. Situation. The John F. Kennedy High School Marine Corps Junior Reserve Officers Training Corps (MCJROTC) will visit the Combat Center from 20-25 March 2016, in order to provide their cadets an orientation of the United States Marine Corps per chapter 5, paragraph 9 of reference (a).

2. Mission. Coordinate and support the John F. Kennedy High School MCJROTC visit aboard the Combat Center, in order to provide the cadets with a positive orientation experience to the United States Marine Corps.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide the MCJROTC cadets with an exposure to the Marine Corps and positive training opportunities. This event serves as an opportunity to build upon community relations by welcoming a group of young MCJROTC cadets, who are already inclined to consider a career with the Marine Corps, and introducing them to the Corps' customs and courtesies, daily routine, and potential occupational opportunities available.

(2) Concept of Operations. The estimated attendance will be 25 male cadets, 25 female cadets (age range 14-17 years old), two adult males, and two adult females. This will include two JROTC instructors. Finalized rosters will be provided at a later date. The visit will include the Indoor Simulated Marksmanship Trainer (ISMT), Combat Convoy Simulator (CCS), Obstacle Course (O'Course), Military Working Dogs (MWD)/Special Response Team (SRT) Demonstration, Static vehicle/weapons display, and a 3 to 5 mile hike.

b. Subordinate Elements Missions

(1) Assistant Chief of Staff G-3

(a) Plan and coordinate the orientation.

(b) Schedule the required briefs (desert survival, unexploded ordnance, and Natural Resources and Environmental Affairs).

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(c) Schedule and coordinate the ISMT, CCS, land navigation course, and O'course as outlined in the enclosure.

(d) Provide cadet personnel rosters to G-4, G-7, and Marine Corps Community Services.

(e) Provide JROTC instructors with two Motorola XTS 2500 radios.

(f) Authorize the range deviation for civilians occupying the training areas prior to the visit.

(g) Authorize the range deviation for one privately owned vehicle to serve as a safety vehicle.

(h) Collect the Hold Harmless Agreements from the MCJROTC unit and submit them to Range Control on 20 March 2016.

(2) Assistant Chief of Staff G-4

(a) Reserve billeting, squad bay Building 1642 for cadets and MCJROTC instructor staff from 20-25 March 2016.

(b) Provide 54 sets of linen on 20 March 2016 (numbers subject to adjustment).

(c) Coordinate with Phelps Dining Facility to provide meals for the cadets, as outlined in the enclosure.

(d) Provide a static vehicle and weapons display at Exercise Support Division (ESD) on 23 March 2016.

(e) Provide demonstrators for the static vehicle and weapons display at ESD on 23 March 2016.

(3) Assistant Chief of Staff G-7

(a) Provide vehicle access passes for the commercial vehicles from 20-25 March 2016.

(b) Provide MWD and SRT demonstrations on 21 March 2016.

(4) Assistant Chief of Staff Marine Corps Community Services. Coordinate cadet access to the Marine Corps Exchange, Sunset Cinema, and East/West Gyms from 20-25 March 2016.

(5) Commanding Officer, Naval Hospital Twentynine Palms. Request one Corpsman for the following:

(a) Land Navigation at Range 102 from 1200 - 1600 on 21 March 2016.

(b) Three to five mile hike starting at the O'Course from 0800 - 1000 on 22 March 2016.

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(c) O'Course at Range 701 from 0800 - 1200 on 23 March 2016.

c. Coordinating Instructions

(1) Hold Harmless Agreements

(a) Non-Department of Defense civilians (chaperones) must sign the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Hold Harmless Agreement prior to occupying any training area aboard the Combat Center.

(b) Each cadet's parents or legal guardians must sign the MAGTFTC, MCAGCC Hold Harmless Agreement for them to occupy any training area.

(2) Safety

(a) In the event of an emergency situation or accident, the Range Safety Officer will notify Range Control, in accordance with reference (a).

(b) The MCJROTC unit will provide a safety vehicle and driver, as indicated in the enclosure.

(c) The training must be accomplished in strict compliance with established safety guidance. Cadets must have constant instructor supervision, per reference (b).

(d) The MCJROTC unit must conduct Risk Management for all activities in accordance with reference (b).

(3) Transportation. The MCJROTC unit will use one commercial bus to transport cadets throughout the Combat Center.

(4) Uniform. Marines will wear Desert Marine Pattern utilities.

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

(1) The Action Officer for this event is Captain Benjamin Rapach at (760) 830-1882 or benjamin.rapach@usmc.mil.

(2) The MCJROTC Senior Marine Instructor is Chief Warrant Officer 3 William L. Reese, U.S. Marine Corps (Retired), at (858) 829-5662 or William-Reese@scudsd.edu.

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(3) The MCJROTC Marine Instructor is Master Sergeant Charles Mundorff, U.S. Marine Corps (Retired), at (916) 433-5245 or Charles-Mundorff@scusd.edu.

(4) This LOI is applicable to active duty and civilian personnel participating in or supporting this MCJROTC visit.

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



J. F. HARP
Chief of Staff

Distribution: A

John F. Kennedy High School MCJROTC Visit 2016
Schedule

20 March 2016 (Sun):

1630: Arrival MCAGCC 29 Palms
1645: Receiving Billeting Office
1700: Dinner
1800: In Brief/Orientation by Cadet Instructors

21 March 2016 (Mon):

0530: Reveille
0545-0700: PT/Hygiene
0715-0800: Breakfast
0900-1000: Desert Survival, UXO, and NREA Brief
1000-1130: PMO MWD & SRT Demo
1130-1145: Lunch (MRE)
1200-1600: Land Navigation
1630-1745: Dinner
1800: Leadership Development Time

22 March 2016 (Tue):

0600: Reveille
0630-0715: Breakfast
0800-1000: 3-5 Mile Hike
1030-1230: Recovery/Lunch (MRE)
1300-1630: Combat Convoy Simulator
1700-1800: Dinner
1800: Leadership Development Time

23 March 2016 (Wed):

0530: Reveille
0545-0700: PT/Hygiene
0710-0745: Breakfast
0800-1200: Obstacle Course
1200-1245: Lunch (MRE)
1300-1600: Vehicle and Weapons Display
1630-1745: Dinner
1800: Leadership Development Time

24 March 2016 (Thurs):

0600: Reveille
0645-0745: Breakfast
0800-1200: 3 Mile Hike - 49 Palms
1200-1300: Recovery/Movement/Lunch (MRE)
1300-1600: ISMT
1630-1745: Dinner
1800: Leadership Development Time

25 March 2016 (Fri):

0530: Reveille
0545-0700: PT/Hygiene/Field Day
0700-0745: Breakfast
0800: Check out Billeting Office
0800: Depart MCAGCC 29 Palms