



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

5000
4E
APR 07 2015

LETTER OF INSTRUCTION 11-15

From: Commanding General
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR EARTH WEEK CELEBRATION AND BASE CLEAN UP

Ref: (a) HQMC Earth Day Planning Message
(b) CCO 11000.1D

Encl: (1) Bike Event Maps
(2) 5k Fun Run Map
(3) Lincoln Military Housing Earth Day Extravaganza 24 April 2015

1. Situation. In accordance with reference (a), the Marine Corps Air Ground Combat Center (MCAGCC) will observe the Earth Week Celebration from 18 to 24 April 2015. Marines, Sailors, and civilians will focus on improving our guiding principles of energy, water conservation, and environmental stewardship.

2. Mission. To assign tasks and responsibilities to support the Earth Week Celebration and base clean up.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All units, tenant commands, and directorates are directed to actively participate in the clean-up efforts aboard the Installation. Marines, Sailors, and civilians aboard the Installation are required to police their respective areas of responsibility, to include all storage/shipping containers, as outlined in reference (b). Unit clean-up efforts are not limited to their assigned areas of responsibility. All MCAGCC personnel are encouraged to participate in all activities offered during Earth Week.

(2) Concept of Operations

(a) For base-wide clean-up, units will supply guidance within their Plan of the Week and submit said plan to Natural Resources and Environmental Affairs (NREA). Units are normally required to police and clean their respective areas as identified in reference (b). Enhanced focus and effort are required during the celebration of Earth Week. It is required that units pay particular attention to all secondary storage containers or shipping containers during this clean-up effort. If a unit accumulates an amount of refuse that is greater than their usual pick-up, the unit may submit recyclable material directly to the Residential Commercial Recycling

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Section, Building 2085 or Hazardous Waste Lot, Building 2095 between the hours 0800 and 1400, (760) 830-5666/7244. The base clean-up effort will commence at 0800 on 20 April 2015, and end at 1300 on 24 April 2015.

(b) Units will turn-in recyclables in the following categories: local solid waste recyclable materials (i.e. recycle bin items such as paper, plastic bottles, cans, glass, etc.) and industrial, commercial, and bulk recyclable materials (i.e. large metals, tires, storage/embark boxes, pallets, batteries, etc.). Contact the Residential Commercial Recycling Section for turn-in instructions.

(c) All units are required to clear any ditches of sand, rocks, and debris. Contact Public Works Division if assistance is required.

(d) Units should focus on fences and fence lines, parking lots, buildings, vehicle staging, and storage areas.

(e) Units will turn-in unnecessary pallets, wire, and other such equipment not required for the daily mission.

(f) All units are required to clean, organize, and maintain a good state of police within all command facilities (sandbags, walkways, landscaping, landscaping timbers, etc.).

(g) On 30 March 2015, an NREA sponsored Earth Day poster contest began. Twentynine Palms and Condor Elementary Schools, and Home School students will be the participating contestants for this event. Contest winners will be announced following Earth Day. Contest rules will be available by request through NREA, Comprehensive Environmental Training and Education Program.

(h) On 18 April 2015, the Combat Center will participate in the High Desert Yucca Valley Earth Day Celebration. The event will be hosted at the Hi-Desert Nature Museum located in the town of Yucca Valley in the town's community center complex at 57116 Twentynine Palms Highway. Participation is encouraged.

(i) On 22 April 2015, an Earth Day Mountain Bike (MTB) ride will be held on Main Side. The ride will be opened to all levels with a short out-and-back route to accommodate beginning level riders that contains minimal elevation change in a dirt terrain and a longer, more technical route with elevation gains for the moderate to advanced MTB rider. Start time is 0800. Participation fee is a recyclable aluminum can or plastic bottle that will be collected at the start of the event, see enclosure (1). Biking water bottles will be handed out to participants and a trophy will be presented to the winner.

(j) On 23 April 2015, an Earth Day Road Bike Critterium ride will be held North of Main side. Eight circuits will be completed on a paved 1.1 mile loop. The ride will be offered to experienced riders only. To accommodate the less experienced riders, a family friendly paved route will be designated as well. Start time is 0800. Participation fee is a recyclable aluminum can or plastic bottle that will be collected at the start of the event, see enclosure (1). Biking water bottles will be handed out to participants, and a trophy will be presented to the winner.

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(k) On 24 April 2015, an Earth Day 5k Fun Run will be held at the Desert Winds Golf Course, Building 3811. Run start time will be 0630, see enclosure (2). A participation fee of a recyclable aluminum can or plastic bottle will be collected for the event and participants will receive an event T-shirt.

(l) On 24 April 2015, Lincoln Military Housing and NREA will host the Earth Day Extravaganza. Beginning at 1630, NREA will display Earth Day related information booths, along with a live desert tortoise display. Games and a bounce house will be available for children. Food will be served beginning at 1700. Location for this event will be the Lincoln Military Housing Athletic Field, see enclosure (3).

(m) In order to achieve maximum participation by MCAGCC personnel, up to 59 minutes is authorized in conjunction with Earth Day events.

b. Subordinate Element Missions

(1) Assistant Chief of Staff G-4

(a) Assign the Combat Center working party to clean up common areas to include off base fence lines and areas adjacent to major roadways. Working party of four Marines will assist with set up, tear down, and clean up at the Earth Day Extravaganza on 24 April 2015.

(b) Coordinate with Lincoln Military Housing to ensure neighborhoods, playgrounds, and common areas are cleaned up of trash and debris.

(c) Provide a representative to the Commanding Inspector General for the windshield inspection of base clean-up progress and results.

(d) NREA. Ensure the Residential Commercial Recycling, Range Residue Processing, and Hazardous Waste Management Sections have appropriate personnel to support the clean-up and the increased volume of materials that will be turned in. Ensure Earth Day activities are coordinated through the Earth Day Planning Committee.

1. Coordinate with Lincoln Military Housing to:

a. Provide staff and service coverage for the Earth Day Extravaganza on 24 April 2015.

b. Provide food and entertainment for the Earth Day Extravaganza on 24 April 2015.

c. Participate in Earth Day Planning meetings with NREA.

d. Coordinate any traffic management concerns with the Provost Marshal Office.

2. Coordinate with Armed Forces YMCA to provide a volunteer working party for the set-up and tear-down of the Earth Day Extravaganza on 24 April 2015.

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3. Hazardous Waste Management Section, Pollution/Prevention, Range Sustainment, Conservation Law Enforcement, and Natural and Cultural Resources will participate in and provide educational displays for the Yucca Valley Earth Day event and the MCAGCC Earth Day Extravaganza.

(e) Directorates, Tenant Commands, and All Other Unit/Offices aboard MCAGCC. During the Earth Week clean-up, 20 through 24 April 2015, assign a working party to properly dispose of garbage, trash, and recyclables within and around your areas of responsibilities, per reference (b). Remove and or replace gear adrift. While performing the "Spring Cleaning" of your unit and areas of responsibility, pay particular attention to storage/shipping containers.

(2) Assistant Chief of Staff G-5

(a) Provide staff coverage and photographs of the High Desert Yucca Valley Earth Day Celebration on 18 April 2015.

(b) Provide staff coverage and photographs of the Earth Day bike races and 5k Awareness Run on 22, 23, and 24 April 2015.

(c) Provide staff coverage and photographs of the Earth Day Extravaganza on 24 April 2015.

(d) Provide multimedia coverage and articles in the Observation Post promoting Earth Day and the Earth Day events.

(e) Participate in Earth Day Planning meetings with NREA.

(3) Assistant Chief of Staff G-7. Provide traffic control as required.

(4) Naval Hospital Preventive Medicine. Conduct food preparation and sanitation assessment prior to the Earth Day Extravaganza.

(5) Marine Corps Community Services

(a) Provide staff and coordination services for the cycling events.

(b) Provide staff and coordination services for the Earth Day Fun Run.

(c) Provide staff and service coverage for sponsorship and marketing of Earth Day and Earth Day events.

(d) Participate in Earth Day planning meetings with NREA.

(6) Commanding Officers, Officers-In-Charge, Assistant Chiefs of Staff, and Special Staff Officers

(a) Designate a staff noncommissioned officer or higher as the point of contact (POC) for the base-wide clean-up effort. Submit names to NREA. The POC for NREA is Mr. Keith Mohn at (760) 830-6603.

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(b) Ensure proper operational risk management and safety requirements are met to include adequate fluid and nourishment while participating in Earth Week.

(c) Conduct beautification of the Installation.

(7) Command Inspector General. Monitor the progress of the base clean-up during 20 through 24 April 2015, via windshield inspections. Submit inspection results to NREA.

c. Coordinating Instructions

(1) Sequence of Events

(a) Earth Day Poster Contest

1. Start Date - 30 March 2015

2. Participants - Condor and 29 Palms Elementary and Home Schools.

(b) Yucca Valley Earth Day, 18 April 2015

1. Times - 0900 - 1300

2. Location - Hi Desert Museum

(c) MCAGCC's Base Clean - up, 20 - 24 April 2015

(d) Mountain Bike Event - 22 April 2015

1. Location - Fourth Street adjacent to Bldg. 1480

2. Start Time - 0800

(e) Road Bike Event - 23 April 2015

1. Location - Fifteenth Street and Dunham Street

2. Start Time - 0800

(f) 5k Fun Run - 24 April 2015

1. Location - Desert Winds Golf Course

2. Start Time - 0630

(g) Earth Day Extravaganza - 24 April 2015

1. Location - Lincoln Military Athletic Field

2. Start time - 1630

(2) The POC for the Earth Week Celebration is Mr. Keith Mohn at (760) 830-6603 or by email at keith.mohn.ctr@usmc.mil.

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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>.

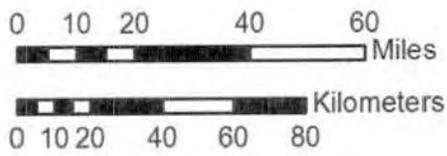
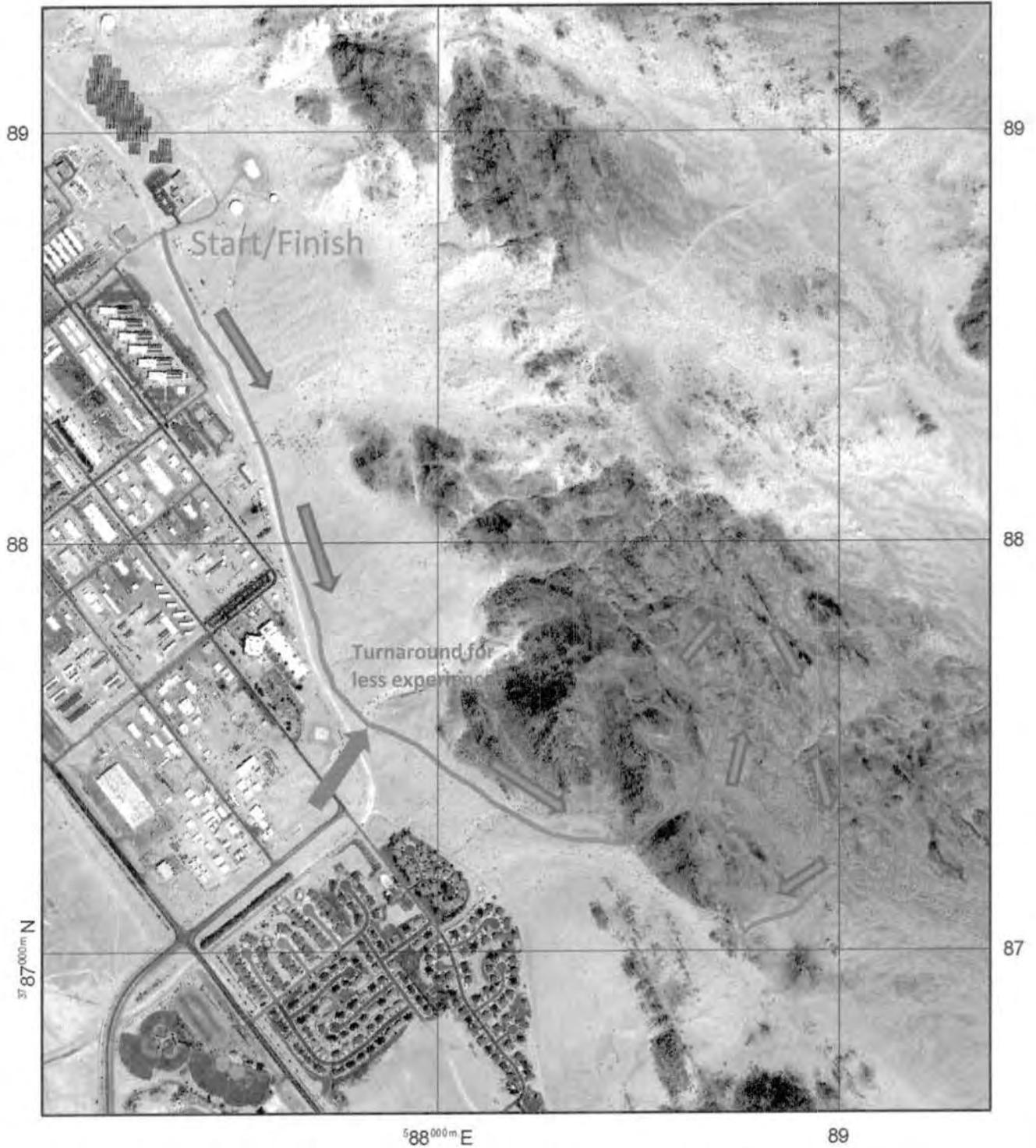
5. Command and Signal

a. Command. This LOI is applicable to all organizations and units aboard MCAGCC.

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


J. B. HANLON
Chief of Staff

Distribution: A



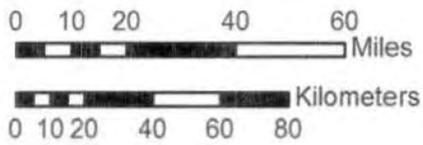
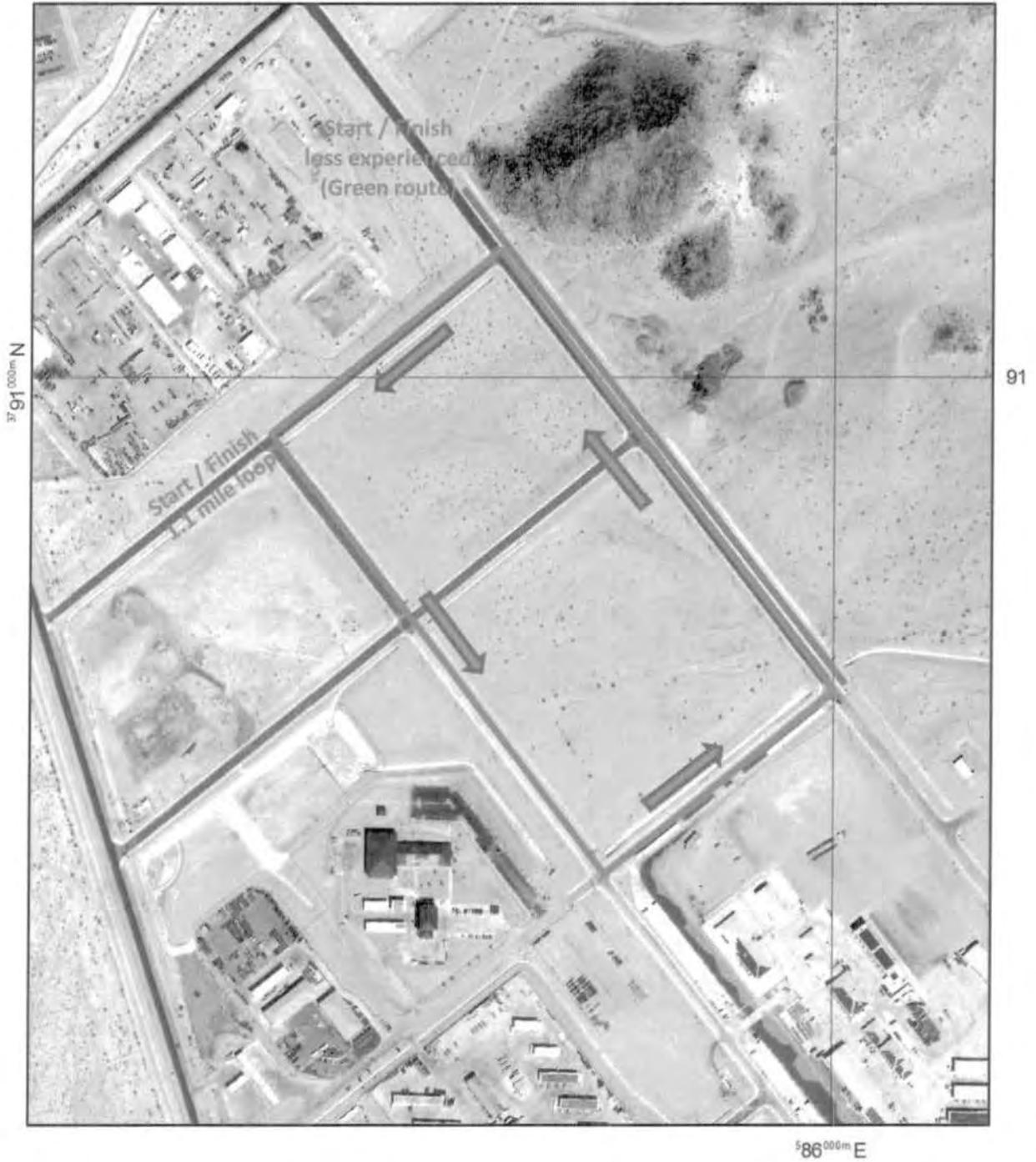
Project Location
Enclosure (1)

Earth Day Mountain Bike Ride (MTB) Ride:

Event to be held on 22 April, 2015 0800-1030. The course as depicted on the enclosed map will offer advanced to intermediate riders to complete three loops of the upper portion and back for a total of just over 7 miles. An out and back for less experienced and younger riders will be offered (1 mile out and back).

Mountain Bike route will travel/follow preexisting / disturbed dirt roadway. The course will be an out and back with the start and finish off Fourth Street adjacent to Bldg. 1480 rappelling / obstacle area. The route will follow the existing dirt roadway Southeast which at approximately 1.5 mile mark will veer east and up and over the ridge. At the top of the ridge riders will follow a clockwise route heading north on existing dirt road. Three clockwise loops will be completed before heading back to the start / finish.

The less experienced riders will complete a 1 mile out and back with the same start / finish location.



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Project Location

Earth Day Road Bike Criterium:

Event to be held on 23 April, 2015 0800-1030. The course as depicted on the enclosed map will offer experienced riders a 1.1 mile pave loop to be completed 8 times. An out and back for less experienced and younger riders will be offered (1 mile out and back).

Road Criterium will be held on a 1.1 mile existing asphalt roadway. The route start / finish will be at the intersection of Fifteenth Street and Dunham Street. Riders will proceed in a counter clock wise direction down Dunham Street (Southeast) make a left onto Thirteenth (Northeast) followed with another left turn onto Gillespie (Northwest) followed by a left back onto Fifteenth Street (Southwest) completing the 1.1 mile loop.

The less experienced riders will stay on Gillespie for an out and back route.



On 24 April 2015, an Earth Day 5k Fun Run will be held at the Desert Winds Golf Course, Building 3811. Run start time will be 0630. This run is for either individuals or groups. A participation fee of a recyclable aluminum can or plastic bottle will be collected for the event and participants will receive an event T-shirt.

Lincoln Military Housing Earth Day Extravaganza 24 APR, 2015

