



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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BPO

AUG 24 2016

LETTER OF INSTRUCTION 41-16

From: Commanding General
To: Distribution List

Subj: FISCAL YEAR 2016 COMMANDER IN CHIEF'S INSTALLATION EXCELLENCE AWARD
NOMINATION

Ref: (a) MCO 5200.26B

Encl: (1) Nomination Task Timeline

1. Situation. In 1984, the President established the Commander In Chief's (CINC) Installation Excellence Award (IEA) to recognize the outstanding efforts of the people within each military service and defense agency who operate and maintain defense installations. Marine Corps Installations Command (MCICOM) G-4 will conduct review boards during November and December 2016 to select the top two installations to represent the Marine Corps in competing for the Fiscal Year 2016 (FY16) CINC IEA, and will notify these commands of their selection during December 2016. As a competitor for this nomination, Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) has an opportunity to win a \$200K funding incentive, and receive special recognition from the President of the United States and the Secretary of Defense.

2. Mission. In accordance with the reference, submit MAGTFTC, MCAGCC as a nominee for the FY16 CINC IEA.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Prepare and submit to MCICOM, a professional nomination that captures MAGTFTC, MCAGCC's commitment to excellence with respect to training, installation management and quality of life for military, families, and civilian personnel aboard the installation.

(2) Concept of Operations

(a) Create a nomination package that articulates the Combat Center's exceptional performance and achievements in allocating resources in support of the MAGTFTC mission, with an emphasis on innovative management actions. Enclosure (1) provides a timeline of tasks and deadlines to ensure the Training and Education Command (TECOM) G-4 receives the award submission by 24 October 2016, and the MCICOM G-4 receives it by the 28 October 2016 submission deadline.

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(b) The Project Officer (PO) is Dr. Alex Pacheco in the Business Performance Office (BPO), and can be contacted by telephone at (760) 830-5140 or by email at alex.pacheco@usmc.mil.

b. Subordinate Element Tasks

(1) Commanding Officers, Assistant Chiefs of Staff (ACs/S), and Special Staff Officers. Provide specified data to the PO by 28 September 2016, as outlined in the enclosure.

(2) AC/S G-3, Combat Camera (COMCAM). Coordinate with the PO on graphic designs for the nomination, as required.

(3) BPO

(a) Assign a PO to coordinate all submissions and track deadlines.

(b) Create a four-page narrative summary highlighting the most pertinent achievements within the 24 graded categories, and a cover letter to be reviewed and signed by the Commanding General (CG), MAGTFTC, MCAGCC. The four-page narrative and signed cover letter will be mailed to the CG, TECOM no later than 21 October 2016.

(c) If MAGTFTC, MCAGCC is selected as one of the top two installations representing the Marine Corps in competing for the FY16 IEA, the BPO will request the following:

1. Special Recognition Certificates with required timelines to be determined.

2. Personnel statistics from the AC/S G-1, Naval Hospital Twentynine Palms (NHTP), and 23d Dental Company (total personnel authorized and assigned by organization, comprised of those onboard, authorized, and assigned as of the end of the FY16 reporting period).

3. FY16 fiscal data from the AC/S G-8 (Operational and Maintenance Marine Corps direct funding, to include total funds budgeted, authorized, and obligated for base operating support).

4. Dates to be determined for the BPO to coordinate with COMCAM to submit the cover page graphic design, once approved by the Chief of Staff and CG.

5. Meeting times with COMCAM to publish and submit the nomination package to the Chief of Staff, CG, and TECOM.

(4) Applicable Tenant Commands. Request specified quantitative data be provided to the PO by 28 September 2016, as outlined in the enclosure.

c. Coordinating Instructions

(1) Reporting Period. The FY16 CINC IEA Nomination covers the 12-month period beginning 1 October 2015 through 30 September 2016.

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(2) Financial Data. FY16 estimates or projections may be used to report financial data or information until the close-of-fiscal-year figures become available.

(3) Task Timeline Overview

(a) 28 September 2016. Provide organizational submissions by close of business 28 September 2016. Early submissions are highly encouraged.

(b) 19 October 2016. The completed narrative nomination package will be submitted for approval to the Chief of Staff and CG.

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

5. Command and Signal

a. Command. This letter of instruction (LOI) is applicable to active duty, reserve, and civilian personnel under the cognizance of the CG MAGTFTC, MCAGCC.

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


J. F. HARP
Chief of Staff

Distribution: A

Nomination Task Timeline

Responsible Organization	Task Breakout
28 September 2016	
All	<p><u>Awards/Recognition Received</u>. Provide organization, division, section, programs/projects award/recognition(s) received (Federal/DoD/SECNAV/CMC, other) with period covered.</p>
AC/S G-1	<p><u>Written Submission</u>. Provide G-1 achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following Administrative criteria:</p> <ol style="list-style-type: none"> 1. <u>Office Automation</u> <ol style="list-style-type: none"> a. Electronic processes and efficiencies gained b. Files and records storage reduction 2. <u>Publications Streamlining</u> <ol style="list-style-type: none"> a. Elimination, consolidation, or reduction of the number of Combat Center directives, reports, or forms b. Electronic processes and efficiencies gained c. Files and records storage reduction 3. <u>Electronic Communications</u> <ol style="list-style-type: none"> a. Efforts to facilitate a "paperless office" b. Initiatives to improve mail handling, routing, and distribution c. Information efforts made to share data across the Combat Center 4. <u>Security</u>. Innovations to improve and increase security
AC/S G-3	<p><u>Written Submission</u>. Provide G-3's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. <u>Training</u> <ol style="list-style-type: none"> a. Participated in training b. Training and education initiatives

Responsible Organization	Task Breakout
28 September 2016	
AC/S G-3	<ul style="list-style-type: none"> c. Number of Marines, Sailors, and coalition personnel and/or units (Battalions, Companies, Platoons, etc.) d. Theater-specific pre-deployment support and training e. Mission-capable training ranges f. Operational support for training g. Innovative partnering with community and external sources h. Innovative advances in virtual simulation training systems i. Innovative partnering with community, military, and federal organization sources <p>2. Regionalization, consolidation, intra/inter-service support efforts</p> <p>3. Strategic Planning efforts (e.g., MAGTFTC 2025 LRP, Systemic trends program)</p>
AC/S G-4	<p><u>Written Submission</u>. Provide G-4's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ul style="list-style-type: none"> 1. <u>Logistics Division</u> <ul style="list-style-type: none"> a. <u>Center Supply</u> <ul style="list-style-type: none"> (1) Innovative business practices, such as prime vendor (2) Automation (3) Customer responsiveness (4) Inventory reduction and storage savings

Responsible Organization	Task Breakout
28 September 2016	
AC/S G-4	<ul style="list-style-type: none"> b. <u>Food Services</u> <ul style="list-style-type: none"> (1) Gain or loss on food service operations (2) Innovative improvements (3) Latest commercial concepts (4) Environmental improvements (5) Quality of food service (6) Participation rate c. <u>Distribution Management Office</u> <ul style="list-style-type: none"> (1) Household goods shipments (2) Movement of personnel (3) Movement of freight (4) Efficiencies in automation d. <u>Center Magazine Area</u> <ul style="list-style-type: none"> (1) Number of transactions processed with percent of error rate (e.g. less than 0.04% error rate) (2) Amount of ammunition moved (e.g. 9K short tons) (3) Number of ammunition expended (4) Dollar value of ammunition moved (5) Innovations (e.g. CMA Ammo Tools) (6) Cost savings/avoidance

Responsible Organization	Task Breakout
28 September 2016	
AC/S G-4	<p>2. <u>Exercise Support Division</u></p> <ul style="list-style-type: none"> a. Operational support for training b. <u>Equipment Maintenance</u> <ul style="list-style-type: none"> (1) Percent reduction in backlog of maintenance and repair (BMAR) (2) Percent equipment inspected for maintenance/repair deficiencies <p>3. <u>Bachelor Billeting and Family Housing Divisions</u></p> <ul style="list-style-type: none"> a. <u>Bachelor Housing/Billeting/Transient Quarters Contract Maintenance</u>. Effective and measurable contracts used to expedite change or occupancy, appliance replacement, and trouble calls b. Housing referral and relocation assistance program c. Utilization rate d. <u>Revitalization and New Construction</u>. Coordinated, base-wide planning programs to expedite design and construction projects e. <u>Occupant Satisfaction</u>. Use of customer feedback and quality control forms to monitor services <p>4. <u>Exercise Logistics Coordination Center</u></p> <ul style="list-style-type: none"> a. Training and education initiatives b. Mission-capable training ranges Innovative partnering with community and external sources <p>5. <u>Natural Resources and Environmental Affairs</u></p> <ul style="list-style-type: none"> a. Pollution prevention initiatives b. Hazardous waste cleanup c. Compliance with Federal, state, and local regulations d. Innovative environmental technologies

Responsible Organization	Task Breakout
28 September 2016	
AC/S G-4	<ul style="list-style-type: none"> e. Environmental compliance evaluation and regulatory inspection results f. Recycling of hazard materials (antifreeze, lead-acid batteries, motor oil, etc.), solid waste, hydrocarbon contaminated soil, etc. with the cost savings/avoidance to the command g. Outreach to regulatory agencies and local community to reduce encroachment constraints on the ability to complete mission requirements h. Current and approved integrated natural and cultural resources management plans i. Natural and cultural resources inventories and plans j. Programmatic Section 7 consultation for base and training operations k. Programmatic Section 106 consultation for base and training operations <p>6. <u>Public Works Division</u></p> <ul style="list-style-type: none"> a. Achievement of specific energy goals b. Utility modernization c. Innovative improvements d. Money saved e. Percent reduction in BMAR for quality of life type facilities f. Percent facilities inspected for maintenance or repair deficiencies g. Percent of MRP resources associated with preventive maintenance h. Self-help program i. Military construction projects j. Operational and Maintenance (O&M) projects (construction or repair)

Responsible Organization	Task Breakout
28 September 2016	
AC/S G-4	<ul style="list-style-type: none"> k. Non-appropriated fund projects l. Change orders (Quantity) m. Master Plan Update. <p>7. <u>Facilities Engineering and Acquisition Division (FEAD)</u>. Provide liaison with the ROICC for the following criteria:</p> <ul style="list-style-type: none"> a. <u>Revitalization and New Construction</u>. Coordinated, base-wide planning programs to expedite design and construction projects b. Military construction projects c. O&M projects (construction or repair) d. Non-appropriated fund projects e. <u>Personnel Statistics</u>. Total personnel authorized and assigned (comprised of active duty and civilians onboard, authorized, and assigned as of the end of FY16 reporting period) f. <u>Awards/Recognition Received</u>. ROICC organization, division, section, programs/projects award/recognition received (Federal/DoD/SECNAV/CMC, other) with period covered (e.g. Safety awards) <p>8. <u>Southwest Region Fleet Transportation</u></p> <ul style="list-style-type: none"> a. Efficiencies in the movement of personnel, freight, and automation b. Pollution prevention and fuel saving initiatives c. Innovative environmental technologies <p>9. <u>Expeditionary Energy Office</u></p> <ul style="list-style-type: none"> a. Efficiencies in energy b. Energy saving initiatives c. Innovative energy saving technologies

Responsible Organization	Task Breakout
28 September 2016	
AC/S G-5	<p><u>Written Submission</u>. Provide G-5 achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Efforts to publicize management actions and programs that make better use of resources 2. Good neighbor activities to local community 3. Outreach to local community to reduce encroachment constraints on mission requirements 4. Quality of base newspaper
AC/S G-6	<p><u>Written Submission</u>. Provide G-6's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. <u>Electronic Communications</u>. Electronic processes and efficiencies gained through information technology and management 2. <u>Base Communications Information</u>. Efforts made to share managed data across the base 3. Innovations to improve and increase security (e.g., information assurance policies, etc.) 4. Theater-specific pre-deployment support and training
AC/S G-7	<p><u>Written Submission</u>. Provide G-7 achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. <u>Antiterrorism Force Protection</u> <ol style="list-style-type: none"> a. Innovations to improve or increase security b. Installation Emergency Management advances (e.g. Operation Golden Guardian)

Responsible Organization	Task Breakout
28 September 2016	
AC/S G-7	<p>2. <u>Combat Center Fire Department</u></p> <ul style="list-style-type: none"> a. Fire Marshal inspection (percent satisfactory rating) b. Fire prevention education programs c. Actual fire loss compared to value at risk d. Cost efficiency programs, including reduction of personnel overtime e. Emergency service delivery programs (EMS, special rescue, wildland) <p>3. <u>Combat Center Safety</u></p> <ul style="list-style-type: none"> a. Number of miles per accident b. Installation mishap experience on a rate basis c. Number of technical order changes, hazard reports, and material deficiency reports d. Compliance with Occupational Safety and Health Administration standards e. Innovative achievements in mishap prevention f. Safety education and publicity <p>4. <u>Provost Marshal</u></p> <ul style="list-style-type: none"> a. Innovations to improve or increase security b. Crime prevention programs c. Community outreach (e.g. D.A.R.E, K-9 demonstrations, etc.)
AC/S G-8	<p><u>Written Submission.</u> Provide G-8's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ul style="list-style-type: none"> 1. Timely and accurate reports or budgets 2. Adequacy and efficiency of internal control reviews 3. Adherence to budgetary policies and plans

Enclosure (1)

Responsible Organization	Task Breakout
28 September 2016	
CIG	<p><u>Written Submission</u>. Provide the Command Inspector General Program's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Effectiveness of installation inspections and quality assurance programs 2. Management efficiencies gained or weaknesses revealed 3. Results of external audits
Commissary	<p><u>Written Submission</u>. Provide the commissary's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Use of customer feedback and quality control forms to monitor services 2. <u>Personnel Statistics</u>. The total personnel authorized and assigned (comprised of those onboard, authorized, and assigned as of the end of the FY16 reporting period)
HRO	<p><u>Written Submission</u>. Provide HRO's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Accomplishments in improving the representation of women, minorities, and the handicapped in the civilian workforce 2. Number of substantiated cases of employment discrimination 3. Accomplishments in reducing the cost of the injury compensation program 4. <u>Career Development</u> <ol style="list-style-type: none"> a. On-the-job training opportunities b. Professional continuing education

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HRO	5. Employee Award Recognition (e.g. number of cash awards, time-off awards, Length of Service).
MCCS	<p><u>Written Submission</u>. Provide MCCS' achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. MCCS non-appropriated funds sales increase, current year versus previous year; 2. MCCS net profit, current year versus previous year 3. Percent of price savings 4. Commander's perception of value (survey) 5. Patron satisfaction (survey, usage data) 6. Number and variety of MCCS programs offered, considering size of command 7. Number of new programs implemented or programmed 8. Construction or renovation initiatives programmed 9. Locally funded projects 10. Programs for enhancement of quality of life for families 11. Quality of substance abuse counseling 12. Child development 13. MCCS participation in and support of local efforts 14. MCCS participation in energy conservation, recycling efforts, environmental issues 15. Training and education initiatives (e.g. Tuition Assistance) 16. <u>Personnel Statistics</u>. Provide total personnel authorized/assigned at the end of FY16)

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28 September 2016	
BPO	<p><u>Written Submission.</u> Provide BPO's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. <u>Innovative Business Practices</u> <ol style="list-style-type: none"> a. Competitive sourcing alternatives, (e.g., outsourcing, privatizing, public or private ventures) b. Regionalization, consolidation, intra/inter-service support efforts c. Performance improvement an innovation; strategic management effectiveness and/or efficiency initiatives d. Savings generated through the beneficial suggestion program and other employee incentive programs 2. Integrated facility management to optimize services 3. <u>Installation Strategic Planning</u> <ol style="list-style-type: none"> a. Communication of vision/mission statements into strategic objectives and performance measures b. Mechanisms in place to oversee installation priorities 4. Ability to assess installation readiness and apply resources accordingly. Use of business intelligence tools (e.g. Common Output Levels of Service gap analysis; scorecard)
RCO	<p><u>Written Submission.</u> Provide the Regional Contracting Office's (RCO) achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Implementation of acquisition initiatives yielding better business practices 2. Utilization of commercial item acquisition 3. Management of the government-wide purchase card program

Enclosure (1)

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Responsible Organization	Task Breakout
28 September 2016	
RMD	<p>Written Submission. Provide the Religious Ministries Directorate's (RMD) achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Quality of life initiatives/improvements 2. Community relations and participation
OSJA	<p>Written Submission. Provide the OSJA's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Legal advice that has improved readiness, administration, and management of resources 2. Handling of claims for and against the government that has a direct impact on morale and savings 3. Preventive law programs
MCLOG	<p>Written Submission. Request MCLOG provide a short write-up highlighting MCTOG's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Training and education initiatives 2. Theater-specific pre-deployment support and training
MCTOG	<p>Written Submission. Request MCTOG provide a short write-up highlighting MCTOG's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Training and education initiatives 2. Theater-specific pre-deployment support and training

Enclosure (1)

Responsible Organization	Task Breakout
28 September 2016	
TTECG	<p><u>Written Submission.</u> Provide TTECG's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Training and education initiatives 2. Theater-specific pre-deployment support and training 3. Mission-capable training ranges 4. Innovative partnering with community and external sources
23D DENTAL	<p><u>Written Submission.</u> Request the 23d Dental Company provide a short write-up highlighting the 23d Dental Company's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Dental services management 2. Unit status and identity report 3. Good dental promotion programs 4. <u>Personnel Statistics.</u> Total personnel authorized and assigned (comprised of active duty and civilians onboard, authorized, and assigned as of the end of the FY16 reporting period)
NHTP	<p><u>Written Submission.</u> Request NHTP provide a short write-up highlighting NHTP's achievements and efforts towards economies and efficiencies (significant cost saving measures implemented) to include, but not limited to the following criteria:</p> <ol style="list-style-type: none"> 1. Health services management (e.g., TBI programs, Pre and Post Deployment Health Care Support, Wounded Warrior Support, TRICARE programs, etc.) 2. Unit (e.g., HQBN Individual Medical Readiness) status and identity report

Enclosure (1)

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Responsible Organization	Task Breakout
28 September 2016	
NHTP	3. Health promotion programs 4. <u>Personnel Statistics</u> . Total NHTP personnel authorized and assigned (comprised of active duty and civilians onboard, authorized, and assigned as of the end of the FY16 reporting period)

Enclosure (1)