



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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5050

MCCS

NOV 02 2015

LETTER OF INSTRUCTION 52-15

From: Commanding General
To: Distribution List

Subj: SECOND ANNUAL MILITARY KIDS BIRTHDAY BASH

Encl: 2nd Annual Military Kids Birthday Bash Sequence of Events

1. Situation. The Lifestyle, Insights, Networking, Knowledge and Skills (L.I.N.K.S.) Program and Families Overcoming Under Stress (FOCUS) Project teamed up to create the Military Kids Birthday Bash. The programs will hold the second annual event this year at the Combat Center's Top of the Hill, Frontline Restaurant from 1700 to 1900 on 17 November 2015.

2. Mission. The mission of the Military Kids Birthday Bash is to foster greater connection between the Marine Corps traditions and our dependant children to promote comprehensive Family Readiness through practical application of the customs and courtesies of the Marine Corps Ball.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To educate the military children of the Combat Center on the Marine Corps Birthday Ball traditions. The children will gain an appreciation of the yearly celebration their Marine or Sailor attends.

(2) Concept of Operations

(a) In accordance with the enclosure, approximately 100 active duty military children, ages 5 to 12 years old, will see an example of the birthday ceremony; complete with an invocation, color guard (comprised of our local Young Marines group), the uniform pageant, cake cutting, and a guest speaker.

(b) FOCUS will work with our L.I.N.K.S. Teen Mentors to present social communication tips. The L.I.N.K.S. Program will coordinate a scaled down version of a Marine Corps Ball Ceremony. The ceremony will include an hour of social time with a DJ and dance floor.

(c) There will be two practices scheduled for the pageant Marines, Young Marine cake escorts, and color guard on 2 November 2015 and 16 November 2015 from 1700 to 1800 at the Top of the Hill, Frontline Restaurant.

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b. Subordinate Element Missions

(1) Assistant Chief of Staff (AC/S) Marine Corps Community Services (MCCS).

(a) Marketing Division

(1) Promote the event with posters, roadside signs, and flyers, distributed to base facilities. Advertise the event on the MCCS website and include a link for participants to register. Registration will be capped at 100 kids.

(2) Provide a photographer with a link to the Flickr account to take pictures for parents to print online at their convenience.

(b) Business Operations Division, Food and Hospitality Branch.

Provide the venue, Top of the Hill, Frontline Restaurant from 1330 to 2000 on 17 November 2015 and catering of light refreshments for the event.

(2) AC/S G-5

(a) Community Relations. Request the uniform pageant Marines and guest speaker.

(b) Public Affairs Office. Provide the appropriate media coverage for this event.

(3) Religious Ministries. Public prayer invocation will be delivered by Captain Lee at the start of the event.

(4) Headquarters Battalion. Provide five Marines to conduct a uniform pageant.

(5) Marine Corps Communications and Electronic School (MCCES)

(a) Request 10 to 15 Marines for a working party to be picked up at the MCCES barracks at 1300 on 17 November 2015. The Marines will assist with set up and tear down of the event as well as lead a table of participants through the events of the evening. The Marines will be provided evening chow (pizza) by the L.I.N.K.S. Program and will be transported back to the barracks after clean up at 2000. All volunteers will receive a Letter of Appreciation.

(b) On the day of the event, the working party will set up the restaurant by 1630 in order to accept registrations at 1645. The L.I.N.K.S. Mentors will have the parents sign their children in and sign permission slips. The participants will be escorted to their tables in order to start the ceremony at 1700.

(c) The uniform for the event will be Dress Blue Bravos.

c. Coordinating Instructions

(1) The Action Officer (AO) for this event is Amber Bilderain, L.I.N.K.S. Program Manager. The AO can be reached at (760) 830-1696, cell (909) 767-7587 or amber.bilderain@usmc.mil. Contact the AO with any questions or concerns.

2ND ANNUAL MILITARY KIDS BIRTHDAY BASH

Sequence of Events As of 13 October 2015

- 1300 - L.I.N.K.S. Program Manager picks up MCCES working party to load materials being transported from the Village Center to the Top of the Hill, Frontline Restaurant.
- 1330 - Arrive at Top of the Hill, Frontline Restaurant for set up of ball room (Mesa Room).
- 1530 - DJ arrives for set up in the Mesa Room.
- 1600 - L.I.N.K.S. volunteers, Young Marines and pageant Marines arrive.
- 1630 - Mentors in place for registration and Marines lined up for the ceremony.
- 1645 - Registration begins.
- 1700 - Ceremony Begins with opening remarks and brief history by L.I.N.K.S. Program Manager.
- 1705 - Invocation given by Chaplain Lee.
- 1710 - Sound Attention "All Rise".
- 1710 - Color Guard enters, play National Anthem.
- 1715 - Counter march, Color Guard posts.
- 1715 - Slow Marine's Hymn is played while cake is escorted in by Young Marines.
- 1720 - Audience is seated.
- 1720 - "Adjutant-Angie" reads General Lejeune's Birthday Message.
- 1725 - Introduce Guest Speaker SgtMaj Edward Zapata.
- 1725 - Oldest and Youngest "Young Marines" are called up.
- 1730 - Cake Cutting by L.I.N.K.S. Program Manager, serves guest of honor, oldest and youngest.
- 1735 - Cake Escorts, Oldest and Youngest and Adjutant leave.
- 1735 - Guest of Honor speaks and calls up Pageant Marines.
- 1750 - Guest of Honor leaves to "Semper Fidelis".
- 1750 - Audience stands one more time for Anchors Aweigh and the Marines Hymn.
- 1750 - FOCUS is introduced and provides communication skits with the L.I.N.K.S. Teen Mentors.
- 1805 - Refreshments, Break, cake and social time with DJ and dancing.
- 1900 - Parents begin picking up their children.