



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

1700
MCCS
NOV 18 2015

LETTER OF INSTRUCTION 53-15

From: Commanding General
To: Distribution List

Subj: SUBSTANCE ABUSE GIVING TWICE IS NICE HOLIDAY TOY AND BLOOD DRIVE

Ref: (a) MCO 5300.17

1. Situation. In accordance with the reference, Marine Air Ground Task Force Training Command (MAGTF/TC), Marine Corps Air Ground Combat Center (MCAGCC) is hosting a Substance Abuse Giving Twice is Nice Holiday Toy and Blood Drive for Marines, Sailors, and civilian personnel aboard the installation.

2. Mission. Marine Corps Community Services (MCCS), Marine & Family Programs (M&FP) Division, Behavioral Health Branch (BHB), and Substance Abuse Programs (SAP) will host the Substance Abuse Giving Twice is Nice Holiday Toy and Blood Drive at the Main Exchange from 1000 to 1400 on 1 December 2015. This event will encourage cognitive resiliency within the family dynamic by providing participants an opportunity to learn, understand the impact of substance abuse during the holidays, and implement safe and healthy family friendly holiday activities designed to encourage family wellness and emotional growth.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Participants will be provided with the opportunity to participate in the Substance Abuse Giving Twice is Nice Holiday Toy and Blood Drive. This event aims to educate active duty service members and civilian personnel on the impact of substance abuse during the holiday season and aid in mission readiness.

(2) Concept of Operations

(a) The BHB and SAP will provide active duty, civilian, and families with an opportunity to donate blood and/or toys during the holiday season. The LifeStream mobile blood bank and Toys for Tots donations boxes will be set up outside the Main Exchange on the day of the event.

(b) M&FP Division, BHB, and SAP will begin preparation and execution of the event.

DISTRIBUTION STATEMENT B: Distribution authorized only for MAGTF/TC, MCAGCC directorates, special staff sections, and operational forces.

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b. Subordinate Element Missions

(1) Assistant Chief of Staff (AC/S) M CCS

(a) Business Operations Division. Ensure a section of the parking lot outside the Main Exchange is reserved for the LifeStream mobile blood Bank collection center to set up the day of the event from 0900 - 1500.

(b) M&FP Division, BHB

1. Conduct planning meetings to coordinate all details of the event and ensure requirements are being met prior to the event.

2. Plan and coordinate the sequence of events and distribute to all concerned units and divisions, to ensure maximum participation of active duty, civilian employees, and family members aboard the installation.

3. Prepare all necessary purchase order requests to support the event.

4. Plan and coordinate BHB and M CCS staff conducting specific activities.

(c) Marketing Division. Publicize the event using all media sources available; provide event flyers on M CCS29palms.com website.

(2) AC/S G-5

(a) Publicize and distribute information about the event.

(b) Provide event coverage for the Observation Post and coordinate any planned interviews with the Action Officer (AO).

(c) Notify external media organizations via a press release as deemed appropriate.

(3) Inspector Instructor 4th Tank Battalion. Request Toys for Tots donation containers be provided at the Main Exchange on the day of the event. At the end of the event collect all containers. Distribute donations within the community.

(4) LifeStream

(a) Provide a mobile blood donation center the day of the event from 1000 - 1400 at the Main Exchange.

(b) Provide snacks, juice, and water to participants donating blood.

c. Coordinating Instructions

(1) Maximum participation is requested by all tenant commands.

(2) Open to All Hands with access to the installation.

(3) The AO for this event is Carleen Dickson, Prevention and Education, Substance Abuse Specialist, SAP. The AO may be reached at (760) 830-7265 or at carleen.dickson@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 active duty and reserve Marines, Sailors, retirees, family members, civilian personnel, and invited civilian guests.

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


J. F. HARP
Chief of Staff

Distribution: B