



UNITED STATES MARINE CORPS
MARINE CORPS AIR GROUND COMBAT CENTER
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
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OCT 19 2016

LETTER OF INSTRUCTION 56-16

From: Commanding General
To: Distribution List

Subj: 241ST MARINE CORPS BIRTHDAY PAGEANT CELEBRATION

1. Situation. On 10 November 2016, the Marine Corps will celebrate its 241st birthday. The birthday pageant that accompanies our birthday celebration commemorates the history and traditions of the United States Marine Corps, and is an important part of keeping our age-old traditions alive.
2. Mission. On 10 November 2016, at 1000, the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will celebrate the Marine Corps 241st birthday by holding a pageant of uniforms at the Lance Corporal Torrey L. Gray Field (Gray Field). All MCAGCC tenant organizations are warmly invited to attend.
3. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. Instill in all Marines a sense of pride, based on the history passed from one generation to the next.
 - (2) Concept of Operations. A pageant of uniforms will be held on Gray Field. In the case of inclement weather, the ceremony will be held at the Base Theater.
 - b. Subordinate Element Missions
 - (1) Commanding Officer, Marine Corps Tactics and Operations Group. Provide Organizational Colors and Color Bearers. The Color Bearers will report to First Sergeant (1stSgt) Mariscal during the rehearsal, as outlined in the coordinating instructions. Provide names to 1stSgt Mariscal, Headquarters Battalion (HqBn), Bravo Company, no later than (NLT) close of business (COB) on 26 October 2016.
 - (2) Commanding Officer, Marine Corps Logistics Operations Group. Provide Organizational Colors and Color Bearers. The Color Bearers will report to 1stSgt Mariscal during the rehearsal, as outlined in the coordinating instructions. Provide names to 1stSgt Mariscal NLT COB on 26 October 2016.

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(3) Commanding Officer, HqBn

(a) Provide 18 period players, 1 Organizational Color Bearer with colors, 1 adjutant, 4 cake escorts, and a color guard. These individuals will report to 1stSgt Mariscal. Provide names to 1stSgt Mariscal NLT COB on 19 October 2016.

(b) Provide one officer's sword for the cake-cutting portion of the pageant.

(c) Coordinate the retrieval of period uniforms with the Assistant Chief of Staff (AC/S) G-4 and AC/S G-5.

(d) Coordinate uniform fitting for period players.

(e) Provide a 1stSgt to be the overall Pageant Coordinator and Ceremony Drill Master.

(4) AC/S Marine Corps Community Services

(a) Ensure the Base Theater is scheduled for inclement weather as a backup for pageant execution at 1000 on 10 November 2016.

(b) Provide a single layer sheet birthday cake, a scarlet and gold bunting to decorate the cake cart, dessert plates and forks. Deliver these items to the pageant location on the morning of the ceremony.

(c) Provide two minibuses with drivers to provide transportation for Distinguished Visitors (DV) from the flag pole to Phelps Mess Hall and return upon completion of lunch.

(5) AC/S Religious Ministries. Provide an invocation for the final rehearsal and ceremony.

(6) MAGTFTC, MCAGCC Sergeant Major (SgtMaj). Supervise the execution of all rehearsals and the birthday pageant celebration.

(7) AC/S G-1. Provide the MAGTFTC, MCAGCC SgtMaj and 1stSgt Mariscal with the name, rank, unit, and Marine Corps pay entry base date of the oldest and youngest Marines aboard the Combat Center by 4 November 2016.

(8) AC/S G-3

(a) Assist the MAGTFTC, MCAGCC SgtMaj in coordinating the birthday pageant rehearsals and celebration.

(b) Notify all commands of the final location, in case of inclement weather, on 9 November 2016.

(c) At the Commanding General's (CG's) flag pole at 0900 on 10 November 2016, provide photographic and video support, including a photo shoot of period players and historical flags with the CG. Combat Camera will report to the Protocol Officer as outlined in the coordinating instructions.

(d) Print and publish Marine Corps Pageant programs NLT 4 November 2016. Provide a rough draft program NLT 28 October 2016, to the Protocol Office and MAGTFTC, MCAGCC SgtMaj for their review, before publishing the program.

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(e) Schedule training area quiet hours during the ceremony.

(f) Ensure contractor quiet hours are set during the ceremony.

(g) Provide historical weapons for the role players (Marksmanship Training Unit).

(9) AC/S G-4

(a) Reserve Gray Field for rehearsals and for the birthday pageant.

(b) Mow the parade field lawn at an appropriate time to allow for a groomed appearance and marking of the parade field on ceremony day.

(c) Ensure the parade deck watering schedule does not interfere with scheduled rehearsals and the ceremony.

(d) Arrange for four bleachers to be available at Gray Field during the birthday pageant, and ensure bleachers are in an excellent state of repair and police. Coordinate the placement of bleachers with the MAGTFTC, MCAGCC SgtMaj.

(e) Provide a base working party for preparation and cleanup of Gray Field and all bleachers (separate from the Protocol working party).

(f) Provide equipment support for static display.

(g) Provide a cake cart for the birthday cake setup on 10 November 2016.

(10) AC/S G-5

(a) Provide coverage for the Observation Post.

(b) Coordinate news media coverage for activities associated with the Marine Corps birthday celebration.

(c) Contact the Morongo Unified School District and invite students to attend the birthday pageant on 10 November 2016.

(d) Provide a narrator to read the script in conjunction with guidance from the MAGTFTC, MCAGCC SgtMaj. Have the narrator report to the rehearsals, as outlined in the coordinating instructions. Report this name to 1stSgt Mariscal NLT COB on 26 October 2016.

(e) Provide the Protocol Office with numbers of students attending from Morongo Unified School District.

(11) AC/S G-6. Provide two Marines to set up and run the appropriate public address, sound system, and lecterns for the birthday pageant and rehearsals. The two Marines will report to 1stSgt Mariscal during the rehearsals as outlined in the coordinating instructions. Report names to 1stSgt Mariscal NLT COB on 26 October 2016.

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(12) AC/S G-7

(a) Establish appropriate antiterrorism force protection measures and provide a roving patrol (i.e. Guardian Angels).

(b) Establish appropriate entry procedures at all gates for military and civilian guests on 10 November 2016.

(c) Provide parking areas and appropriate signs for the birthday pageant and cake-cutting ceremony, to include designated parking for Gold Star Mothers.

(d) Ensure adequate traffic and crowd control measures are in place for the birthday pageant.

(e) At 0700 on 10 November 2016, block off traffic on Sturgis between 5th and 6th streets, on 5th street between Sturgis and Griffin, and on 6th street between Sturgis and Griffin. However, do not prevent MAGTFTC, MCAGCC staff from accessing parking spaces in the vicinity of Building (Bldg) 1554, prior to 0800.

(f) The Base Theater will be the contingency site for inclement weather. Establish appropriate signs and procedures to adequately control and direct the crowd and traffic to the Base Theater, in the case of inclement weather.

(13) Protocol Officer

(a) Coordinate and send invitations for the birthday pageant to selected retired senior military and civilian officials of the community.

(b) Ensure the reviewing stand is properly arranged and coordinate seating arrangements, to include a special section for Gold Star Mothers and their families.

(c) Supervise and direct the efforts of the DVs reviewing stand escorts, and ushers for the birthday pageant.

(d) Provide the Provost Marshal's Office with an access list of all DVs for base access.

(e) Supervise and direct the Protocol working party.

(14) Tenant Organizations

(a) Commanding Officer, Robert E. Bush Naval Hospital

1. Request two Corpsmen to be at the birthday pageant and the full dress rehearsal. Provide names to 1stSgt Mariscal NLT 4 November 2016. The two Corpsmen will report to 1stSgt Mariscal at 1000 on 9 November 2016, at Gray Field for practice.

2. Request one Sailor to participate in the pageant, as a role player representing today's Navy. This individual will report to 1stSgt Mariscal during the rehearsals, as outlined in the coordinating instructions. Provide this name to 1stSgt Mariscal NLT COB on 26 October 2016.

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(b) Commanding Officer, Marine Corps Communication-Electronics School. Request eight enlisted Marines and one Noncommissioned Officer (NCO) to serve as a working party and report to the Protocol Office at 1000 on 31 October 2016. Request Organizational Colors and Color Bearers. Color Bearers will report to 1stSgt Mariscal during the rehearsals, as outlined in the coordinating instructions. Provide names to Mr. Kaleo Leopoldo, Protocol Office, and 1stSgt Mariscal NLT COB on 26 October 2016.

(c) Commanding Officer, 7th Marines. Request 12 Marines to serve as ushers and report to the Protocol Office at 1000 on 31 October 2016. Request Organizational Colors and Color Bearers. Color Bearers will report to 1stSgt Mariscal during the rehearsals, as outlined in the coordinating instructions. Provide names to Mr. Kaleo Leopoldo, Protocol Office and 1stSgt Mariscal NLT COB on 26 October 2016.

(d) Commanding Officer, 3d Battalion, 11th Marines. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Mariscal during the rehearsals, as outlined in the coordinating instructions. Provide name to 1stSgt Mariscal NLT COB on 26 October 2016.

(e) Commanding Officer, Marine Wing Support Squadron 374. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Mariscal during the rehearsals, as outlined in the coordinating instructions. Provide name to 1stSgt Mariscal NLT COB 26 October 2016.

(f) Commanding Officer, 3d Light Armored Reconnaissance Battalion. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Mariscal during the rehearsals, as outlined in the coordinating instructions. Provide name to 1stSgt Mariscal NLT COB on 26 October 2016.

(g) Commanding Officer, 1st Tank Battalion. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Mariscal during the rehearsals, as outlined in the coordinating instructions. Provide name to 1stSgt Mariscal NLT COB on 26 October 2016.

(h) Commanding Officer, Combat Logistics Battalion 7. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Mariscal during the rehearsals, as outlined in the coordinating instructions. Provide name to 1stSgt Mariscal NLT COB on 26 October 2016.

c. Coordinating Instructions

(1) Uniforms for pageant participants, spectators, and working party will be as follows:

(a) Ushers/Escorts - Blue Dress "C"/Navy Blue Dress.

(b) Cake Escorts - Blue Dress "B"/Navy Blue Dress

(c) Organization Color Bearer/Adjutant/Narrator - Blue Dress "B"/Navy Blue Dress.

(d) Working Party - Seasonal Marine Pattern Marine Corps Combat Utility Uniform.

(e) Spectators - Blue Dress "C"/Navy Blue Dress.

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(2) Equipment is mandatory at each rehearsal.

(3) The MAGTFTC, MCAGCC SgtMaj must approve any changes to the roster of participants.

(4) Working Party

(a) Report to the CG's Conference Room, Bldg 1559, at 1000 on 31 October 2016.

(b) Report to the CG's Conference Room, Bldg 1559, at 1000 on 6 November 2016.

(c) Report to the CG's Conference Room, Bldg 1559, at 1000 on 9 November 2016.

(d) Report to the Protocol Office, Bldg 1554, at 0700 on 10 November 2016.

(5) Escorts and Ushers

(a) Report to the CG's Conference Room, Bldg 1559, at 1000 on 31 October 2016.

(b) Report to the CG's Conference Room, Bldg 1559, at 1000 on 7 November 2016.

(c) Report to the CG's Conference Room, Bldg 1559, at 1000 on 9 November 2016.

(d) Report to the Protocol Office, Bldg 1554, at 0830 on 10 November 2016.

(6) Civilian personnel supervisors may permit civil service and non-appropriated fund employees to attend the birthday pageant without incurring leave charges.

(7) Marines assigned as ushers and Gold Star Mother escorts will report to the Protocol Office in Bldg 1554, for a brief at 0800 on 4 November 2016, and at 0830 on 10 November 2016.

(8) Marines assigned as Organizational Color Bearers must be in place on Gray Field at 0700, on 10 November 2016.

(9) Marines and Sailors participating in the pageant during rehearsals or on the day of the pageant will not be tasked with additional duties that interfere with rehearsals or the pageant.

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(10) Timeline

2016 HISTORICAL PAGEANT REHEARSAL SCHEDULE					
DATE	START TIME	END TIME	UNIFORM	LOCATION	REQUIRED
NOV 1	1000	TBD	UNIFORM OF THE DAY	GRAY FIELD	A, B, D, E, F
NOV 2	1000	TBD	UNIFORM OF THE DAY	GRAY FIELD	A, B, D, E, F
NOV 3	1000	TBD	UNIFORM OF THE DAY	GRAY FIELD	A, B, D, E, F
NOV 4	1000	TBD	UNIFORM OF THE DAY/UTILITIES	GRAY FIELD	A, B, D, E, F
NOV 7	1000	TBD	UNIFORM OF THE DAY	GRAY FIELD	A, B, D, E, F
NOV 8	1000	TBD	UNIFORM OF THE DAY/UTILITIES	GRAY FIELD	A, B, C, D, E, F
NOV 9	1000	TBD	UNIFORM OF THE DAY	GRAY FIELD	A, B, C, D, E, F
NOV 10	0700/1000	COMPLETION OF CEREMONY	SEE COORDINATING INSTRUCTIONS	GRAY FIELD	A, B, C, D, E, F

- A COLOR BEARER/ORGANIZATIONAL BEARER
- B ROLE PLAYERS
- C COMMANDING GENERAL
- D USHERS
- E MUSIC NCO
- F NARRATOR

- UNIFORM DRESS BLUE COLOR BEARERS, ORGANIZATIONAL BRAVOS BEARERS, ESCORTS
- DRESS BLUE USHERS, CHARLIES NON PARTICIPANTS
- HISTORICAL UNIFORMS ROLE PLAYER
- GEAR COLORS AND ORGANIZATIONAL COLORS

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/G1-Manpower/Adjutant-Office/Letters-of-Instruction/>.

5. Command and Signal

a. Command

(1) The MAGTFTC, MCAGCC SgtMaj is the overall coordinator for this event. 1stSgt Mariscal, HqBn will be the Staff Noncommissioned Officer-in-Charge.

(2) The **Uniform of the Day** for 10 November 2016 is Blue Dress "C"/Navy Blue Dress. In the event of inclement weather the uniform of the day is seasonal Marine Pattern Marine Corps Combat Utility Uniform.

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(3) This LOI is applicable to all commands, organizations, units, and activities aboard the Combat Center.

b. Signal

(1) A decision to implement the inclement weather plan will be communicated via speed call and telephonic notification to participating unit command decks.

(2) Points of contact for this letter of instruction are:

(a) 1stSgt Jose Mariscal, HqBn, Bravo Company at (760) 830-6571 or jose.mariscal@usmc.mil.

(b) Mr. Kaleo Leopoldo, MAGTFTC Protocol at (760) 830-7687 or kaleo.leopoldo@usmc.mil.

(3) This LOI is effective the date signed.


J. F. HARP
Chief of Staff

Distribution: A