



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

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APR 14 2016

LETTER OF INSTRUCTION 27-16

From: Commanding General  
To: Distribution List

Subj: HOW TO DO BUSINESS WITH THE BASE

1. Situation. The Commanding General, Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) has directed the Assistant Chief of Staff (AC/S) G-5, Community Plans and Liaison Office to support the "How to do Business with the Base" event on 5 May 2016.

2. Mission. To publish information and instructions for the support of the "How to do Business with the Base" event.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide the Combat Center an opportunity to partner with the local Chamber of Commerce. This partnership fulfills the requirement for community involvement, maintains the "good neighbor policy," and is essential for fostering a good relationship within the community.

(2) Concept of Operations. In the Bell Center at Copper Mountain College (CMC), from 1100-1300 on 5 May 2016, staff members from G-4, G-5, Marine Corps Community Services (MCCS), and the Human Resources Office (HRO) will provide personnel and products to facilitate an informational booth and answer questions on the following topics associated with doing business with the base: Human Resources, Sponsorship, Advertising and Marketing, Volunteer Opportunities, Contracting and Procurement, the Single Marine Program, Community Relations, Facilities Engineering and Acquisition, Housing, Appropriated Fund Contracting, and training in the Johnson Valley Shared Use Area.

b. Subordinate Element Missions

(1) AC/S G-4. Provide representatives to provide information on the following: Facilities Engineering and Acquisition, Housing, and Appropriated Fund Contracting.

(2) AC/S G-5

(a) Coordinate representatives from MAGTFTC, MCAGCC to participate in the "How to do Business with the Base" event.

(b) Provide appropriate Media coverage.

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(c) Provide representatives to provide information on Community Relations and training in the Johnson Valley Shared Use Area.

(3) AC/S MCCA. Provide representatives to provide information for the following: Personnel and Employment, Sponsorship, Advertising and Marketing, Volunteer Opportunities, Contracting and Procurement, and the Single Marine Program.

(4) Director, HRO. Provide a representative to provide information on Human Resources.

c. Coordinating Instructions

(1) The Coordinating Officer for this event is Kimberly Pope, Community Liaison G-5 at (760) 830-3735, cell (760) 401-0165, or kimberly.pope@usmc.mil.

(2) On 5 May 2016, MAGFTFC, MCAGCC representatives participating in the "How to Do Business with the Base" event will arrive at 1030 at the Bell Center, CMC 6162 Rotary Way, Joshua Tree, CA 92252. Once there, the representatives will begin setting up their informational booths for the open house event. At 1100, the doors will open to the community and will conclude at 1300. After the representatives have packed up their booths, they will return to the base and the event will be complete.

(3) Uniform for the Event. The uniform for active duty personnel will be Service "C" and for civilian personnel will be business casual.

(4) Timeline for 5 May 2016

1030 - Set up booth at the Bell Center at CMC  
1100 - How to do Business with the Base event begins  
1300 - Event concludes; Breakdown booths  
1330 - Return to the Base; Mission Complete

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of all 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 active duty, reserve, and civilian personnel participating in this event.

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

  
H. J. SELLERS  
Chief of Staff  
Acting

Distribution: A