



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

5060
HqBn

APR 26 2016

LETTER OF INSTRUCTION 28-16

From: Commanding General
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR MARINE AIR GROUND TASK FORCE TRAINING
COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER RELIEF AND
APPOINTMENT/RETIREMENT CEREMONY

Ref: (a) MCO P5060.20

Encl: (1) Uniform and Equipment
(2) Retirement Display Concept 2

1. Situation. Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Relief and Appointment Ceremony will be conducted at 1000 on 10 May 2016.

2. Mission. Provide information and instructions for personnel participating in or supporting the Relief and Appointment/Retirement ceremony, in accordance with the reference.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide a memorable Relief and Appointment/Retirement Ceremony for all military, civilian, and family members living or working aboard MAGTFTC, MCAGCC, invited dignitaries, and both Sergeant Major Villalino and Sergeant Major Hendges.

(2) Concept of Operations

(a) Commander of Troops will be the G-1 Senior Enlisted Staff Noncommissioned Officer.

(b) The Headquarters Battalion (HqBn) MCAGCC Sergeant Major will organize the ceremony, coordinate with all participating units, and identify key personnel for rehearsals.

(c) The event will be held on Lance Corporal Torrey Gray Field (Gray Field). In the event of inclement weather (IW), the ceremony will be conducted in the Base Theater. The IW plan will be determined three hours prior to the event.

(d) All military and civilian personnel, and their family members, are cordially invited and encouraged to attend the ceremony.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

LETTER OF INSTRUCTION 28-16

(e) Uniforms are indicated in the enclosure.

(3) Timeline. Timeline for the ceremony is as follows:

<u>DATE</u>	<u>TIME</u>	<u>PERSONNEL</u>	<u>EVENT</u>	<u>LOCATION</u>
4 May	0800-1000	Key Personnel	Rehearsal	Gray Field
5 May	0800-1000	Key Personnel	Rehearsal	Gray Field
6 May	0800-1000	All Hands	Rehearsal	Gray Field
9 May	0800-1000	All Hands	Rehearsal	Gray Field
10 May	1000-1100	All Hands	Ceremony	Gray Field

b. Subordinate Element Missions

(1) Assistant Chief of Staff (AC/S) G-1. Provide an Adjutant and two staff noncommissioned officers (SNCOs) for the parade staff.

(2) AC/S G-3

(a) Coordinate and control all aspects of the Relief and Appointment/Retirement Ceremony, to include rehearsals and ancillary preparations.

(b) Provide photo and video crew from Combat Camera to record the ceremony and support the reception.

(c) Request and ensure Band support.

(d) Monitor weather conditions, and if necessary, recommend implementing the IW plan. The IW plan determination will be made three hours prior to the event.

(e) Provide one SNCO and one Noncommissioned Officer (NCO) for the parade staff.

(f) Design and produce Relief and Appointment/Retirement programs.

(g) Set up the state flags for the ceremony.

(3) AC/S G-4

(a) Arrange reviewing stands and bleachers.

(b) Schedule the parade deck for rehearsals and the ceremony, as listed above.

(c) Ensure policing of grounds is completed prior to the ceremony.

(d) Cut the grass on the parade deck at an appropriate time to allow for groomed appearance and marking of the parade deck.

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

(f) Ensure quiet hours are observed during the ceremony.

LETTER OF INSTRUCTION 28-16

(g) Provide one SNCO and one NCO for the parade staff.

(h) Using enclosure (2), set up a static display for this event.

(4) AC/S G-5

(a) Prepare an appropriate script for the Relief and Appointment/Retirement Ceremony, to include all background information and introductory remarks, no later than 27 April 2016.

(b) Develop a plan for accommodating civilian media personnel who may desire to attend.

(c) Provide appropriate public affairs/media coverage of the ceremony.

(d) Provide a narrator for the rehearsals and the ceremony.

(5) AC/S G-6

(a) Provide a public address system and two hand-held wireless microphones for the rehearsals and the ceremony.

(b) Provide a backup public address system.

(c) Provide one SNCO for the parade staff.

(6) AC/S G-7

(a) Provide and execute a parking plan to include designated parking for distinguished guests; block off Very Important Persons parking spaces between the Village Center and Protestant Chapel by 2000 on 9 May 2016.

(b) Develop and execute a traffic control plan with sentries; block off traffic at Sturgis Road between Fifth and Sixth Streets and the parking lot to Building 1533 by 2000 on 9 May 2016. Ensure sentries are briefed and given a distinguished guest list provided by Protocol.

(c) Control traffic in the vicinity of unit staging areas, the MAGTFTC parade deck, and the Headquarters Building during the ceremony.

(d) Provide and execute security plan, to include assigning Guardian Angels for the ceremony.

(7) AC/S Marine Corps Community Services. Reserve the Base Theater in support of the IW plan.

(8) AC/S Religious Ministries. Provide the invocation during the final rehearsal and the ceremony.

(9) Protocol Officer

(a) Organize and supervise seating in the reviewing stands.

LETTER OF INSTRUCTION 28-16

(b) Direct and supervise working parties, ushers, and ceremony escorts in the performance of their duties.

(c) Coordinate Sergeant Major guest list, invitations, and biographies.

(d) Coordinate preparation for Sergeant Major's reception immediately following the ceremony.

(e) Distribute the Relief and Appointment/Retirement ceremony program.

(f) Ensure water and cups are available for key personnel at the flagpole during rehearsals and at staging areas during the parade.

(10) Commanding Officer (CO), HqBn

(a) Provide MAGTFTC, MCAGCC Color Guard with Organizational Colors for the ceremony.

(b) Provide one unit Commander and Guidon Bearer.

(c) Provide 105 Marines for 3 ceremonial platoons (35 Marines consisting of one officer, one SNCO and 33 enlisted) to represent HqBn, Marine Aviation Weapons Tactics Squadron One (MAWTS-1), and Marine Corps Mountain Warfare Training Center (MCMWTC). Be prepared to provide 66 additional Marines to augment Marine Corps Tactics and Operations Group (MCTOG) and Marine Corps Logistics Operations Group (MCLOG).

(d) Provide 10 NCOs to serve as escorts. Provide Protocol (Irene.cruse@usmc.mil) with a list of Marines for this detail no later than 1200, 27 April 2016. Escort NCOs will report to the Protocol Office at the following dates and times:

1. 0800, 4 May 2016
2. 0800, 5 May 2016
3. 0800, 6 May 2016
4. 1300, 9 May 2016
5. 0700, 10 May 2016 (0645 if IW plan is implemented)

(e) Provide six NCOs with valid driver's licenses and driver improvement cards to serve as drivers. Drivers will have appropriate civilian attire on standby. Provide Protocol with a list of NCOs for this detail no later than 1200, 27 April 2016. Have the drivers report to the Protocol Office at the following dates and times:

1. 0800, 4 May 2016
2. 0800, 5 May 2016
3. 0800, 6 May 2016

LETTER OF INSTRUCTION 28-16

4. 1300, 9 May 2016

5. 0700, 10 May 2016

(f) Provide 12 NCOs to serve as ushers. They will be required to wear their Blue Dress D uniforms (w/ribbons) for the final rehearsal and ceremony. Provide Protocol with a list of Marines for this detail no later than 1200, 27 April 2016. Ushers will report to the Protocol Office at the following dates and times:

1. 0800, 4 May 2016

2. 0800, 5 May 2016

3. 0800, 6 May 2016

4. 1330, 9 May 2016

5. 0700, 10 May 2016

(g) Provide six Lance Corporals to serve as a working party. Provide Protocol with a list of Marines for this detail no later than 1200, 27 April 2016. The working party will report to the Protocol Office at the following dates and times:

1. 1330, 5 May 2016

2. 1330, 6 May 2016

3. 1330, 9 May 2016

4. 0700, 10 May 2016

(11) CO, MAWTS-1

(a) Provide one unit Commander and Guidon Bearer.

(b) Provide a Color Sergeant with organizational colors.

(c) Provide 35 Marines (1 SNCO, 1 NCO, and 33 enlisted) for the ceremonial platoon. Coordinate with the CO, HqBn for additional Marines if unable to muster your entire requirement.

(12) CO, MCMWTC

(a) Provide one unit Commander and Guidon Bearer.

(b) Provide a color sergeant with organizational colors.

(c) Provide 35 Marines (1 SNCO, 1 NCO, and 33 enlisted) for the ceremonial platoon. Coordinate with the CO, HqBn for additional Marines if unable to muster your entire requirement.

(13) CO, MCTOG

(a) Provide one unit Commander and Guidon Bearer.

LETTER OF INSTRUCTION 28-16

(b) Provide a Color Sergeant with organizational colors.

(c) Provide 35 Marines (1 SNCO, 1 NCO, and 33 enlisted) for the ceremonial platoon. Coordinate with the CO, HqBn for additional Marines if unable to muster your entire requirement.

(14) CO, MCLOG

(a) Provide one unit Commander and Guidon Bearer.

(b) Provide a Color Sergeant with organizational colors.

(c) Provide 35 Marines (1 SNCO, 1 NCO, and 33 enlisted) for the ceremonial platoon. Coordinate with the CO, HqBn for additional Marines if unable to muster your entire requirement.

(15) Commanding Officer, Naval Hospital Twentynine Palms. Request four corpsmen (with Medical Bags) at 0800 on 4, 5, 6, 9, and 10 May 2016, the day of the ceremony.

c. Coordinating Instructions

(1) Direct liaison is authorized, with G-3 oversight, among parade participants and MAGTF/TC, MCAGCC staff sections to coordinate necessary details.

(2) Sequence of events to be distributed via separate correspondence.

(3) Coordinate schedules to permit maximum participation of assigned personnel.

(4) Additional personnel for subordinate element requirements are coordinated through the unit Sergeants Major/senior enlisted.

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/LettersofInstruction.aspx>.

5. Command and Signal

a. Command. This LOI is applicable to all directorates, staff sections, and subordinate commands participating in this event.

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


J. F. HARP
Chief of Staff

Distribution: A

LETTER OF INSTRUCTION 28-16

Uniform and Equipment

1. Ceremony Participants

a. Ushers. Blue Dress "D" (w/ribbons).

b. All other ceremony participants. Desert Marine Pattern (MARPAT) camouflage utilities with designated weapons and equipment as determined by the MAGTFTC, MCAGCC Sergeant Major.

c. Sunglasses are not to be worn.

2. Spectators

a. Military. Desert MARPAT or service equivalent.

b. Civilian. Appropriate civilian attire.

3. Key Personnel. The following ceremony participants fall under Key Personnel:

a. Parade Staff

b. Unit Commanders

c. Platoon Commanders

d. Guidon Bearers

e. MAGTFTC Color Guard

f. Organizational Color Sergeant

Retirement Display Concept 2

