



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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JUN 09 2016

LETTER OF INSTRUCTION 34-16

From: Commanding General
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR MARINE AIR GROUND TASK FORCE TRAINING
COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER CHANGE OF COMMAND

Ref: (a) MCO P5060.20 w/Ch1

Encl: (1) Uniform and Equipment

1. Situation. Major General Lewis A. Craparotta will relinquish command of the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) to Brigadier General William F. Mullen III in a Change of Command (CoC) Ceremony at 0830 on 14 July 2016.

2. Mission. Provide information and instructions for personnel participating in or supporting the CoC ceremony in accordance with the reference.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide a memorable CoC ceremony for all military, civilian, and family members living or working aboard MAGTFTC, MCAGCC, invited dignitaries, and both Major General Lewis A. Craparotta and Brigadier General William F. Mullen III.

(2) Concept of Operations

(a) Commander of Troops will be MAGTFTC, MCAGCC Assistant Chief of Staff (AC/S) G-3.

(b) The MAGTFTC, 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.

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

(e) Uniforms are indicated in enclosure (1).

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

<u>DATE</u>	<u>TIME</u>	<u>PERSONNEL</u>	<u>EVENT</u>	<u>LOCATION</u>
7 July	0730-1100	Key Personnel	Rehearsal	Gray Field (Chalk Talk)
8 July	0730-1100	Key Personnel	Rehearsal	Gray Field
11 July	0730-1100	Key Personnel	Rehearsal	Gray Field
12 July	0730-1100	ALL Hands	Rehearsal	Gray Field
13 July	0730-1100	ALL Hands	Rehearsal	Gray Field
13 July	1300-1500	Key Personnel	IW	Base Theater (if needed)
14 July	0830-0930	All Hands	Ceremony	Gray Field

b. Subordinate Element Missions

(1) AC/S G-1

(a) Provide an Adjutant and two staff noncommissioned officers (SNCO) for the parade staff.

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

(c) Prepare the assumption of command AMHS message. Release the message upon the completion of the change of command ceremony.

(d) Prepare and update the Assumption of Command letter for Brigadier General Mullen's assumption of command.

(2) AC/S G-3

(a) Coordinate and control all aspects of the CoC, 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.

(e) Provide one officer and one SNCO for the parade staff.

(f) Design and produce CoC programs.

(3) AC/S G-4

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

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

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

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

(e) Ensure quiet hours are observed during ceremony.

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(f) Set up static displays of U.S. Marine Corps equipment (i.e. tanks, AAVs, Howitzers, and trucks).

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

(4) AC/S G-5

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

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

(5) AC/S G-6

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

(b) Provide a backup public address system.

(c) Provide one officer 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 Person parking spaces between the Village Center and Protestant Chapel by 2000 on 13 July 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 13 July 2016. Ensure sentries are briefed and provided 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 ceremony

(9) Protocol Officer

(a) Organize and supervise seating in reviewing stands.

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

(c) Coordinate Commanding Generals' (CGs') guest list, invitations, and biographies.

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(d) Coordinate preparation for CGs' reception immediately following the ceremony.

(e) Distribute the CoC ceremony program.

(10) Commanding Officer (CO), Headquarters Battalion (HqBn)

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

(b) Provide one unit Commander and Guidon Bearer.

(c) Provide 99 Marines for 3 ceremonial platoons (33 Marines consisting of one officer, one SNCO and 31 enlisted) to represent HqBn, Marine Aviation Weapons Tactics Squadron One (MAWTS-1), and Marine Corps Mountain Warfare Training Center (MCMWTC). Be prepared to provide 64 additional Marines to augment Marine Corps Tactics and Operations Group and Marine Corps Logistics and Operations Group.

(d) Provide 10 officers to serve as Escort Officers. Provide Protocol (Irene.cruse@usmc.mil) with a list of Marines for this detail no later than 1200, 30 June 2016. Escort Officers will report to the Protocol Office at the following dates and times:

1. 1330, 7 July 2016
2. 1330, 12 July 2016
3. 1330, 13 July 2016
4. 0700, 14 July 2016 (0645 if IW plan is implemented)

(e) Provide six noncommissioned officers (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, 30 June 2016. Have the drivers report to the Protocol Office at the following dates and times:

1. 1330, 7 July 2016
2. 1330, 12 July 2016
3. 1330, 13 July 2016
4. 0700, 14 July 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, 30 June 2016. Ushers will report to the Protocol Office at the following dates and times:

1. 1330, 7 July 2016
2. 1330, 12 July 2016
3. 1330, 13 July 2016

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4. 0700, 14 July 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, 30 June 2016. The working party will report to the Protocol Office at the following dates and times:

1. 1330, 7 July 2016

2. 1330, 12 July 2016

3. 1330, 13 July 2016

4. 0700, 14 July 2016

(h) Provide two guidon bearers for ceremony (supplementing MAWTS-1 and MCMWTC requirement for transporting Marines to MCAGCC).

(i) Working with the MAGTFTC, MCAGCC Sergeant Major, prepare an appropriate script for the CoC, to include all background information and introductory remarks no later than 30 June 2016.

(11) CO, MAWTS-1

(a) Provide one unit Commander (Guidon Bearer will be provided by MAGTFTC).

(b) Provide a Color Sergeant with organizational colors.

(12) CO, MCMWTC

(a) Provide one unit Commander (Guidon Bearer will be provided by MAGTFTC).

(b) Provide a Color Sergeant with organizational colors.

(13) CO, Marine Corps Tactics and Operations Group

(a) Provide one unit Commander and Guidon Bearer.

(b) Provide a Color Sergeant with organizational colors.

(c) Provide 33 Marines (1 officer, 1 SNCO, and 31 enlisted) for the ceremonial platoon. Coordinate with the CO, HqBn for additional Marines if unable to muster your entire requirement.

(14) CO, Marine Corps Logistics and Operations Group

(a) Provide one unit Commander and Guidon Bearer.

(b) Provide a Color Sergeant with organizational colors.

(c) Provide 33 Marines (1 officer, 1 SNCO, and 31 enlisted) for the ceremonial platoon. Coordinate with the CO, HqBn for additional Marines if unable to muster your entire requirement.

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(15) Commanding Officer, Naval Hospital Twentynine Palms. Request four corpsman (with Med Bags) to be provided at 0730 on 12, 13, & 14 July 2016, during the ceremony.

c. Coordinating Instructions

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

(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/LOI.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

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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 MAGTF/TC, 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. MAGTF/TC, MCAGCC Color Guard

f. Organizational Color Sergeant