



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

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OCT 21 2014

LETTER OF INSTRUCTION 47-14

From: Commanding General  
To: Distribution List

Subj: 239TH MARINE CORPS BIRTHDAY PAGEANT CELEBRATION

1. Situation. On 10 November 2014, the Marine Corps will celebrate its 239th 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 6 November 2014, at 1000, the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will celebrate the Marine Corps 239th birthday by holding a pageant of uniforms at 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 Bearer. Color Bearer will report to First Sergeant (1stSgt) Gharati during the rehearsal as outlined in the coordinating instructions. Provide these names to Captain (Capt) Plettner, 1stSgt Gharati, and the MAGTFTC, MCAGCC Sergeant Major (SgtMaj).

(2) Commanding Officer, Marine Corps Logistics Operation Group. Provide Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Gharati during the rehearsal as outlined in the coordinating instructions. Provide these names to Capt Plettner, 1stSgt Gharati, and the MAGTFTC, MCAGCC SgtMaj.

(3) Commanding Officer, Headquarters Battalion

(a) Provide 18 period players, one Organizational Color Bearer with colors, one adjutant, 4 cake escorts, and a color guard. These

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individuals will report to 1stSgt Gharati. Provide these names to Capt Plettner, 1stSgt Gharati, and the MAGTFTC, MCAGCC SgtMaj.

(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 rehearsals, the birthday pageant at 1400 on 5 November 2014, and execution at 0800 on 6 November 2014.

(b) Provide a single layer sheet birthday cake and deliver on the morning of the ceremony.

(c) Provide a scarlet and gold bunting to decorate the cake cart.

(d) Provide dessert plates and forks the day of the ceremony.

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

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

(7) AC/S G-1. Provide the MAGTFTC, MCAGCC SgtMaj with the name, rank, unit, and Marine Corps pay entry base date of the oldest and youngest Marines aboard the Combat Center on 6 November 2014.

(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 6 November 2014.

(c) Provide photographic and video support, including a photo shoot of period players and historical flags at 0900 with the Commanding General (CG) on 6 November 2014, at the CG's flag pole. Combat Camera will report to the Protocol Officer as outlined in the coordinating instructions.

(d) Print and publish Marine Corps Pageant programs no later than 3 November 2014. Provide a rough draft program no later than 31 October 2014, to the Protocol Office and MAGTFTC, MCAGCC SgtMaj for their review before publishing the program.

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

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

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

(c) Ensure 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 (separate from the Protocol working party).

(f) Provide equipment support for static display.

(g) Provide a cake cart for the birthday cake setup on 6 November 2014.

(10) AC/S G-5

(a) Provide coverage in 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 6 November 2014.

(d) Provide a narrator to read the script in conjunction with guidance from the MAGTFTC, MCAGCC SgtMaj. Have narrator report to the rehearsals as outlined in the coordinating instructions.

(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 Gharati during the rehearsals as outlined in the coordinating instructions.

(12) AC/S G-7

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

(b) Establish appropriate entry procedures at all gates for military and civilian guests on 6 November 2014.

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

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

(e) At 0700 on 6 November 2014, 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 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 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 Distinguished Visitors' (DV) reviewing stand escorts and ushers for the birthday pageant.

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

(e) Supervise and direct Protocol working party.

(14) Tenant Organizations

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

1. Request two Corpsmen at the birthday pageant and the full dress rehearsal. Provide these names to Capt Plettner. The two Corpsmen will report to Capt Plettner at 1300 on 5 November 2014, 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 Gharati during the rehearsals as outlined in the coordinating instructions. Provide this name to Capt Plettner, 1stSgt Gharati, and the MAGTFTC, MCAGCC SgtMaj no later than (NLT) close of business (COB) 27 October 2014.

(b) Commanding Officer, Marine Corps Communication-Electronics School. Request six Marines to serve as working party and report to the Protocol Office at 0800 on 30 October 2014. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Gharati during the rehearsals as outlined in the coordinating instructions. Provide these names to Mr. Adam Clancy, Protocol, Capt Plettner, 1stSgt Gharati, and the MAGTFTC, MCAGCC SgtMaj no later than (NLT) close of business (COB) 27 October 2014.

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(c) Commanding Officer, 7th Marines. Request 12 Marines to serve as ushers and report to the Protocol Office at 0800 on 30 October 2014. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Gharati during the rehearsals as outlined in the coordinating instructions. Provide these names to Mr. Adam Clancy, Protocol, Capt Plettner, 1stSgt Gharati, and the MAGTFTC, MCAGCC SgtMaj NLT COB 27 October 2014.

(d) Commanding Officer, 3d Battalion, 11th Marines. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Gharati during the rehearsals as outlined in the coordinating instructions. Provide these names to Capt Plettner, 1stSgt Gharati, and MAGTFTC, MCAGCC SgtMaj.

(e) Commanding Officer, Marine Wing Support Squadron 374. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Gharati during the rehearsals as outlined in the coordinating instructions. Provide these names to Capt Plettner, 1stSgt Gharati, and MAGTFTC, MCAGCC SgtMaj.

(f) Commanding Officer, 3d Light Armored Reconnaissance Battalion. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Gharati during the rehearsals as outlined in the coordinating instructions. Provide these names to Capt Plettner, 1stSgt Gharati, and MAGTFTC, MCAGCC SgtMaj.

(g) Commanding Officer, 1st Tank Battalion. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Gharati during the rehearsals as outlined in the coordinating instructions. Provide these names to Capt Plettner, 1stSgt Gharati, and MAGTFTC, MCAGCC SgtMaj.

(h) Commanding Officer, Marine Unmanned Aerial Vehicles Squadron 1. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Gharati during the rehearsals as outlined in the coordinating instructions. Provide these names to Capt Plettner, 1stSgt Gharati, and MAGTFTC, MCAGCC SgtMaj.

(i) Commanding Officer, Combat Logistics Battalion 7. Request Organizational Colors and Color Bearer. Color Bearer will report to 1stSgt Gharati during the rehearsals as outlined in the coordinating instructions. Provide these names to Capt Plettner, 1stSgt Gharati, and MAGTFTC, MCAGCC SgtMaj.

c. Coordinating Instructions

(1) Uniforms for pageant participants 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 - Woodland Marine Pattern Marine Corps Combat Utility Uniform.

(2) Equipment is mandatory at each rehearsal.

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

(4) Working Party

2014. (a) Report to the Protocol Office, Bldg 1554 at 0800 on 30 October

2014. (b) Report to the Protocol Office, Bldg 1554 at 0800 on 3 November

2014. (c) Report to the Protocol Office, Bldg 1554 at 0800 on 5 November

2014. (d) Report to the Protocol Office, Bldg 1554 at 0645 on 6 November

(5) Escorts and Ushers

2014. (a) Report to the Protocol Office, Bldg 1554 at 0800 on 30 October

2014. (b) Report to the Protocol Office, Bldg 1554 at 0800 on 3 November

2014. (c) Report to the Protocol Office, Bldg 1554 at 0800 on 5 November

2014. (d) Report to the Protocol Office, Bldg 1554 at 0730 on 6 November

(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 2014, and 0830 on 6 November 2014.

(8) Marines assigned as Organizational Color Bearers must be in place at Gray Field at 0800, 6 November 2014.

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

(10) Timeline

<u>DATE</u>	<u>TIME</u>	<u>ACTIVITY</u>	<u>PLACE</u>	<u>PARTICIPANTS</u>
30 Oct	0800	fit uniforms, issue parts	Bldg 1102	Period Players, Ushers, Escort
31 Oct	0800	accountability/ walk the rough	Gray Field	Period Players, Parade personnel
3 Nov	0800	rehearse parts	Gray Field	Period Players, Ushers, Escorts, Combat Camera, G-6

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4 Nov	0800	rehearse parts	Gray Field	Period Players, Ushers, Escorts, Combat Camera, G-6
5 Nov	1300 1400	rehearse parts indoor rehearsal	Gray Field/ Base Theater	Period Players, Ushers, Escorts, Combat Camera, G-6, Corpsmen
6 Nov	0730	inclement weather call		Command Deck
6 Nov	0730	set up	Gray Field/ Base Theater	Working party
6 Nov	0800	dress rehearsal	Gray Field	Period Players, Ushers, Escorts, Combat Camera, G-6 Corpsmen
6 Nov	1000	execution	Gray Field	Period Players, Ushers, Escorts, Combat Camera, G-6, Corpsmen

4. Administration and Logistics. Distribution Statement Letters of Instruction issued by the CG is distributed via email upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/LOI.aspx>.

5. Command and Signal

a. Command

(1) The overall event coordinator is the MAGTFTC, MCAGCC SgtMaj.

(2) The **Uniform of the Day** for 6 November 2014, Blue Dress "C"/Navy Blue Dress.

(3) This LOI is applicable to all commands, organizations, units, and activities aboard MAGTFTC, MCAGCC, Twentynine Palms.

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) This LOI is effective the date signed.

  
J. B. HANLON  
Chief of Staff

Distribution: A