



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

1710
MCCS
JAN 17 2013

LETTER OF INSTRUCTION 01-13

From: Commanding General
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR THE LT DAN BAND CONCERT

1. Situation. The Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) is hosting the annual Lt Dan Band Concert at Sunset Cinema on 8 March 2013, beginning at 1800. Admission is free to all authorized patrons.

2. Mission. Assign tasks and responsibilities to support the Lt Dan Band Concert on 8 March 2013.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide a quality of life event that the Marines, Sailors, family members, civilian personnel, and retirees will enjoy.

(2) Concept of Operations

(a) This is a closed gate event.

(b) The uniform for the working party Marines is proper civilian attire.

(c) The Project Officer (PO) for this event is Kelley M. Coe, Marine Corps Community Services (MCCS) Special Events Program Manager, phone: 830-5086, e-mail: coekm@usmc-mccs.org.

b. Subordinate Element Mission

(1) Assistant Chief of Staff G-4, Public Works Division

(a) Provide two generators with generator support mechanic to Sunset Cinema by 0900 on 7 March 2013. Please pick up generator by 1000 on 11 March 2013.

(b) Provide an on call generator support mechanic from 0900 to 1600 on 7 March 2013, and from 0900 to 1600 on 8 March 2013.

(c) Provide an on-site generator support mechanic from 1600 to 2030 on 8 March 2013.

DISTRIBUTION STATEMENT B: Distribution authorized only for MAGTFTC, MCAGCC directorates, special staff sections, and operational forces.

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(2) Assistant Chief of Staff G-5. Provide event coverage for the Observation Post and coordinate any requested interviews with the PO.

(3) Assistant Chief of Staff G-7, Provost Marshal Office

(a) Prepare and provide a plan of action for event parking.

(b) Provide traffic directional signage and traffic control during the event.

(c) Provide crowd control as deemed necessary during the event.

(4) Assistant Chief of Staff Marine Corps Community Services. Plan and implement all aspects of the event. Divisions will coordinate all necessary personnel and requirements with PO.

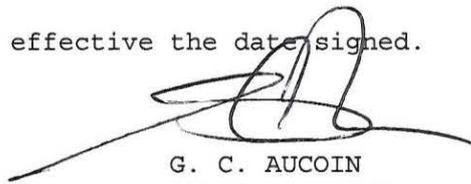
(5) Commanding Officer, Marine Corps Communication-Electronics School. Request a unit representative to attend planning meetings as requested by the PO and solicit 15 volunteers to report at 0800 on 7 March 2013, to Sunset Cinema and assist with setup, assistance throughout the event, and tear down of the event.

4. Administration and Logistics. Distribution statement B letters of instruction (LOI) issued by the Commanding General are distributed via e-mail upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

5. Command and Signal

a. Command. This LOI is applicable to all active-duty, reserve, civilian personnel, family members, and retirees.

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



G. C. AUCOIN
Chief of Staff