



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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RMD 3B
APR 02 2024

LETTER OF INSTRUCTION 11-24

From: Commanding General
To: Distribution List

Subj: COMBAT CENTER ADMINISTRATOR'S DAY CELEBRATION

Ref: (a) MCTP 3-30G

1. Situation. The Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) is hosting the Combat Center Administrator's Day Celebration at Delvalle Field East and West on 24 April 2024. In accordance with the reference, the administrators aboard Combat Center supports the four major functions of administration: General, Operational, Manpower, and Personnel. Administrators has adapted and overcame the myriad of challenges and shifting guidelines and continued to support their command and provided customer services in the various offices aboard the installation. The Combat Center Administrator's Day Celebration is designed to build camaraderie among the all the military administrators aboard the Combat Center.

2. Mission. The MAGTFTC, MCAGCC Resources Management Directorate (RMD), Adjutant will host the Combat Center Administrator's Day Celebration at Delvalle Field East and West from 0800 to 1300 on 24 April 2024. This event is designed to build camaraderie among the Installation Personnel Administration Center, tenant command S-1s, Navy Personnel Center, Legal Services Support Team, Marine Corps Tactics and Operations Group S-1, Marine Corps Logistics Operations Group S-1, Headquarters Battalion (HQBN) S-1, and the MAGTFTC, MCAGCC Military Post Office.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide our military community administrators and their families with a recreational event that is fun, professional and entertaining. The execution of the Combat Center Administrator's Day Celebration will generate positive community relations among the administrators aboard the Combat Center.

(2) Concept of Operations

(a) The Administrator's Day Celebration will consist of a barbecue style menu provided by the United Services Organization (USO). Additionally, athletic events and games provided by Outdoor Adventures will

LETTER OF INSTRUCTION 11-24

be available for administrators and their families. Set up and tear down of the event will be facilitated by a several pre-established working parties.

(b) The Administrator's Day Celebration will be conducted in four phases.

1. Phase I: Planning and Preparation. Phase I begins with publication of this letter of instruction (LOI) and ends with the start of phase II.

2. Phase II: Staging. Phase II begins two hours prior to the start of the event and ends with the start of phase III.

3. Phase III: Execution. Phase III begins at 0800 and ends at 1300 on 24 April 2024.

4. Phase IV: Break Down and Cleanup. Phase IV begins at 1300 and ends NLT 1400 following the event.

b. Subordinate Element Missions

(1) Assistant Chief of Staff RMD, Adjutant

(a) Lead the coordination and hosting of this event.

(b) Provide 10 Marines to serve as a working party (WP) and event coordinators.

(c) Coordinate with USO in order to provide meals for the event.

(d) Coordinate with the Communication Strategy and Operations Office to cover the event.

(e) Ensure Martials Arts Instructors support.

(f) Ensure this LOI is widely disseminated to ensure mass participation.

(2) HQBN

(a) Uniformed Readiness Coordinator (URC)

1. Reserve Delvalle Field East and West.

2. Coordinate with Outdoor Adventures for sports equipment.

3. Supervise and inventory the event equipment upon receipt and direct the working party as necessary.

(b) S-4

1. Assist URC in material requisition.

2. Provide safety vehicle and Corpsman support.

3. Assist in transportation, set up, and breakdown of event as directed.

LETTER OF INSTRUCTION 11-24

c. Coordinating Instructions.

(1) WP/Event Coordinators. Assist with the assembly, disassembly, and clean-up of the event as necessary.

(2) Event Attendance Policy. All hands should be able to attend this event. If the work tempo allows, Marines and Sailors may be dismissed from their work duties by 0730 on 24 April 2024. All administrators assigned aboard the Combat Center are highly encouraged to participate this event.

(3) Tenant command S-1s are invited to attend this event.

(4) Uniform. Appropriate civilian physical training attire and or Team colors.

(5) Chow will be provided by the USO.

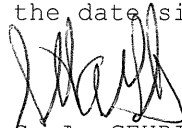
(6) The Lead Coordinator for this event is MGySgt Phong Nguyen at (760) 401-0188 or phong.v.nguyen@usmc.mil.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center LOIs can be found at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Letters-of-Instruction/>.

5. Command and Signal

a. Command. This LOI is applicable to all Combat Center administrators and their families participating in this event.

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



S. A. GEHRIS
Chief of Staff

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