



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788200  
TWENTYNINE PALMS, CALIFORNIA 92278-8200

5060  
SgtMaj  
**AUG 19 2025**

LETTER OF INSTRUCTION 20-25

From: Commanding General  
To: Distribution List

Subj: RELIEF AND APPOINTMENT OF MARINE CORPS AIR GROUND COMBAT CENTER  
SERGEANT MAJOR

Ref: (a) MCO P5060.20

Encl: (1) Parade Field  
(2) Parade Personnel Roster

1. Situation. Sergeant Major Ryan W. Meltesen will retire after 30 years of service and relinquish his duties as Installation Sergeant Major to Sergeant Major Roberto C. Lopez in a ceremony conducted at 0900, 28 August 2025, on Lance Corporal Torrey L. Gray Field.

2. Mission. The relief and appointment of the Installation Sergeant Major.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Conduct a highly professional relief and appointment and retirement ceremony in accordance with the reference.

(b) Military and civilian personnel, family members, and guests are cordially invited to attend this event.

(2) Concept of Operations. A battalion-sized enlisted-only parade unit will be formed with two platoons utilizing 30 Marines per platoon. Each platoon will consist of a platoon commander, platoon sergeant, and platoon guide. A massed color guard, a company guidon bearer for each company, and a battalion staff will be required as part of the parade.

b. Subordinate Element Missions

(1) Commanding Officer, Combat Logistics Battalion 7

(a) Provide one Kalmar for a static display set up with a large ceremonial American flag no later than (NLT) 0700 on 28 August 2025.

(b) Provide one operator to operate the Kalmar.

(c) Provide (10) Marines to participate in all practices and ceremony.

(2) Commanding Officer, 3D Light Armored Reconnaissance

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(a) Provide four light armored vehicles with two being light armored vehicle-25 variants, and the other two any other variant.

(b) Stage vehicles in accordance with enclosure (1) NLT 0700 on 28 August 2025.

(c) Provide (10) Marines to participate in all practices and ceremony.

(d) Provide one Marine to participate in the parade battalion staff.

(3) Commanding Officer, Marine Corps Communication-Electronics School

(a) Provide (10) Marines to participate in all practices and ceremony.

(b) Provide one Marine to participate in the parade battalion staff.

(4) Commanding Officer, 3rd Battalion 7th Marines

(a) Provide and coordinate two joint light tactical vehicles (JLTVs) for the static display in accordance with enclosure (1).

(b) Ensure JLTVs are in place NLT 0700 on 28 August 2025.

(5) Assistant Chief of Staff (AC/S), MAGTF G-3/5

(a) Provide and coordinate two RZR for the static display in accordance with enclosure (1).

(b) Coordinate with the protocol office to communicate any additional requirements.

(c) Exercise Support Division (ESD)

1. Provide three ESD Marines to participate in the ceremony.

2. Provide two ESD Marines to be ushers for the ceremony who shall report to the Headquarters Battalion (HQBN) S-1 Chief at 0800 on 22 August 2025 for instructions and briefing. Report back at 0700 on 28 August 2025 for the ceremony. Uniformed ushers will wear the dress blue "D" uniform without marksmanship badges.

3. Provide one ESD Marine to participate in the parade battalion staff.

(6) Commanding Officer, HQBN

(a) S-1

1. Supervise the preparation and electronic and physical mailing of invitations to the ceremony and follow reception NLT 14 August 2025.

2. Coordinate guest RSVPs, attendance roster, and publish seating assignments for the ceremony.

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3. Provide the relief and appointment program, which will include the sequence of events and appropriate biographies NLT 14 August 2025.

4. Prepare relief message.

5. Prepare assumption message.

6. Provide guest list to the provost marshal's office for access to base.

7. Provide two Marines to participate in all practices and ceremony.

8. Provide one Marine to participate in the parade battalion staff.

(b) S-3

1. Coordinate with West Gym for inclement weather rehearsal on the dates prescribed and for the ceremony on 28 August 2025.

2. Schedule Lance Corporal Torrey L. Gray Field for rehearsals from 22 August 2025 to 27 August 2025 and for the ceremony on 28 August 2025.

3. Ensure the field sprinklers are secured the day prior to the ceremony.

(c) S-4

1. Ensure that parade equipment (canopies, chairs, flags, tables, etc.) are available and set up for the ceremony NLT 0700 28 August 2025.

2. Ensure water and cups are available for key personnel rehearsals at Lance Corporal Torrey L. Gray Field. Water and cups shall also be available at the staging area during the all-hands rehearsal and the parade. Ensure water is available for spectators during the ceremony.

3. Provide one Corpsman for all hands rehearsal and the ceremony.

4. Supervise all working parties.

5. Coordinate with G-6 to utilize the public address system trailer with two hand-held wireless microphones and podium for rehearsals and ceremony.

6. Coordinate with appropriate agency for use of the fifty state flags. The flags will be provided to the S-3 for setup NLT 26 August 2025.

7. Coordinate with the provost marshal's office to block 5th Street, 6th Street, and Sturgis Road near Lance Corporal Torrey L. Gray Field from 0630 to 1100 on 28 August 2025.

(d) Alpha Company First Sergeant

1. Provide one Marine to serve as narrator.
2. Provide one platoon consisting of 30 Marines. Included in the 30 Marines will be the Platoon Sergeant, Company Guidon bearer, and the Platoon Guide.
3. Provide two Marine Non-Commissioned Officers to be ushers for the ceremony who shall report to the Headquarters Battalion (HQBN) S-1 Chief at 0800 on 22 August 2025 for instructions and briefing. Report back at 0700 on 28 August 2025 for the ceremony. Uniformed ushers will wear the dress blue "D" uniform without marksmanship badges.
4. Provide one NCO of the Quarter as the flower bearer.
5. Request 1st Marine Division Band to perform on 28 August 2025.
6. Provide a chaplain for the ceremony.
7. Coordinate the eight-man working party for set up at 0700 on 28 August 2025.
8. Coordinate with the public affairs office for photographic and videotape coverage.
9. Submit VIP guest list to provost marshal's office.
10. Coordinate "Observation Post" coverage.
11. Provide ceremonial music to support the sequence of events for rehearsals.
12. Provide four Staff Non-Commissioned Officers to serve as part of the ceremony staff.
13. Provide Battalion Color Guard.
14. Ensure a podium, microphone, and all music is ready for the ceremony and all practices.

(e) Bravo Company First Sergeant

1. Provide one platoon consisting of 30 Marines. Included in the 30 Marines will be the Platoon Sergeant and the Platoon Guide.
2. Provide two Marine Non-Commissioned Officers to be ushers for the ceremony who shall report to the Headquarters Battalion (HQBN) S-1 Chief at 0800 on 22 August 2025 for instructions and briefing. Report back at 0700 on 28 August 2025 for the ceremony. Uniformed ushers will wear the dress blue "D" uniform without marksmanship badges.
3. Provide one NCO of the Quarter as the flower bearer.
4. Coordinate a six-man working party for clean-up upon completion of the ceremony.
5. Coordinate with combat camera for photographic/videotape coverage.

6. Provide two Marines to serve as parking attendants.

7. Provide four Staff Non-Commissioned Officers to serve as part of the ceremony staff.

(f) Chaplain. Prepare and deliver the invocation during the ceremony.

(7) Director, Tactical Training Exercise Control Group

(a) Provide eight Marines to participate in the ceremony and all practices.

(b) Provide two Marines in support of the working party.

(c) Provide two Marines to participate in the parade battalion staff.

(8) AC/S, G-1 Manpower

(a) Provide 12 Installation Personnel Administration Center (IPAC) Marines to participate in the ceremony and all practices.

(b) Provide two IPAC Marines in support of the working party.

(c) Provide one IPAC Marine to participate in the parade battalion staff.

(9) AC/S, G-4 Installation Support

(a) Provide 10 Center Logistics Division (CLD) Marines to participate in the ceremony and all practices.

(b) Provide two CLD Marines in support of the working party.

(c) Provide two CLD Marines to be ushers for the ceremony who shall report to the Headquarters Battalion (HQBN) S-1 Chief at 0800 on 22 August 2025 for instructions and briefing. Report back at 0700 on 28 August 2025 for the ceremony. Uniformed ushers will wear the dress blue "D" uniform without marksmanship badges.

(d) Provide one CLD Marine to participate in the parade battalion staff.

c. Coordinating Instructions

(1) Key Personnel

(a) Key personnel include the Commander of Troops, Battalion Staff, Company Commanders, Company Guidon Bearers, Platoon Sergeants, Narrator, Squad Leaders, Platoon Guides, and Battalion Color Guard.

(b) The Relief and Appointment rehearsals will be as follows:

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<u>DATE</u>	<u>TIME</u>	<u>PERSONNEL</u>	<u>EVENT/LOCATION</u>
21 Aug 25	0900-1100	Key Personnel	HQBN Conference Room
22 Aug 25	0800-Comp	Key Personnel	Torrey Gray Field
25 Aug 25	0800-Comp	Key Personnel	Torrey Gray Field
26 Aug 25	0800-Comp	All Hands	Torrey Gray Field
27 Aug 25	0800-Comp	All Hands	Torrey Gray Field
28 Aug 25	0900-Comp	All Hands	Torrey Gray Field

4. Admin and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center letters of instructions (LOI) can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-loi-library>.

b. Uniform for the ceremony will be the desert camouflage utility uniform. All rehearsals will be conducted in the desert utility uniform with a water source. Marines who are in attendance will wear the uniform of the day and civilian guests will be in appropriate civilian attire. Uniformed ushers will wear the dress blue "D" uniform without marksmanship badges.

5. Command and Signal

a. Command

(1) The overall event coordinator is the Headquarters Battalion Sergeant Major, Sergeant Major Mindo D. Estrella.

(2) This LOI is applicable to all Marines, Sailors, and civilian personnel supporting or attending the relief and appointment ceremony.

b. Signal

(1) The point of contact regarding this event is the HQBN Sergeant Major, Sergeant Major Mindo D. Estrella at [Mindo.Estrella@usmc.mil](mailto:Mindo.Estrella@usmc.mil) or (760) 830-6571.

(2) This LOI is effective the date signed.

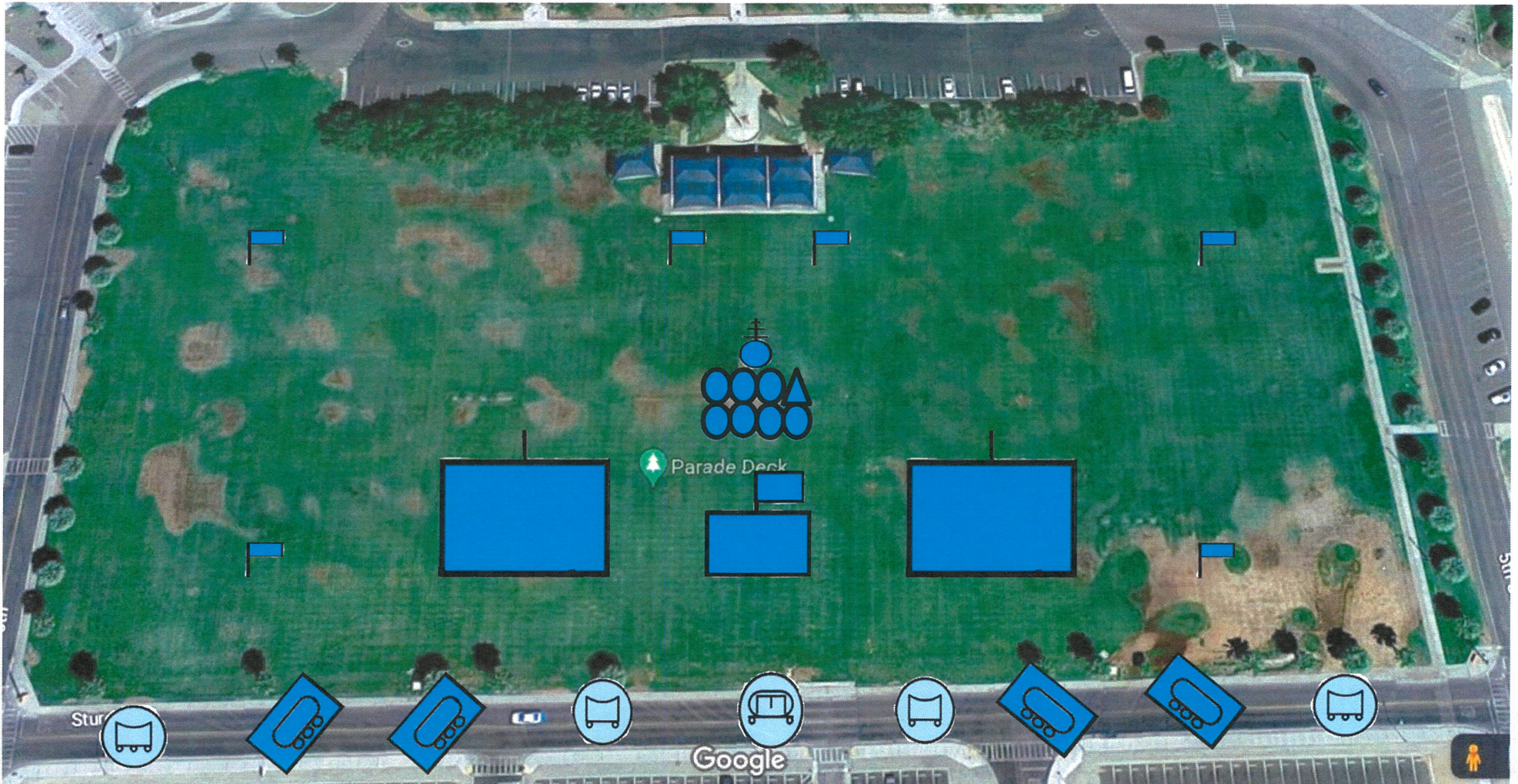
  
M. H. CLINGAN



UNCLASSIFIED



# *Parade Field*



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CORPSMEN			
	RANK	NAME	SECTION
1			BAS

COMM			
1			G6
2			G6

USHERS			
	RANK	NAME	SECTION
1			CLD
2			CLD
3			ESD
4			ESD

Drill Master			
	RANK	NAME	SECTION
1	1STSGT	JUSU	Co A
1	1STSGT	DICKSON	Co B

NARRATOR			
	RANK	NAME	SECTION
1	GYSGT		ESD

STAFF			
	RANK	NAME	SECTION
COT	1STSGT		STAFF ACADEMY
1			3D LAR
2			TTECG
3			TTECG
4			IPAC
5			CLD
6			ESD
7			MCCES
8			HQBN

WORKING PARTY			
	RANK	NAME	SECTION
1			TTECG
2			TTECG
3			IPAC
4			IPAC
5			CLD
6			CLD

OLD GLORY			
	RANK	NAME	SECTION
1	1STSGT		HQBN
2	GYSGT		HQBN
3	SSGT		IPAC
4	SGT		ESD
5	CPL		CLD
6	LCPL		G6
7	PFC		MCCFS

MASSED COLOR GUARD				
	RANK	NAME	SECTION	
NATIONAL ENSIGN				
ORG COLORS				
EWTPAC				
EWTLANT				
MAWTS-1				
MCMWTC				
RIFLE BEARER (L)				
RIFLE BEARER (R)				

COMPANY A					
#	RANK	NAME	UNIT/SECTION	BILLET	REMARKS
1	1STSGT	JUSU		COMPANY 1STSGT	(KP)
2				GUIDON BEARER	(KP)
3			CLB-7		(KP)
4			CLB-7		(KP)
5			CLB-7		
6			CLB-7		
7			CLB-7		
8			CLB-7		
9			CLB-7		
10			CLB-7		
11			CLB-7		
12			CLB-7		
13			3RD LAR		
14			3RD LAR		
15			3RD LAR		
16			3RD LAR		
17			3RD LAR		
18			3RD LAR		
19			3RD LAR		
20			3RD LAR		
21			3RD LAR		
22			3RD LAR		
23			MCCES		
24			MCCES		
25			MCCES		
26			MCCES		
27			MCCES		
28			MCCES		
29			MCCES		
30			MCCES		
31			MCCES		
32			MCCES		

**COMPANY B**

#	RANK	NAME	UNIT/SECTION	BILLET	REMARKS
1	1STSGT	DICKSON		COMPANY 1STSGT	(KP)
2				GUIDON BEARER	(KP)
3			S1		(KP)
4			S1		(KP)
5			TTECG		
6			TTECG		
7			TTECG		
8			TTECG		
9			TTECG		
10			TTECG		
11			TTECG		
12			TTECG		
13			IPAC		
14			IPAC		
15			IPAC		
16			IPAC		
17			IPAC		
18			IPAC		
19			IPAC		
20			IPAC		
21			IPAC		
22			IPAC		
23			IPAC		
24			IPAC		
25			CLD		
26			CLD		
27			CLD		
28			CLD		
29			CLD		
30			CLD		
31			CLD		
32			CLD		
33			CLD		
34			CLD		

STAND BY LCPL HOLMES, CARLOS D. 1617967649/ 1391 ESD  
 LCPL CANO, JESSIE F. 1623611554/ 6672 ESD  
 PFC GOMEZLOPEZ, KEVIN Y. 1627070590/ 7011 ESD