



UNITED STATES MARINE CORPS
MARINE CORPS AIR GROUND COMBAT CENTER
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
BOX 78810
TWENTYNINE PALMS, CALIFORNIA 92278-8100

5060
SgtMaj

OCT 22 2025

LETTER OF INSTRUCTION 31-25

From: Commanding General
To: Distribution List

Subj: 250TH MARINE CORPS BIRTHDAY PAGEANT CELEBRATION

Encl: (1) Parade Field Layout

1. Situation. On 10 November 2025, the Marine Corps will celebrate its 250th birthday. The birthday pageant, that accompanies our birthday celebration, on 5 November 2025 commemorates the history and traditions of the United States Marine Corps.

2. Mission. At 1000 on 5 November 2025, the Marine Air Ground Task Force Training Command (MAGTFTC) will conduct a Marine Corps 250th Birthday Pageant of Uniforms at the Lance Corporal Torrey L. Gray Field (Landing Zone (LZ) 1) to celebrate Marine Corps heritage and foster unit pride and morale across all tenant organizations.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent is to instill in all Marines a deep and enduring sense of pride derived from the legacy of those who have served before them. The desired end-state is a reinforced appreciation for the Marine Corps' heritage, strengthened unit cohesion, and renewed commitment to uphold the values, discipline, and warfighting excellence 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 building 1707.

b. Subordinate Element Missions

(1) Commanding Officer (CO), Marine Corps Tactics and Operations Group. Provide organizational colors and one color bearer. Provide the name of the participant to First Sergeant (1stSgt) Jusu, Alpha Company (Co A), Headquarters Battalion (HqBn), no later than (NLT) 1500 on 9 Oct 2025.

(2) CO, Marine Corps Logistics Operations Group. Provide organizational colors and one color bearer. Provide the name of the participant to 1stSgt Jusu, Co A, HqBn, NLT 1500 on 9 Oct 2025.

(3) CO, HqBn

(a) Provide 18 Marines to wear historical uniforms and share the significance of their historical uniform (i.e., period players or

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reenactors), one organizational color bearer with colors, one adjutant, four cake escorts, and one color guard.

(b) Provide one officer's sword for the cake cutting portion of the pageant.

(c) Coordinate the retrieval of the historical uniforms with the Assistant Chief of the Staff (AC/S), G-4 Installation Support.

(d) Coordinate uniform fitting for Marines wearing historical uniforms.

(e) Provide a 1stSgt to be overall pageant coordinator and ceremony drill master.

(f) Provide six Marines to serve as the protocol working party. Provide the participant names to Mrs. Jessica Arthur, MAGTFTC Protocol NLT 1500 on 14 October 2025.

(g) Ensure building 1707 is scheduled for inclement weather as a backup for pageant execution on 5 Nov 2025.

(h) Provide a base working party for preparation and cleanup of Gray Field and seating (separate from the protocol working party).

(i) Provide appropriate anti-terrorism force protection measures and provide a roving patrol (i.e., Guardian Angels) to include two, two Marine teams with four total Marines patrolling the area (i.e., up and down Fifth and Sixth Streets on both flanks of the field in coordination with Mission Assurance and Provost Marshal Office (PMO)).

(4) AC/S, G-1 Manpower. Provide the MAGTFTC, MCAGCC Sergeant Major (SgtMaj) and 1stSgt Jusu with the name, rank, unit, and pay entry base date of the oldest and youngest Marine no later than 1500 on 21 October 2025.

(5) AC/S, G-3/5 MAGTF Training

(a) Assist the MAGTFTC, MCAGCC SgtMaj in coordinating the birthday pageant rehearsals and celebration.

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

(c) Reserve Gray Field for rehearsals and the birthday pageant.

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

(a) Provide a single layer sheet birthday cake, a scarlet and gold bunting to decorate the cake cart, dessert plates and forks. Deliver these items to the pageant location on the morning of the ceremony.

(b) Coordinate the mowing the parade field lawn at an appropriate time to allow for a groomed appearance and marking of the parade field on ceremony day.

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

(d) Arrange for six 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 HqBn SgtMaj per enclosure (1).

(e) Provide a cart for the birthday cake setup on 5 Nov 2025.

(f) Provide historical weapons for the Marines wearing historical uniforms.

(7) AC/S, G-6 Communications. Provide two Marines to set up and run the appropriate public address, sound system, and lecterns for the birthday pageant and rehearsals. Provide the names of the participants to 1stSgt Jusu, Co A, HqBn, NLT 1500 on 9 Oct 2025.

(8) Religious Ministries. Provide an invocation for the final rehearsal and ceremony.

(9) AC/S, G-7 Government and External Affairs

(a) Notify all commands of the final location, in case of inclement weather, on 5 Nov 2025 by 0700.

(b) Provide photographic and video support, including a photo shoot of Marines wearing historical uniforms and historical flags. Meet at 0700 on 5 Nov 2025, at building 1554 with COMMSTRAT for further guidance.

(c) Provide a rough draft program NLT 30 Oct 2025, to the Protocol Office and MAGTFTC, MCAGCC SgtMaj for their review. After review and approval, print and publish 150 Marine Corps pageant programs NLT 4 Nov 2025.

(10) Director, Mission Assurance

(a) Establish appropriate entry procedures at all gates for military and civilian guests on 5 Nov 2025.

(b) Ensure adequate traffic and crowd control measures are in place for the birthday pageant. The PMO will be augmented by the protocol working party during the event.

(c) Establish appropriate antiterrorism force protection measures and provide a roving patrol (i.e., guardian angels).

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

(e) At 0700 on 5 Nov 2025, block of traffic on Sturgis Road between 5th and 6th Street, 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 the vicinity of Buildings 1554, 1555, prior to 0800.

(f) In the case of inclement weather, establish appropriate signs and procedures to control and direct the crowd and traffic to building 1707.

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

(12) Tenant Organizations

(a) CO, Robert E. Bush Naval Hospital

1. Provide two Corpsman to be present at the birthday pageant and the full-dress rehearsal.

2. Provide one Sailor to participate in the pageant, as a role player representing today's Navy. Provide the name of the participant to 1stSgt Jusu, Co A, HqBn, NLT 1500 on 9 Oct 2025.

(b) CO, Marine Corps Communications-Electronics School

1. Provide 10 enlisted Marines and one non-commissioned officer to serve as a working party. Provide the names of the participants to 1stSgt Jusu, Co A, HqBn, NLT 1500 on 9 Oct 2025.

2. Provide organizational colors and one color bearer. Provide the name of the participant to 1stSgt Jusu, Co A, HqBn, NLT 1500 on 9 Oct 2025.

(c) CO, 7th Marines

1. Provide 12 Marines to serve as escorts and ushers. Provide the names of the participants to 1stSgt Jusu, Co A, HqBn, NLT 1500 on 9 Oct 2025.

2. Request organizational colors and one color bearer. Provide the name of the participant to 1stSgt Jusu, Co A, HqBn, NLT 1500 on 9 Oct 2024.

(d) CO, 3d Battalion, 11th Marines. Request organizational colors and one color bearer. Provide the name of the participant to 1stSgt Jusu, Co A, HqBn, NLT 1500 on 9 Oct 2025.

(e) CO, 3d Light Armored Reconnaissance Battalion. Request organizational colors and one color bearer. Provide the name of the participant to 1stSgt Jusu, Co A, HqBn, NLT 1500 on 9 Oct 2025.

(f) CO, Combat Logistics Battalion 7. Request organizational colors, one color bearer, and one KALMAR. Provide the name of the participant to 1stSgt Jusu, Co A, HqBn, NLT 1500 on 9 Oct 2025.

c. Coordinating Instructions

(1) Provide names of pageant participants, color bearers, and support personnel (communication support, corpsman, working party, ushers, and escorts) to 1stSgt Jusu NLT 9 Oct 2025.

(2) Uniforms for pageant participants and working party on 5 Nov 2025 will be as follows: Desert Utilities, sleeves down. Usher/escorts will wear dress blue charlies.

(a) Equipment is mandatory at each rehearsal.

(b) Timeline for protocol working party, escorts, and ushers:

DATE	START	END	LOCATION
4 November	0900	1100	LCpl Torrey Gray Field
5 November	0830	1130	Flagpole by LCpl Torrey Gray Field

(c) Timeline for rehearsals on Gray Field:

DATE	START	END	UNIFORM	LOCATION	REQUIRED
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15 Oct	0900	1030	MARPAT	Gray	A, B, C, D, E
17 Oct	0900	1030	MARPAT	Field	
22 Oct	0900	1030	MARPAT	Gray	A, B, C, D, E
24 Oct	0900	1030		Field	
29 Oct	0900	1030	MARPAT w/ ERA specific	Gray	A, B, C, D, E,
31 Oct	0900	1030	rifle	Field	F
4 Nov	0900	1030	ERA specific uniform w/	Gray	A, B, C, D, E,
			rifle	Field	F
5 Nov	1000/1100	END OF	ERA specific uniform w/	Gray	A, B, C, D, E,
		CEREMONY	rifle	Field	F, G

- A COLOR BEARER/ORGANIZATIONAL BEARER
- B ROLE PLAYERS/TWO MARINES
- C SOUND SYSTEM SUPPORT
- D NARRATOR
- E CORPSMAN
- F OLDEST/YOUNGEST MARINE
- G COMBAT CAMERA

(d) Marines and Sailors participating in the pageant during rehearsals or on the day the pageant will not be tasked with additional duties that interfere with rehearsals or the pageant. The pageant is their appointed place of duty.

(e) All MCAGCC tenant organizations are cordially invited to attend. Civilian personnel supervisors may permit civil service and non-appropriated fund employees to attend the birthday pageant without incurring leave charges. Civilian dress will be casual business attire.

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:
<https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-loi-library>.

5. Command and Signal

a. Command

(1) The MAGTFTC, MCAGCC SgtMaj is the overall coordinator for this event. 1stSgt Jusu, Co A, HqBn, will be the Staff Noncommissioned Officer-in-Charge.

(2) The uniform of the day for 5 Nov 2025 is the desert Marine Corps combat utility uniform.

(3) This Letter of Instruction (LOI) is applicable to all commands, organization, units, and activities aboard MAGTFTC, MCAGCC.

b. Signal

(1) A decision point for implementation of the inclement weather plan will be communicated via Communication Strategy and operations speed call to all hands NLT 5 Nov 2025.

(2) Points of contact for this letter of instruction are:

(a) SgtMaj Mindo D. Estrella, HqBn, MAGTFTC MCAGCC at (760) 830-6330 or mindo.estrella@usmc.mil.

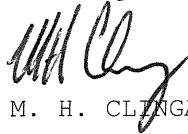
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(b) 1stSgt Paul M. Jusu, Co A, HqBn, MAGTFTC MCAGCC at (760) 830-6294 or paul.m.jusu@usmc.mil

(c) Mrs. Jessica Arthur, MAGTFTC, Protocol at (760) 830-6109 or jessica.arthur@usmc.mil.

(d) Lieutenant Colonel Paul R. Willard, Executive Officer, HqBn, MAGTFTC MCAGCC at (760)-830-7083 or paul.willard@usmc.mil

(3) This LOI is effective the date signed.

A handwritten signature in black ink, appearing to read "MH Clingan", is written over the printed name.

M. H. CLINGAN

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