



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

5000  
G-4 EA  
MAR 10 2025

LETTER OF INSTRUCTION 5-25

From: Commanding General  
To: Distribution List

Subj: EARTH DAY CELEBRATION AND BASE CLEAN-UP

Ref: (a) CCO 11000.1K  
(b) DoDI 4715.23

Encl: (1) Area of Responsibility Map  
(2) Earth Day Flyer

1. Situation. The Marine Corps Air Ground Combat Center (MCAGCC) will celebrate Earth Day during the month of April 2025. Marines, Sailors, and civilians will focus on improving our guiding principles of energy and water conservation and environmental stewardship. This Letter of Instruction (LOI) assigns tasks and responsibilities to support the Earth Day activities and conduct beautification of the installation through base-wide clean-up efforts.

2. Mission. From 1 to 30 April 2025, Marines, Sailors, and civilians of MCAGCC engage in Earth Day activities to raise awareness and promote environmental stewardship.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All units, tenant commands, and directorates are encouraged to participate in activities offered throughout the month to elevate environmental awareness. Additionally, and of equal importance, all units, tenant commands, and directorates are directed to actively participate in the clean-up efforts aboard the installation. Marines, Sailors, and civilians aboard the installation are required to police their respective assigned Areas of Responsibility (AOR), enclosure (1), to include all storage/shipping containers, as outlined in reference (a). Unit clean-up efforts are not limited to their assigned AOR.

(2) Concept of Operations

(a) On 25 April 2025, from 1600 to 1800, Environmental Affairs (EA) will host an Earth Day event. There will be environmental static displays, information booths, games for children, and a live desert tortoise display. Swag bags will be provided to participants. Location for this event will be the Curation Center, building (bldg.) 1091, enclosure (2).

(b) EA will sponsor an Earth Day poster contest with Twentynine Palms, Palm Vista, Oasis, and Condor Elementary Schools and MCAGCC home school students. Posters will be judged by attendees of the Earth Day event on 25 April 2025. Contest winners will be announced on the days following

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the Earth Day event. EA will provide contest rules to the staff/teachers at participating schools via the School Liaison.

(c) Sequence of Events

1. Earth Day Poster Contest

a. Start Date. Will vary per school.

b. Participants. Twentynine Palms, Palm Vista, Oasis, and Condor Elementary Schools and MCAGCC home school students.

2. Earth Day Event. 25 April 2025.

a. Location. Curation Center, Bldg. 1091.

b. Time. From 1600 to 1800.

3. MCAGCC's Base Clean-Up. From 14 to 17 April 2025.

(d) EA Point of Contact (POC). Ms. Shanese Risper at (760) 819-2288 or shanese.risper.ctr@usmc.mil.

b. Subordinate Element Missions

(1) All MCAGCC tenant Commanding Officers, Officers-In-Charge, Assistant Chiefs of Staff (AC/S), Division Directors, and Special Staff Officers

(a) Designate a Staff Noncommissioned Officer or higher as the POC for the base-wide clean-up effort. Submit POC names and the preferred date for when AOR, enclosure (1) will be inspected to EA no later than 9 April 2025. Inspection period will be 14 to 17 April 2025.

(b) Ensure proper operational risk management and safety requirements are met.

(c) Conduct beautification of the installation. Assign a working party to properly dispose of trash and recyclables within and around your AOR.

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

(a) Combat Center Working Party. Clean-up base fence lines along base housing and areas adjacent to major roadways.

(b) EA

1. Assigned as the lead MCAGCC agency for all events in observance of Earth Day.

2. Ensure the Commercial Recycling, Range Sustainment, and Hazardous Waste Branches have appropriate personnel to support the base-wide clean-up and the increased volume of materials that will be turned in, found in reference (b) (table 1). Ensure Earth Day activities are coordinated with adjacent divisions, as necessary.

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3. Coordinate with Marine Corps Communication-Electronics School to request a volunteer working party for the set-up and tear-down of the Earth Day event on 25 April 2025.

4. Provide various educational displays for the Earth Day event.

5. Provide flyer and speedcall information to AC/S, G-7 Government and External Affairs (GEA) for public notification.

6. Coordinate with School Liaison for the Earth Day poster competition with the elementary schools.

7. Invite Native American tribes and environmental partners to participate in the Earth Day event on 25 April 2025.

(3) AC/S, G-7 GEA

(a) Provide personnel to take photos at the Earth Day event on 25 April 2025 and provide the photos to EA upon receiving request through the following link [https://usmc.sharepoint-mil.us/sites/TECOM\\_MAGTFTC\\_G5\\_ComCam/SitePages/Home.aspx](https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G5_ComCam/SitePages/Home.aspx)

(b) Promote Earth Day activities and assist in advertising the Earth Day activities on social media.

(c) EA requests School Liaison's support for outreach activities and events with schools.

(4) Command Inspector General (CIG). Assist monitoring base clean-up progress from 14 to 17 April 2025, via windshield inspections with EA representative.

(5) Marine Corps Community Services. Create and display digital advertising for marquees, website, road signs, and social media for Earth Day and the Earth Day events upon submission of a Marketing request.

c. Coordinating Instructions

(1) All unit respective AOR will be inspected by the CIG or designated representative during the base-wide clean-up effort from 14 to 17 April 2025.

(2) Pay particular attention to all secondary storage containers or shipping containers, fences, fence lines, parking lots, parking garages, dumpsters, and vehicle staging areas.

(3) If a unit accumulates an amount of refuse that is greater than their usual pick-up, the unit may submit recyclable material directly to the Commercial Recycling Branch at bldg. 2085 between 0800 and 1400. The Commercial Recycling Branch may be reached at (760) 830-5666.

(4) Units will turn-in recyclables in the following categories: local solid waste recyclable materials (i.e., recycle bin items such as paper, plastic bottles, cans, glass, etc.) and industrial, commercial, and bulk recyclable materials (i.e., large metals, tires, storage/embark boxes, pallets, batteries, etc.). Contact the Commercial Recycling Branch for turn-in instructions.

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(5) All units are required to clear any ditches of sand, rocks, and debris within their AOR, enclosure (2). Contact Public Works Division (PWD) if assistance is required. PWD Trouble Desk can be reached at (760) 830-6271.

(6) Units will turn-in unnecessary pallets, wire, and other such materials.

(7) All units are required to clean, organize, and maintain a good state of police within all command facilities (sandbags, walkways, landscaping, landscaping timbers, etc.).

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/G-1-Manpower-Directorate/Adjutant/#combat-center-loi-library>.

5. Command and Signal

a. Command. This LOI is applicable to all organizations and units aboard MCAGCC.

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

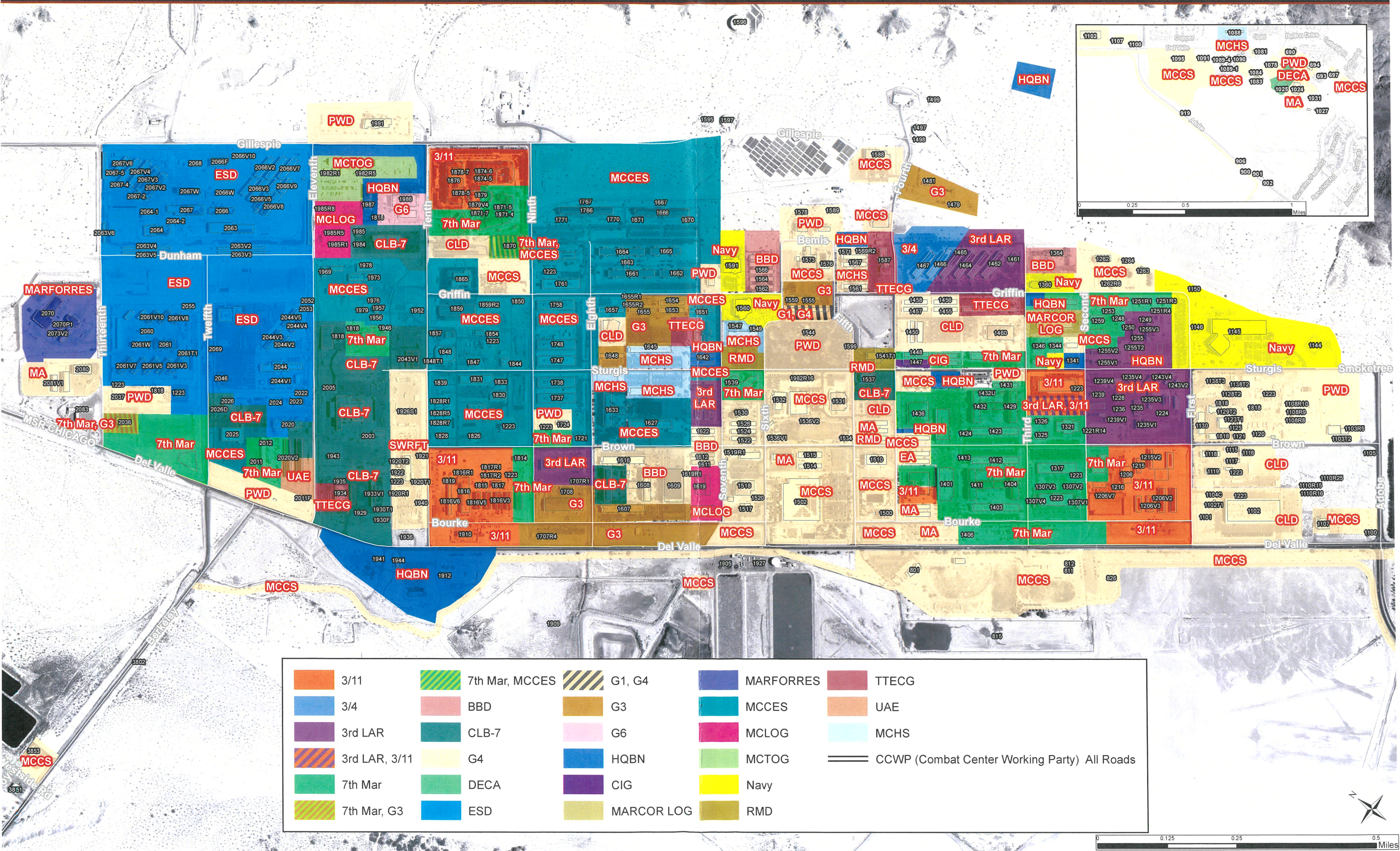


R. D. STORER  
Chief of Staff

Distribution: A



UNCLASSIFIED//FOUO  
AREA OF RESPONSIBILITY FY 2024





# MCAGCC EARTH DAY CELEBRATION



25 April 2025

CURATION CENTER  
Bldg. 1091 from 4-6 PM

## ENVIRONMENTAL BOOTHS

- RECYCLING
- NATURAL AND CULTURAL RESOURCES
- GIVEAWAYS AND FUN ACTIVITIES
- FEED AND HOLD DESERT TORTOISES

For more information, call 760.819.2288

