



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

11000  
ISD 12D  
MAR 18 2024

LETTER OF INSTRUCTION 7-24

From: Commanding General  
To: Distribution List

Subj: EARTH DAY CELEBRATION AND BASE CLEAN-UP

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

Encl: (1) MCAGCC Earth Day Celebration Flyer

1. Situation. The Marine Corps Air Ground Combat Center (MCAGCC) will observe Earth Day celebrations during the month of April 2024. 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 Earth Day celebrations and conduct beautification of the installation through base-wide clean-up efforts.

2. Mission. From 1 to 30 April 2024, 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, to include all storage/shipping containers, as outlined in reference (a). Unit clean-up efforts are not limited to their assigned areas of responsibility.

(2) Concept of Operations

(a) On 19 April 2024, beginning at 1600 until 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 at the Curation Center located at building 1091, see enclosure (1).

(b) EA will sponsor an Earth Day poster contest with Twentynine

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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 19 April 2024 at the Curation Center. Contest winners will be announced on the days following the Earth Day event. EA will provide contest rules to the staff/teachers at participating schools.

(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. 19 April 2024.

a. Location. Curation Center located at building 1091.

b. Time. From 1600 to 1800.

3. MCAGCC Base Clean-Up. From 22 to 26 April 2024.

(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, 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 areas of responsibility will be inspected to EA no later than 4 April 2024. Inspection period will be between 22 and 26 April 2024.

(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 areas of responsibilities.

(2) Assistant Chief of Staff, G-4, Installation Support Directorate

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

(b) EA. Assign the lead MCAGCC agency for all events in observance of Earth Day.

1. Ensure the Commercial Recycling, Range Residue Processing, and Total Waste Management Sections 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). Ensure Earth Day activities are coordinated with adjacent divisions, as necessary.

2. Coordinate any traffic management concerns with the Provost Marshal's Office (PMO).

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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 19 April 2024.

4. EA will provide various educational displays for the Earth Day event.

5. Provide information to Government and External Affairs (GEA) for public notification.

6. Lead the Earth Day poster competition with the elementary schools.

7. Invite participation by Native American tribes and environmental partners during the Earth Day event held on 19 April 2024.

(c) Mission Assurance, PMO. Provide traffic control as required at the Earth Day event on 19 April 2024.

(d) Marine Corps Community Services. Publicize and create digital advertising for marquees, website, and social media for Earth Day and the Earth Day events upon submission of Marketing request.

(3) GEA

(a) Provide imagery photographs of the Earth Day event on 19 April 2024.

(b) Produce social media products promoting Earth Day and assist in advertising Earth Day events.

(c) Be prepared to provide school liaison support to EA for outreach activities and events with schools.

(4) Command Inspector General (CIG). Monitor base clean-up progress from 22 to 26 April 2024, via windshield inspections. Submit inspection results to EA.

c. Coordinating Instructions

(1) All unit respective areas will be inspected by the CIG or designated representative during the base wide clean-up effort from 22 to 26 April 2024.

(2) Pay particular attention to all secondary storage containers or shipping containers.

(3) If a unit accumulates an amount of refuse greater than their usual pick-up, the unit may turn-in recyclable material directly to the Commercial Recycling Section (CRS) located at building 2085 between 0800 and 1400, and CRS may be reached at phone number (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 CRS for turn-in instructions.

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

(6) Units should focus on fences, fence lines, parking lots, parking garages, and all dumpsters located near barracks, buildings, vehicle staging, and storage areas.

(7) Units will turn-in unnecessary pallets, wire, and other such materials not required for the daily mission.

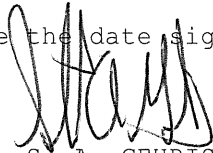
(8) All units are required to clean, organize, and maintain a good state of police within all command facilities (sandbags, walkways, landscaping, landscaping timbers, etc.).

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/Resource-Management-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.



S. A. GEHRIS  
Chief of Staff

Distribution: A

# MCAGCC



## CELEBRATION

APRIL 19, 2024 | 4-6PM

CURATION CENTER BLDG. 1091, NEXT TO FELIX FIELD

- Interactive displays from Environmental Affairs
  - Natural Resources: desert animal exhibits
  - Cultural Resources: artifacts, displays and interactive exhibits
  - EA Information booths
- Fun games and free giveaways
- Live desert tortoises to feed and hold
- For more info contact: 760-819-2288

