



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

5060
MTD

SEP 10 2020

LETTER OF INSTRUCTION 18-20

From: Commanding General
To: Distribution List

Subj: MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER RELIEF AND APPOINTMENT/RETIREMENT CEREMONY

Ref: (a) MCO P5060.20 w/Ch 1

1. Situation. Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Relief and Appointment (R&A) Retirement Ceremony will be conducted at 1100 on 17 September 2020 in the Sunset Cinema Theater.

2. Mission. Provide information and instructions for personnel participating in or supporting the R&A/Retirement Ceremony, in accordance with the reference.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide a memorable R&A/Retirement Ceremony for all military, civilian, and family members living or working aboard MAGTFTC, MCAGCC, invited dignitaries, and both Sergeant Major (SgtMaj) Muller and SgtMaj Gillespie.

(2) Concept of Operations

(a) The MAGTF Training Directorate (MTD) will organize the ceremony, coordinate with all participating units, and identify key personnel for rehearsals.

(b) The R&A/Retirement Ceremony will be held in the Sunset Cinema Theater, and all MAGTFTC, MCAGCC ceremony participants will muster at 1030.

(c) All military and civilian personnel, and their family members, are cordially invited and encouraged to attend the ceremony.

(d) All organizational colors and key personnel will be formed and ready to execute the R&A/Retirement Ceremony by 1045 on 17 September 2020.

(3) Timeline. Timeline for the ceremony is as follows:

DATE	TIME	PERSONNEL	EVENT	LOCATION
17 Sep 20	1100-1200	Invitees	Ceremony	Sunset Cinema Theater

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

LETTER OF INSTRUCTION 18-20

b. Subordinate Element Missions

(1) AC/S MTD. Coordinate and control all aspects of the R&A/Retirement Ceremony, to include rehearsals and ancillary preparations, in order to ensure the ceremony is conducted in accordance with the reference and this Letter of Instruction (LOI).

(2) Assistant Chief of Staff (AC/S) Resource Management Directorate, Manpower Adjutant

(a) Obtain message from the Commandant of the Marine Corps to the SgtMaj for retirement.

(b) Participate in coordination meetings when scheduled.

(3) Protocol Office

(a) Coordinate and distribute electronic versions of invitations for both incoming and outgoing SgtMaj's, and track all RSVPs. Enclose directions with the invitations for those guests coming from outside the Twentynine Palms area.

(b) Coordinate the preparation and distribution of the R&A/Retirement Ceremony program with historical information and a summary of the ceremony events no later than (NLT) 4 September 2020.

(c) Compile a complete list of all attendees to the MAGTF/TC Provost Marshal's Office (PMO) NLT 10 September 2020.

(d) Coordinate seating arrangements in the Sunset Cinema Theater and designate seating for distinguished guests/Very important persons (VIPs), and ensure COVID-19 mitigations are in place.

(e) Coordinate and assign VIP parking near the Sunset Cinema Theater.

(f) Assign responsibilities and provide guidance to the assigned ushers.

(g) Participate in coordination meetings when scheduled.

(h) Set up the state flags for the ceremony.

(4) AC/S Installation Support Directorate. Participate in coordination meetings when scheduled.

(a) Marine Corps Community Services.

1. Reserve the Sunset Cinema Theater for the R&A/Retirement Ceremony and all rehearsals.

2. Coordinate the welcome to SgtMaj Gillespie and family along with a farewell to SgtMaj Muller and family on the MAGTF/TC, MCAGCC Marquees.

LETTER OF INSTRUCTION 18-20

(b) Public Works Division. Update sign in front of building 901 (Vehicle Registration) with new SgtMaj's information.

(c) Mission Assurance, PMO. Provide security support (Guardian Angels) at the R&A/Retirement Ceremony location.

(5) Director, Government and External Affairs

(a) Provide live feed event, video, and still photography coverage of the ceremony.

(b) Develop a plan for accommodating civilian media personnel who may desire to attend.

(c) Update the MCAGCC website and SharePoint with the incoming SgtMaj's photograph and biography immediately following the ceremony.

(6) AC/S Communications Directorate

(a) Coordinate the set-up of the speakers, lectern, and wireless microphones at the Sunset Cinema Theater for the R&A/Retirement Ceremony and all rehearsals.

(b) Provide three (3) wireless microphones, one (1) wired microphone at lectern, and three (3) back up microphones.

(7) AC/S Religious Ministries, Chaplain. Prepare and deliver the invocation for the R&A/Retirement Ceremony.

(8) Headquarters Battalion SgtMaj

(a) Serve as the principle ceremony advisor to the MAGTFTC, MCAGCC Staff Secretary (SSEC) and supervise the conduct of rehearsals and the R&A/Retirement Ceremony.

(b) Supervise the preparation of the ceremony area for all rehearsals and the R&A/Retirement Ceremony.

(c) Provide four Marines to participate in the R&A/Retirement Ceremony as ushers.

(d) Ensure receipt of this LOI by all Major Subordinate Commands.

(e) Coordinate medical coverage for the ceremony.

(f) Participate in coordination meetings when scheduled.

(g) Provide a narrator for the rehearsals and the ceremony.

(h) Prepare an appropriate script for the Relief and Appointment/Retirement Ceremony, to include all background information and introductory remarks.

LETTER OF INSTRUCTION 18-20

(9) MAGTFTC, MCAGCC SSEC. Ensure photographs of the new SgtMaj are distributed prior to the change of command ceremony. Ensure the SgtMaj's photograph is replaced on the command photo boards immediately following the ceremony.

c. Coordinating Instructions

(1) Uniform and Equipment. The uniform for the ceremony participants is the seasonal Marine Corps Combat Utility Uniform. Uniform for ushers is the seasonal Marine Corps Combat Utility Uniform.

(2) Rehearsals. Rehearsals will be conducted for key personnel and time and date are to be determined (TBD).

(3) The in progress review will be held on 3 September 2020 at 1100, in the CG's conference room, for all special staff to brief the SSEC on their preparations.

(4) A rehearsal of concept walkthrough will be conducted, time TBD, for all principal R&A/Retirement Ceremony participants.

(5) The R&A/Retirement Ceremony sequence of events and narration will be distributed via separate correspondence.

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/Adjutant-Office/Letters-of-Instruction/>.

5. Command and Signal

a. Command. This LOI is applicable to all directorates, staff sections, and subordinate commands participating in this event.

b. Signal

(1) The point of contact regarding this LOI is Lieutenant Colonel David Blankenship at (760) 830-7070.

(2) This LOI is effective the date signed.


D. A. SUGGS
Chief of Staff

DISTRIBUTION: A