



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

CCO 5050.6B
3D

NOV 09 2016

COMBAT CENTER ORDER 5050.6B

From: Commanding General
To: Distribution List

Subj: COMMAND AND FOREIGN VISITS PROGRAM

Ref: (a) MCO 5710.6C
(b) MARADMIN 329/13
(c) TECOMO 5050.1
(d) DoD Directive 5230.20
(e) MCO 5510.20B
(f) Department of Navy Foreign Disclosure Manual September 2007

Encl: (1) Sample Command Visit Request Form
(2) Visit Process Flow Diagram
(3) Visit Tracker
(4) Command Brief Format
(5) High Level VIP Visit LOI Sample
(6) CDO Foreign Visitor Guidance

1. Situation. The Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) hosts a multitude of command and foreign visits throughout the year. These visits offer opportunities to communicate our message and future requirements to leaders and decision makers who direct resources critical to MAGTFTC, MCAGCC. Additionally, foreign visits can serve to strengthen our relationship with our allies and coalition partners in support of the Combatant Commanders and the Commandant's Campaign Plan. To capitalize on these opportunities, each visit must be the product of a deliberate process in which all personnel understand its importance, purpose, and desired end state. This Order establishes that process in accordance with the references.

2. Cancellation. CCO 5050.6A.

3. Mission. Establish a planning process in order to properly execute Foreign and Very Important Person (VIP) Visits to MAGTFTC, MCAGCC.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide a clear definition of policy governing the process, roles, and responsibilities of those who plan and execute official visits to MAGTFTC, MCAGCC subordinate commands, directorates, and tenant commands, ensuring that each visit delivers the appropriate message and is conducted professionally and in accordance with referenced directives.

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(2) Concept of Operations

(a) The G-3 is responsible for the detailed planning of Foreign Visits. The essential information for each visit request is submitted to the G-3 using the Foreign Visit System (FVS) and enclosure (1). As per enclosure (2), planning occurs with the relevant commands and staff sections to meet the specific requirements for each visit. The developing plan is reviewed and refined to incorporate the proper hosts, tailor the appropriate message, and produce the final itinerary. The final itinerary is then reviewed to verify suitability and required support is arranged. With the proper conditions set, the foreign disclosure officer (FDO), the Protocol office and escort officer execute the itinerary for each visit.

(b) Definitions. For the purposes of this Order the following definitions apply:

1. Command Visits. All visits from elected officials, designated political appointees, U.S. Flag Officers, Senior Executive Service members, and any other visitor designated by the Commanding General (CG) or Chief of Staff (COS).

2. Foreign Visits. All visits from any official foreign country representative, or member of a foreign military service.

3. Very Important Person. Foreign and Domestic visits by elected official, designated political appointees, U.S. Flag Officers, Senior Executive Service members, and any other visitor designated as a VIP by the CG or COS.

4. In this Order "visits" refers to both Command and Foreign visits.

b. Subordinate Element Missions

(1) Commanding Officer, Headquarters Battalion. Maintain a cadre of three field grade and five company grade officers, who are qualified and prepared to support visits, as required.

(2) Commanding Officers, Marine Corps Tactical and Operations Group, Marine Corps Logistics Operations Group, Marine Aviation and Weapons Tactics Squadron One (MAWTS-1), Marine Corps Mountain Warfare Training Center (MCMWTC), Tactical Training Exercise Control Group. Provide presentations, briefings, and conduct orientations of unit specific training in support of required visits. MAWTS-1 may conduct coordination with Marine Corps Air Station, YUMA, regarding VIP visits to their command but Foreign Visits must be coordinated with MAGTFTC, MCAGCC. MCMWTC coordinates with MAGTFTC, MCAGCC, as required.

(3) AC/S G-3

(a) Serves as primary authority for Foreign Visits and routine visits by non-VIPs.

(b) Supports Protocol office in VIP visits.

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(c) Provides presentations and briefs all issues relevant to MAGTFTC, MCAGCC operations. This may be taken to relevant major subordinate commands, as required.

(d) Provide a briefer in support of aerial tours, as required.

(e) Ensure the content of all briefs to foreign visitors is vetted through the FDO.

(f) International Desk and Command Liaison Officer

1. Serves as the point of contact (POC) with Protocol, for appropriate visits to MAGTFTC, MCAGCC.

2. Review all Combatant Commander's Theater Security Cooperation (TSC) Plans, the Commandant of the Marine Corps guidance, and Training and Education Command (TECOM) Security Cooperation policy following reference (a) to ensure foreign visits support TSC goals.

3. Process visits following reference (c), using enclosures (1) and (2).

4. Provide assistance or Guidance for official visits to tenant commands aboard MAGTFTC, MCAGCC as appropriate.

5. Coordinate with Protocol to develop and maintain a current itinerary for each visit incorporating MAGTFTC, MCAGCC subordinate commands, directorates or tenant commands.

6. Track office calls with the CG or COS through the Aide-de-Camp or Staff Secretary.

7. Coordinate, when appropriate, visitor access to the Combat Center in coordination with the Protocol office.

8. Issue a weekly situation report, highlighting new visits and updating the status of all visits, to subordinate commands, directorates, tenant units, and the Protocol office.

9. Provide a summary of planned visits to the CG during the weekly calendar review, using enclosure (3).

10. Ensure that appropriate uniformed or government employees are provided as escorts for command visits.

11. Obtain and issue appropriate personal protective equipment to support visits, as required.

12. Ensure standard command briefs comply with the format in enclosure (4), and approved by the FDO.

13. Maintain command briefs and enable access via SharePoint.

14. Schedule an operator to configure, test, and operate video telecommunications conference (VTC) equipment supporting command visits, as required.

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15. Perform an annual process review with subordinate commands, directorates, tenant units, and staff to re-evaluate and improve the visits program.

16. Coordinate with the G-6, when appropriate, visitor access requirements to SIPRNET telephone service.

(f) Director, Range Management and Control Division

1. Schedule aerial tours as required with Mercy Air in support of command visits.

2. Coordinate use of Landing Zone - 1 with G-4 to support aerial tours.

3. Provide (approved by FDO) maps of training areas and ranges to support briefs and presentations as required.

4. Provide range orientation or safety briefs as required.

(e) Director, Combat Camera

1. Provide copies of presentations in support of required visits. Ensure briefing content going to any foreign visitors is properly vetted through the FDO.

2. Provide photographic and video support to document designated visits, as required for historical purposes.

(f) Foreign Disclosure Officer. Has advisory responsibility of all foreign disclosure (FD) activities and those personnel who represent MAGTFTC, MCAGCC FD matters. Answers directly to the G-3, and provide authoritative advice, decisions, and recommendations on such issues as foreign visits, release of Classified Military Information (CMI) and Controlled Unclassified Information (CUI).

1. Process foreign visit requests (FVR) via the Foreign Visits System (FVS). Receive initial official FVR from higher via on the FVS on Secure Internet Protocol Router (SIPR).

2. Coordinate feasibility of support with appropriate MAGTFTC, MCAGCC personnel and align Foreign Visit POCs and escorts.

3. De-conflict the different foreign visits via G-3 and/or appropriate personnel while remaining cognizant of international agreements and historical tensions.

4. Respond via email on SIPR, with the approval and classification level of the requested foreign visit to Headquarters Marine Corps. Once approved by higher, the visit approval is automatically generated and sent to the FDO via Non-secure Internet Protocol Router (NIPR).

5. Distribute approved FVR to appropriate MAGTFTC, MCAGCC personnel via NIPR. Populate approved FVRs into MAGTFTC Foreign Visit access email account. Provide notification of FVRs to MAGTFTC, MCAGCC Command Adjutant for Command Duty Officer (CDO) purposes.

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6. Review and evaluate all material (regardless of classification level) planned for presentation to any foreign national for CMI or CUI in accordance with references (d) and (e). Foreign Disclosure approval entails oral, visual and physical sharing of information.

7. Maintain files of MAGTF/TC, MCAGCC USMC Foreign Visitor Contact Officers, Personnel Exchange Program (PEP) and the Foreign Liaison Officers (FLO).

8. Support Vehicle Registration with visitor's access to base and conduct training and education of Foreign Visit Confirmation Module so that foreign nationals can be checked in at Vehicle Registration upon arrival to the base.

9. Coordinate, educate and brief weekly CDO meetings to make aware of incoming Foreign Visits. If unable to attend weekly CDO meetings then Adjutant is to be briefed of week's foreign visits.

10. As Foreign Visit issues arise, the FDO is the G-3's (and Deputy G-3's) primary representative concerning final decisions not answered in FVRs.

11. Maintain copies of FVRs for three years.

(g) Historical Officer. Maintain historical summary files in order to document all visits to MAGTF/TC, MCAGCC in the annual command chronology.

(4) AC/S G-4

(a) Provide presentations and brief all issues relevant to MAGTF/TC, MCAGCC installations and logistics. Ensure the content of all briefs going to foreign visitors is properly vetted through the FDO.

(b) Provide a briefer in support of aerial tours as required.

(c) Serve as the Office of Primary Responsibility and provide escort officers to support visits that are germane to the G-4, and as directed by the COS.

(5) AC/S G-5

(a) Serve as the command POC for all local, County, and State command visits to MAGTF/TC, MCAGCC.

(b) Provide a Community Plans Liaison Subject Matter Expert to support command visits, as required.

(c) Provide input to command briefs regarding encroachment issues around the Combat Center.

(d) Manage and escort civilian press and media aboard the Combat Center as required.

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(6) AC/S G-6

(a) Be prepared to brief all issues relevant to MAGTFTC, MCAGCC communications.

(b) Provide operator for secure VTC equipment.

(c) Provide access to secure dialup connections, via SIPRNET.

(7) AC/S G-7

(a) Conduct security assessments for visits, as required.

(b) Implement the Combat Center Force Protection Conditions as directed for relevant visits.

(c) Ensure Vehicle Registration utilizes the Foreign Visit Confirmation Module and promptly checks in all foreign nationals on approved official foreign visit requests.

(8) AC/S G-8. Provide briefings on MAGTFTC, MCAGCC funding programs, as required. Ensure briefing content going to any foreign visitors is properly vetted through the FDO.

(9) Director, Tactical Training Exercise Control Group. Conduct briefs and orientations of Integrated Training Exercise operations and additional field training events, as required. Ensure briefing content going to any foreign visitors is properly vetted through the FDO.

(10) Protocol Officer

(a) Assume primary responsibility to coordinate VIP visits.

(b) Supports AC/S G-3 with Foreign VIP visits, as directed.

(c) Comply with TECOM policy in reference (c), and assist the G-3 International Desk and Command Liaison Officer in coordinating visits as needed.

(d) As needed, designate a single POC to monitor and evaluate the conduct of each visit during execution.

(e) Ensure that appropriate uniformed or government employees are provided as escorts for command visits.

(f) Maintain continuous two way communication with the escort officer and if significant deviations in the timeline occur, notify subsequent agencies for updates to the itinerary.

(g) Coordinate access to the Combat Center for non-foreign visitors and work with FDO regarding high profile foreign visitors.

(h) Obtain vehicle passes and provide placards for visitor access to the Combat Center.

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- (i) Coordinate ground transportation to support all VIP visits.
- (j) Coordinate billeting for all VIPs.
- (k) Coordinate required meals for VIPs.
- (l) Coordinate gift exchanges per regulations supporting foreign visitor gift exchanges.
- (m) Provide refreshments in the CG's conference room as required.

(11) Escort Officers

- (a) Uniformed or United States/Department of Defense Government employees constitute appropriate escorts for Foreign and Command visits.
- (b) Understand the purpose and goals of the supported visit.
- (c) Execute the final itinerary published in approved FVR or by Protocol.
- (d) Maintain communication with the protocol visit coordinator during the conduct of the visit.
- (e) Follow appropriate protocol during the execution of each visit.
- (f) Demonstrate a high standard of military appearance (to include civilian attire), professionalism, and bearing.
- (g) Escorts will meet all foreign nationals at Vehicle Registration at the onset of the visit and then follow FVR guidelines.

c. Coordinating Instructions

- (1) Protocol shall provide a POC for coordinating all command specific visits to the G-3 International Desk and Command Liaison Officer.
- (2) Although, subordinate commands, directorates, and tenant units are authorized to approve visit requests that solely encompass their own domain, the command is still required to forward all applicable information to MAGTFTC, MCAGCC G-3 to ensure proper coordination and permissions aboard the Combat Center.
- (3) Refer all visit requests, not properly routed following reference (c), to the G-3 International Desk and Command Liaison Officer.
- (4) Enclosure (1) is the Command Visit Request (CVR) Form used to collect information pertinent to any proposed command visit. Most command visits are formally initiated by the requestor sending the FVR, or CVR, to the Marines Corps Combat Development Command Protocol Office, or via their respective Embassy. They will route it to TBCOM, who will then route it to MAGTFTC, MCAGCC. Receipt of a CVR from MAGTFTC, MCAGCC constitutes tasking

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by higher headquarters for a command visit, and an acknowledgement should be issued, along with any issues with related to supporting the visit. Tasking for command visits can also occur via formal message traffic, but is less common. The scheduling of VIPs typically involves multiple destinations and a large number of complex constraints and restraints. In order to maximize flexibility and responsiveness, formal message traffic is normally avoided in favor of a simple CVR approval, and direct coordination.

(5) Higher Headquarters FVR Process. Chapter 8, Part II, paragraph 20806 of reference (f), provides specific guidance on the process for foreign visitors. All subordinate commands, directorates and tenant units will ensure familiarity with this process.

(6) Enclosure (5) is an example of a letter of instruction for a high level VIP visit that would require added coordination for things like security escort.

(7) After hour foreign visits should be handled on a case by case basis, while attempting to use good judgement. An acceptable course of action (COA) would be to allow a foreign visitor already checked on board MAGTFTC, MCAGCC, via an APPROVED FVR, to act as an escort for incoming foreign visitor(s) also on an APPROVED FVR. All foreign visitor names must be verified in APPROVED FVRs at Vehicle Registration. Names and identification must match exactly to FVR. Names, location of billeting and local (not foreign area codes) phone numbers would be left with Vehicle Registration and logged in to the Confirmation Module. Both Foreign "escort" and newly arrived foreign "visitor(s)" are required to "officially" check-in immediately when normal (and non-holiday) business hours resume the following day.

(8) There will be times when a foreign visitor or foreign group arrives to MAGTFTC, MCAGCC at an earlier date than expected, listed on an APPROVED FVR and during and/or after normal business hours. During normal business hours, follow normal FVR guidelines by notifying the escort of arrival. If escort cannot be found, then notify the staff section or units responsible for the visit. If all else fails then contact FDO, Deputy AC/S G-3, or AC/S G-3. Coordination with escort, FDO, CDO, and other appropriate personnel (to include Deputy AC/S G-3 and AC/S G-3) will determine the approval or denial of early arrival access.

(9) Things to consider during non-business hours/weekends/ and holidays: Did Foreign Visitors arrive a day early, a week early and is feasibility of support in place to support visit? If the intent is to determine if it is appropriate to allow early arrival access, then the CDO would be first line decision maker, then the FDO, followed by Deputy AC/S G-3 and then AC/S G-3. The CDO should attempt to make a logical decision based on information provided. During non-business hours foreign visitors on an APPROVED FVR who arrived earlier than expected, will be registered in the Confirmation Module, and provide local phone numbers and billeting information. An email and phone call should be made by vehicle registration, during the next normal business hours, to visitor's escort stating that foreign visitors are at MAGTFTC, MCAGCC and awaiting further instructions. Once notified the appropriate escort should check with FDO, CDO, or Deputy AC/S G-3 (in that order) for appropriate COA. Advise the AC/S G-3 of the situation and decisions made after hours for FVR deviations. Email FDO of any changes, for situational awareness. See enclosure (6) CDO Foreign Visitor Guidance.

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(10) Any foreign visitors showing up after normal business hours and not on an APPROVED FVR should be denied access to MAGTFTC, MCAGCC and asked to return when normal business hours have resumed. At a minimum, the CDO should be consulted. Please use tact and respect when requesting that the foreign visitors return during normal business hours to resolve the issue. These visitors are our allies and friends.

(11) CDO, while using FVRs as a reference, may make decisions for foreign access during non-business hours but if any questions arise, contact FDO, Deputy AC/S G-3 or AC/S G-3 immediately. Attempt to get verbal confirmation from CDO (during non-regular business hours), FDO, Deputy AC/S G-3 or AC/S G-3 on issues not addressed above. Contact CDO, FDO or Deputy AC/S G-3 as initial POCs. See enclosure: "CDO Foreign Visitor COAs" for Guidance.

5. Administration and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

b. Forms. Enclosure (1) is the Command Visit Request Form, TECOM Form 5050/1 and can be found at (CAC required) <https://vcepub.tecom.usmc.mil/genstaff/g-1/Adjutant/O%20%20D%20Documents/TECOM%20Form%205050-1.pdf>. All former editions are obsolete and will not be accepted. The Command Visit Request Form needs to be sent from the requesting command to the Protocol office of the Marine Corps Combat Development Command.

6. Command and Signal

a. Command. This Order is applicable to all MAGTFTC, MCAGCC organizations.

b. Signal. This Order is effective date signed.


J. F. HARP
Chief of Staff

Distribution: A

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Sample Command Visit Request Form

| | | |
|---|---|---|
| This form should be returned to: MCCDC Protocol (Julie Abel) Email: Julie.abel@usmc.mil 703 784 5993 (Work) 703 784 3450 (FAX) | | Requester Required Information Note: Request will not be supported until this form is filled out completely by the requester and returned NLT 30 days from the requested date. |
| No acronyms or abbreviations please | | |
| 1 | DATE OF REQUEST | |
| 2 | REQUESTER INFORMATION <i>(Rank, Last Name, First Name, MI, and Organization)</i> | |
| 3 | REQUESTER CONTACT INFORMATION <i>(CELL PHONE AND EMAIL)</i> | |
| 4 | ACTION OFFICER'S INFORMATION <i>(Rank, Last Name, First Name, MI, Organization, and Contact Information)</i> | |
| 5 | PRINCIPAL VISITOR'S INFORMATION <i>(Rank, Last Name, First Name, MI, and Organization)</i> | |
| 6 | REQUEST START DATE(S) TIME | |
| 7 | TOTAL NUMBER OF PERSONNEL IN THE DELEGATION <i>(Please indicate the name and rank of flag level if higher)</i> | |
| 8 | OVERALL PURPOSE OF VISIT <i>(Please clearly state the purpose and the visit's take-away; no acronyms or abbreviations)</i> | |
| 9 | ADDITIONAL BACKGROUND INFORMATION <i>(Any pertinent additional background information that would be helpful in scoping the visit)</i> | |
| 10 | COMMANDS TO BE VISITED <i>(Please provide command name and purpose clearly stated for each command)</i> | |
| 11 | GENERAL OFFICER OFFICE CALL REQUESTED <i>(If your delegation has a general officer visiting, an office call with an appropriate general officer will be considered. Minimum documents required to request the office call are a current biography and the purpose clearly stated. Once the office call has been approved, the requester will be required to provide information paper to include talking points as part of the read ahead package provided to the general officer.)</i> | |

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Sample Command Visit Request Form

| | | |
|----|--|--|
| 12 | Has your delegation visited previously. (If yes, what commands where visited and when?) | |
| 13 | INITIATE FOREIGN VISIT REQUEST (FVR) (If FVR is not required, please indicate by what authority for base access) | |
| 14 | BILLETING REQUESTED? (Y/N) (Does the delegation require installation billeting) | |
| 15 | INTERPRETER REQUIRED? (Y/N) (Please indicate the name of which delegation member will provide the translation) | |
| 16 | TRANSPORTATION REQUESTED? (Y/N) (Does the delegation require transportation support? If so, please indicate specific request. If not, indicate how many vehicles will be brought aboard the installation and provide the make and model of each) | |
| 24 | MEAL(S) REQUESTED? (Y/N) (Please indicate if meals are required during the official portion of your visit. If a meal is incorporated into any agenda, please identify any dietary issues/conditions) | |
| 25 | BIOGRAPHIES (Are required for any general officers equivalent in your delegation) | |
| 26 | ESCORTS ASSIGNED (Please provide the name and contact information (preferably cell phone and email address) for the escort officer(s) assigned for your delegation?) | |
| 27 | GIFT EXCHANGE (Y/N) (Does the principle of delegation plan on an official gift exchange? Please specify the requirements) | |
| 28 | AUDIENCE REQUIRED (Y/N) (Does the delegation require any AVV support? so please indicate the requirements) | |
| 29 | COMPLETE HIS ITINERARY (Please provide a copy of your delegation's complete U.S. Itinerary) | |
| 30 | COMPLETE DELEGATION ROSTER (Please provide ranks, names, billets, and designations to include any escorts or embassy officials) | |

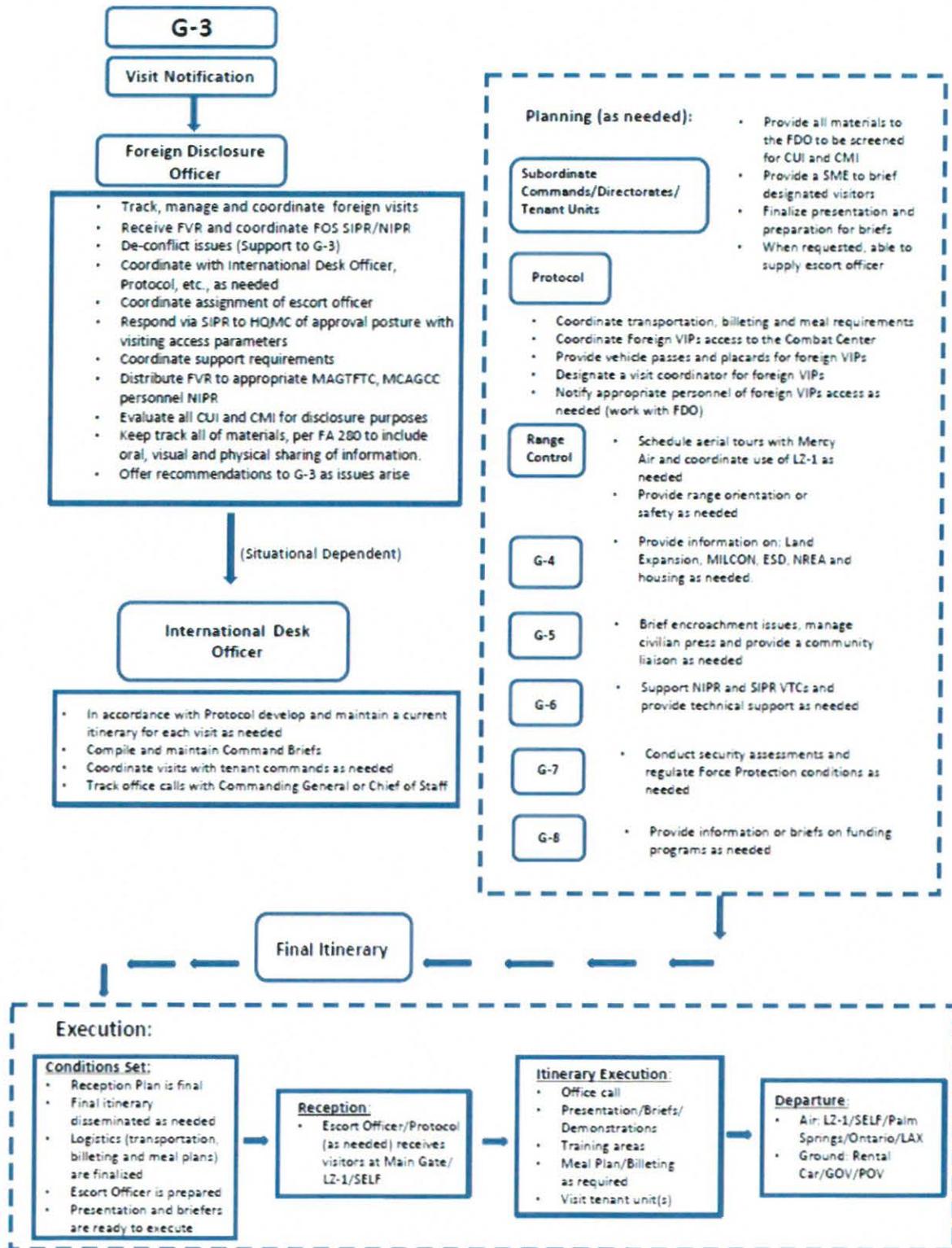
TECOM Form 5050/1 5/13(PAGE 2)

PREVIOUS ADDITIONS ARE OBSOLETE

Adobe Designer 7.0

Enclosure (1)

Visit Process Flow Diagram



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Visit Tracker

| VIP Visits Tracker: | | |
|----------------------------|--|--|
| DATE: | NAME/UNIT/ORGANIZATION: | UNITS VISITING: |
| March | | |
| 4 – 5 | LtGen Schmidle, DC A | MAGTFTC/MCAGCC/ VMU 1 & 3/MWSS-374 MCCES |
| 5 | BGen Simmons, CG, Trng Cmnd | MAGTFTC/MCAGCC |
| 8 | Gary Sinise | MAGTFTC/MCAGCC |
| 11 | BGen Eitay Viroup, IDF, GF Chief of Inf & Paratrooper Corps Staff Talks | TTECG/MCTOG/R-800 MCAGCC/UET 13-2/ MWTC |
| 12 – 14 | LtGen Neller, Cmdr, US MarCorFor, CENTCOM, | UET 13-2/ATG/MWTC |
| 12 – 14 | MajGen Hindmarsh, Cmdr, Pres. Guard (UAE) and | MCAGCC/UET 13-2/ MWTC |
| 12 – 14 | RADM Rosholt, Defense Attaché | MAGTFTC/MCAGCC/ TTECG/2/8 |
| 13 – 14 | BGen Lukeman, CG, 2D MARDIV | MCMWTC |
| 15 – 16 | BGen Lukeman, CG, 2D MARDIV | MAGTFTC/MCAGCC/ TTECG/CLB-22 |
| 18 – 20 | BGen Banta, CG, 2d MLG | MAWTS-1 |
| 21 – 22 | BGen Banta, CG, 2d MLG | MCAGCC/RelMin |
| 23 – 24 | Bishop Neal Buckon, Archdiocese for the Military | |
| April | | |
| 14 – 19 | (T) Gen Amos, CMC | MAGTFTC/MCAGCC/ LS3 Demo |
| May | | |
| 8 | EXFOB | MAGTFTC/MCAGCC/ WARTEC |
| (TBD) | BGen Banta, CG, 2d MLG | MCMWTC |
| Tentative | | |
| (TBD) | LtGen Mills, DC CD&I | MAGTFTC/MCAGCC/ TTECG/ITX 3-13 |

Note: **Δ** = change

Foreign Force Visits

| Country | Unit/Individuals | PAX | Dates | Purpose | FVR/ITO | TECOM/ PLU POC |
|-----------|---|-------------|--|--|----------------------------|-----------------------------|
| Australia | Australian Army | 6 | 8 Jan – 8 Apr | AIST Rotation 32 | A512-A3681 | Julie Abell |
| UK | 40 Commando | ? | 15 – 18 Apr | Exercise BLACK ALLIGATOR 13 Range Recon | FVR Pending | John Julian/ Maj Smith |
| UK | 7 Squadron Royal Air Force | 2 | 16 Apr – 24 May | Planning and liaison for Ex NOCTEM WARRIOR | UK13-A1386 | John Julian/ Julie Abell |
| Australia | 1st Armored Regiment | 2 | 17 – 23 Apr | Reconnaissance for Exercise Gold Eagle 13 | A513-A627 | John Julian/ Maj Grube |
| UAE | PG Reconnaissance Group | Co (-) | 22 Apr – 28 May | UET 13-3 | FVR Pending ITO Pending | John Julian/ Maj Starace |
| Canada | Canadian Army infantry unit | 6 | 27 May – 5 Jul 13 | Summer Mountain Leaders Course (MWTC) | | |
| Canada | Canadian Army infantry unit | 2 | 20 May – 4 Jun 13 25 Jun – 9 Jul 13 | Mountain Command, Control and Communications Course (MWTC) | | |
| Canada | Canadian Army infantry unit | 4 | 13 – 31 May 13 | Mountain Medicine Course (MWTC) | | |
| Canada | Canadian Army infantry unit | 5 | 26 May – 15 Jun 13 | Assault Climbers Course (MWTC) | | |
| UK | Y Sqdrn | ? | Jun/Jul | Sponsored by 2nd Radio Bn; potential exercise in Jun 13. | | Maj Smith/ Capt Piet |
| Africa | African military communications officers | 10 | 25 – 26 Jun | - Visit the Advance Comm Officer Course - Tour of the School House - Observe training (classroom and field training) | | John Julian/ Capt Piet |
| Australia | 1st Armored Regiment | Co (+/-) | Jul 13 | Exercise Gold Eagle 13 | | |
| Canada | Canadian Army infantry unit | Co (+) | 9 Aug – 26 Sep 13 | SPARTAN ASCENT (MWTC) | | |

Command Brief Format



MAGTFTC Way Ahead



- Close range
 - ITX execution / improvement
 - Publication of MCO on MAGTFTP
- Mid range
 - Update long range plans for MAGTFTC/MCAGCC
 - Continued planning/development of LSE
- Long range
 - Development of a Grand Unifying Scenario (GUS)
 - Tie-in of LSE with other established exercises
- Enduring actions
 - Support to ATG
 - Continued alignment/synch of service level training

9

1. Guidelines for Slide Preparation

a. Title. Arial Font, size 44

b. Body

- (1) Arial Font, size 24 (sub paragraphs font size 18).
- (2) Six bullets or less per slide.
- (3) Spell out uncommon acronyms prior to using abbreviations.
- (4) Utilize conservative graphics, colors, and simple transitions.
- (5) No sound effects.

2. Submit brief in a timely manner for screening and refinement prior to reproduction for handouts and presentation.

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High Level VIP Visit LOI Sample



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
3D

LETTER OF INSTRUCTION XX-XX

From: Commanding General
To: Distribution List

Subj: TEMPLATE LETTER OF INSTRUCTION FOR THE VISIT OF THE SECRETARY OF
XXXXXXXX, THE HONORABLE XXXXX XXXXXXXXXXXX

Ref: (a) CCO 5060.6B

Encl: (1) Timeline
(2) Tour Route, Day 2
(3) Protocol Duties

1. Situation. The Secretary of XXXXXXXX, the Honorable XXXXX XXXXXXXXXXXX, is conducting a tour of Army and Marine bases. Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will be visited by him on XX Month 20XX. The primary agenda behind the tour and this visit is for the Secretary of XXXXXXXX to talk to junior enlisted Marines regarding their deployment concerns.

2. Mission. To provide information and instructions for personnel participating in or supporting this visit.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding General (CG) wishes to fully support the Secretary's desire to speak with junior Marines while at MCAGCC. Furthermore, the CG would like to have the Very Important Person (VIP) group taken on a tour of selected barracks as well as viewing A Co. 1/11's artillery shoot at LEAD MOUNTAIN. Priorities of effort are in that order.

(2) Concept of Operations

(a) The MAGTFTC G-3 will organize the visit and coordinate the participation of all units.

(b) The VIP group will arrive at the Strategic Expeditionary Landing Field on XX Month IAW enclosure (1). They will be greeted by the CG and Protocol. The Secretary will be driven to the Riley House and those

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Enclosure (5)

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LETTER OF INSTRUCTION XX-XX

members of the entourage not designated as staying there will be driven to the Distinguished Guest Quarters.

(c) On XX Month the timeline will continue and the Secretary will be taken to eat breakfast at Phelps Chow Hall [Building (Bldg) 1460] as per enclosure (2). The itinerary will continue with a command brief at the CG's conference room (Bldg 1559) given by the CG, his primary staff, and his local subordinate commanders. Tenant commands will be given the opportunity to coordinate their own briefing agendas into this session.

(d) Following the command brief, the Secretary will be driven to the base theater (Bldg 1510) for his talk with junior enlisted Marines from throughout the base. The Base Sergeant Major will coordinate the allocation of available seats throughout the subordinate and tenant commands. Marines from the exercise force will not be included.

(e) Following the talk with junior enlisted Marines, the Secretary will be given a tour of several barracks. The Base Sergeant Major will coordinate with subordinate and tenant commands to determine which barracks are toured.

(f) Following the barracks tour, the Secretary will be driven to Landing Zone (LZ)-1 and flown via military air to LEAD MOUNTAIN. A Co, 1/11 will be conducting live-fire artillery training near that timeframe, and it should not be difficult to coordinate the VIP visit with some actual cannon fire.

(g) Following the artillery live-fire, the Secretary will be flown to the SELF and depart. He will be fare welled by the CG and protocol.

b. Subordinate Element Missions

(1) MAGTFTC, MCAGCC Sergeant Major. Coordinate with subordinate and tenant commands for the seating allocation for the talk with junior enlisted Marines and for the barracks tour.

(2) Assistant Chief of Staff (AC/S) G-3

(a) Coordinate all aspects of the visit.

(b) Work with the primary staff, subordinate commands, and tenant commands to prepare the command brief and ensure that the audio/visual equipment in the CG's conference room is setup appropriately. Have hard copies printed out as needed.

(c) Coordinate with the G-4 to ensure LZ-1 is prepared for use.

(d) Assist Protocol with the development and production of the official itinerary.

Enclosure (5)

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LETTER OF INSTRUCTION XX-XX

(e) Coordinate with I Marine Expeditionary Force to provide military air lift for the movement to and from Lead Mountain. Provide a terminal control party and ground transportation at LEAD MOUNTAIN.

(f) Coordinate with the base Public Affairs Office (PAO) to provide photo support.

(3) AC/S G-4

(a) Ensure LZ-1 is prepared for use.

(b) Provide briefing input for the command brief.

(4) AC/S G-5. Obtain PAO guidance and disseminate it.

(5) AC/S G-6

(a) Ensure Secret Internet Protocol Router access is available to those in the VIP group needing it.

(b) Provide a public address system and two (hand held wireless) microphones for the talk with junior enlisted Marines event at the base theater.

(6) AC/S G-7

(a) Support Naval Criminal Investigative Services (NCIS) with all security requirements.

(b) Control traffic in the vicinity of the base theater and LZ-1 during the tour.

(c) Ensure Vehicle Registration utilizes the Foreign Visit Confirmation Module and promptly checks in all foreign nationals on approved official foreign visits requests.

(7) Protocol Officer

(a) Produce the official itinerary for base-wide dissemination.

(b) Set up the CG's conference room with coffee and water for the command brief.

(c) Establish VIP seating at the base theater for O-6+ commanders and their senior enlisted advisors.

(d) Coordinate ground transportation support for the visit.

(e) Further details regarding the duties of the Protocol Office can be found in enclosure (3).

Enclosure (5)

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LETTER OF INSTRUCTION XX-XXc. Coordinating Instructions

(1) Direct liaison is authorized among visit participants and MAGTF/TC Staff Sections to coordinate necessary details. Direct liaison with the office of the Secretary of XXXXXX is only authorized to the Chief of Staff.

(2) There will be a confirmation brief on XX Month in the CG's conference room.

(3) The G-3 Operations Visits Officer at (760) 830-6365 is the central point of contact (POC) for this visit.

(4) NCIS is the POC for security matters and the tasking of Criminal Investigation Division/Provost Marshall Office.

(5) A general disruption of workflow is to be avoided during the planning and execution of this visit.

(6) Further information can be found in the reference, the Combat Center Order on Command and Foreign Visits.

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 <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/LOI.aspx>.

5. Command and Signal

a. Command. This LOI is applicable to all active duty, reserve, and civilian personnel participating in this event.

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

J. F. HARP
Chief of Staff

Distribution: B

Enclosure (5)

NOV 09 2016

CDO Foreign Visitor Guidance

"After Hours and Holidays"

No FVR

- Ask them to return during normal working hours (approx. 0800 next regular working day).
- Collect their information: Names and at least one US phone number to contact them.

Early Arrival and Approved FVR

- If arrival is within a "reasonable timeframe" of the date on the FVR, the CDO can allow access.
- Collect their information and make notes on FVR and log book but they "MUST HAVE" local/US phone number to be contacted.
- Permit access.
- Send email to FDO and Visit POC that they arrived early,
- reason for early arrival and include contact and location information.
- If, for whatever reason, the CDO is not comfortable making this decision call the FDO 1st, then Deputy AC/S G-3, and finally the AC/S G-3.

Names Not on FVR

- There will be times when some names will not be on FVR. Perhaps large exercises and they were added at last minute.
- If small group and some visitors are not on FVR then use best judgement.
- If CDO decision is to allow access then follow below:
 - Coordinate with ranking foreign visitor.
 - Get their rank, ID# and their local/US phone number. Log it in book and on FVR.
 - Make notes about why visitors were not on FVR.
 - Permit access to additional visitors and only if they have appropriate ID.
 - Collect Full names, Rank, ID numbers and their location on MCAGCC/MAGTFTC.
 - Send email to FDO and POC with all information.
- In the case of a large group training exercise (i.e. Black Alligator), provided the senior member from the training unit can verify the undocumented visitors; allow access but above procedures should be followed.