



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 7000.4E
P&I

SEP 18 2017

COMBAT CENTER ORDER 7000.4E

From: Commanding General
To: Distribution List

Subj: APPROPRIATED FUND SUPPORT FOR SPECIAL EVENTS

Ref: (a) DoD Instruction 1015.10, par 4.5.3
(b) MCO P1700.27B W/Ch 1
(c) DoD Directive 5500.7-R, par 3-211
(d) <http://www.29palms.marines.mil/Staff/G1-Manpower/Adjutant-Office/Templates/>

1. Situation. In accordance with the references, Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) directorates and special staff sections must occasionally provide appropriated fund (APF) support for special events. A "special event" is a non-recurring, morale, welfare, and recreation activity for which appropriated fund commands are required to support the event for logistical support, e.g., facilities, equipment, or manpower, including an event contractor or an event concessionaire.

2. Cancellation. CCO 7000.4D.

3. Mission. To establish special events staffing procedures for directorate and special staff section APF support.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish special events staffing procedures that safeguard the proper use of APF support, and ensure effective and efficient use of MAGTFTC, MCAGCC resources.

(2) Concept of Operations. Review of requests for APF support concerning special events will consider, at a minimum, the nature of the requirement, the sponsor's capability of meeting the requirement, the requested directorate or special staff section's capabilities to meet the requirement with APF, and the legality of the requested APF support. This Order does not apply to command sponsored military ceremonies.

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b. Subordinate Element Missions(1) Assistant Chief of Staff (AC/S) Marine Corps Community Services (MCCS).

(a) MCCS Divisions are to submit an annual Non-Appropriated Funds (NAF) budget, to include any special events reflecting both NAF and APF projected expenses.

(b) Provide the Commanding General (CG) with a proposed budget brief of all special events, with corresponding NAF and APF expenses for approval and concurrence.

(c) Once the annual plan for special events, expenses, and budget have been approved by the CG; MCCS will request an Ethics Counselor review of all APF support requirements.

(d) The action sponsor will work closely with NAF Procurement and Contracting to request a statement of work scoping the special event and anticipated requirements, in order to create a contract for event services.

(e) The action sponsor is to develop a draft letter of instruction (LOI), see reference (d), for the special event. This draft will be sent to all directorates for review and approval of support.

(f) Submit the LOI with confirmation of support, as well as an expense report listing all APF expenses from directorates and special staff officers or representatives, to the G-1 Adjutant's Office forty-five days prior to the event.

(g) Upon receipt of the LOI, conduct a confirmation brief with the Chief of Staff and all supporting directorates and special staff representatives no later than 15 working days before the special event; with additional updates as they occur.

(h) Schedule a post-event discussion with key divisions and units, and submit an after action report to the AC/S MCCS with all expenses incurred, no later than 30 days after the event.

(2) Commanding Officers, Assistant Chiefs of Staff, and Special Staff Officers. Sponsors will sequentially do the following:

(a) Before contracting a special event, develop a concept of operations scoping the special event and anticipated APF support requirements. Work closely with other directorates and special staff officers to define the feasibility of their support, prior to briefing the CG for approval. Directorates and special staff sections will provide estimates, including cost, of their ability to provide APF support for the special event.

(b) Obtain a legal review of the concept of operations.

(c) Obtain the CG's approval for special event contracting and subsequent planning.

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(d) If approved, work closely with other appropriate directorates and special staff to further define support and coordination of the event, as required.

(e) Develop courses of action (COA) based on supportability and obtain legal and AC/S G-8 reviews.

(f) Provide the CG a COA decision brief with all supporting directorates and represented special staff sections in attendance.

(g) Develop an LOI for the special event and staff the LOI draft to interested directorates and special staff sections.

(h) Submit an LOI to the G-1 Adjutant's office 45 days prior to the special event. Publication and distribution of the LOI will be no later than 30 working days prior to the special event.

(i) Upon receipt of the LOI, conduct a confirmation brief with the Chief of Staff and all supporting directorates and special staff representatives no later than 15 working days before the special event; with additional updates as they occur.

(j) Respond to LOI taskers and support requests from other Commands, Directorates, and Special Sections in a timely manner with all necessary information, to include APF expenses and the ability to support the event and, if not, why.

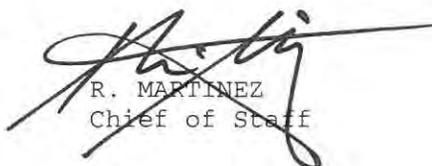
(3) Ethics Counselor. Review all APF support requests for special events.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center orders can be found at <http://www.29palms.marines.mil/Staff/G1-Manpower/Adjutant-Office/Orders/>.

6. Command and Signal

a. Command. This Order is applicable to all MAGTF/TC, MCAGCC subordinate commands, directorates, and special staff sections aboard the Combat Center.

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


R. MARTINEZ
Chief of Staff

Distribution: A