



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:  
5060  
G-1/G-3  
MAY 5 2016

LETTER OF INSTRUCTION 9-16

From: Commanding General, I Marine Expeditionary Force  
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR THE I MARINE EXPEDITIONARY FORCE  
(MEF) COMMAND MASTER CHIEF CHANGE OF CHARGE AND RETIREMENT CEREMONY

Ref: (a) MCO P5060.20 Ch 1

Encl: (1) I MEF Change of Charge Ceremony Task POA&M  
(2) I MEF Change of Charge Ceremony Personnel Summary  
(3) I MEF Change of Charge Ceremony Rehearsal POA&M  
(4) I MEF Change of Charge Ceremony Diagram (SEPCOR)  
(5) I MEF Change of Charge Ceremony Script (SEPCOR)

1. Situation. This LOI provides information and tasking in order to detail guidance, tasks, and support requirements for the upcoming I MEF Change of Charge and Retirement Ceremonies.

a. On Friday, 3 June, 2016, a Relief and Appointment between Command Master Chief (CMDCM) Michael J. Smith and CMDCM Frank Dominguez will be conducted at 1000, aboard Camp Pendleton, California at the 11 Area Parade Field. Upon completion of the ceremony, the I MEF Commanding General (CG) will then conduct a retirement ceremony in honor of CMDCM Smith.

b. Military and civilian personnel, their families, and guests are cordially invited to attend. Uniforms for guests are:

(1) Navy: Summer White (E7 and above), Dress White (E6 and below).

(2) Marine Corps. Blue Dress Delta or Service equivalent.

(3) Civilian: Business Casual.

(4) Participants/Support Personnel. See enclosure (3).

c. Ensure Marines and Sailors are highly encouraged to view the ceremony from the bleachers.

2. Mission. I MEF will coordinate with the CG, Marine Corps Installations-West (MCI-W), Marine Corps Base (MCB) Camp Pendleton (CAMPEN), and I MEF Major Subordinate Commands (MSCs) and Elements (MSEs) IOT ensure the success of these ceremonies.

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3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To formally recognize the transfer of senior enlisted advisor responsibilities per the reference, as well as highlight the contributions of CMDCM Smith (and family) to I MEF and the Department of Navy, as well as dually hail the incoming CMDCM and his family.

(a) Method. I MEF will host two consecutive ceremonies with enlisted Sailors and Marines from throughout I MEF. In preparation for both events, there will be rehearsals for primary and alternate venues. Immediately following the ceremony, a social will be held at the Marine Memorial Golf Course Eagle's Nest.

(b) Endstate. The Command is prepared to conduct continued operations with appropriate leadership at the helm; CMDCM Smith and his family be appropriately recognized for his 30 years of honest and faithful service; equipment and personnel are appropriately accounted and secured; and any incident during the event be controlled with appropriate actions.

(2) Concept of Operations. A parade will be formed and two ceremonies in succession will be executed. All available subordinate command and designated key staff members/personnel will participate. Further, commands and key staff will conduct inspections, rehearsals in preparation for these events. In the event of inclement weather, the Paige Field House will serve as the ceremonial venue. The decision on whether to utilize the alternate venue in case of inclement weather will be made within 24-hours of the event. The execution of these ceremonies will be a four-phased event.

(a) Phase I (Administration and Planning). I MEF assumes responsibility to coordinate with CG, MCI-W/MCB CAMPEN and I MEF MSC/Es for the requirements necessary to support the ceremony (enclosure 1). All planning conferences will be conducted in the I MEF SgtMaj/CMDCM conference room. The IPC will be held on 15 April 2016 and the FPC is scheduled for 27 May 2016 (time to be determined by Ceremony Lead separate correspondence (SEPCOR)). Chalk Talk/ceremony sight walk through will be held at 30 May 2016 (time to be determined by Ceremony Lead SEPCOR) at 11 Area Parade Field.

(b) Phase II (Rehearsal and Set-up). See enclosures (2) through (5).

(c) Phase III (Execution):

(1) This phase includes movement of personnel to the 11 Area Parade Field in support of the ceremony.

(2) Troops will be static with (no "March on"; no "Officers Center" nor "Pass and review."

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(d) Phase IV (Retrograde). Return of personnel (and all gear) to point of origin following the ceremony.

b. Subordinate Element Missions

(1) I MEF Chief of Staff/Staff Secretary. Assist I MEF Sergeant Major and Protocol Officer as required. Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(2) I MEF Sergeant Major. Retain overall responsibility for the coordination/execution of the ceremony and retirement.

(3) Force Protocol Officer. Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(4) Assistant Chief of Staff, G-1

(a) Provide one Sailor (E8) to serve as a Side Boy. Provide names to G-1 and the protocol officer as denoted in paragraph 3(c)3.

(b) Be prepared to support Personnel requirements levied by the CO, I MHG as applicable.

(c) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(5) Assistant Chief of Staff, G-2

(a) Be prepared to support Personnel requirements levied by the CO, I MHG as applicable.

(b) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(6) Assistant Chief of Staff, G-3

(a) Be prepared to support Personnel requirements levied by the CO, I MHG as applicable.

(b) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

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(c) Ensure Anti-Terrorism Force Protection Officer (ATFPO) and Combat Camera (COMCAM) Officer make liaison with Protocol Officer and Ceremony POC immediately and throughout.

(7) Assistant Chief of Staff, G-4

(a) Provide one SNCO to serve oversee and assist the Protocol Officer with employment of Ushers and working party.

(b) Be prepared to support Personnel requirements levied by the CO, I MHG as applicable.

(c) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(d) Ensure liaison with Protocol Officer and Ceremony POC immediately and throughout.

(8) Assistant Chief of Staff, G-6

(a) Be prepared to support Personnel requirements levied by the CO, I MHG as applicable.

(b) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(9) Assistant Chief of Staff, G-7. Be prepared to support Personnel requirements levied by the CO, I MHG as applicable.

(10) Assistant Chief of Staff, G-8

(a) Be prepared to support Personnel requirements levied by the CO, I MHG as applicable.

(b) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(11) Staff Judge Advocate. Be prepared to support Personnel requirements levied by the CO, I MHG as applicable.

(12) Chaplain

(a) Provide one senior Sailor (E8 Chief) to assist Ceremony POC throughout duration of Ceremonies to include overseeing all task and associated tasks denoted in enclosure (1) briefable at the FPC and

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throughout. Any issues or perceived concerns should be directed to the Overall and Ceremony POC immediately.

(b) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(13) Public Affairs Officer

(a) Provide a Marine to serve as (supernumerary) narrator for the parade. Provide names to G-1 and the protocol officer as denoted in paragraph 3(c)3.

(b) Be prepared to support Personnel requirements levied by the CO, I MHG as applicable.

(c) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(14) I MEF Color Sergeant. Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(15) Commanding Officer, I MEF Headquarters Group

(a) Provide a Marine (Sergeant Major) to assist the MEF Sergeant Major (as Drill Master) and serve as Ceremony POC.

(b) Provide one Chief to serve as unit commander for the Battalion.

(c) Provide one Petty Officer to serve as a Guidon Bearer w/H&S Company Guidon.

(d) Provide one ceremonial unit of 10 Sailors.

(e) Provide 10 Marines to serve as working party and ushers to assist the G-4/Protocol Officer as applicable.

(f) Provide four Marines as Guardian Angels.

(g) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(16) Commanding General, 1st Marine Division (REIN)

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(a) Provide one Senior Chief Petty Officer as the Commander of Troops.

(b) Provide one Chief to serve as unit commander for the Battalion.

(c) Provide one Petty Officer to serve as a Guidon Bearer w/H&S Company Guidon.

(d) Provide one ceremonial unit of 60 Sailors.

(e) Provide five Marines for a working party to assist the protocol officer with the setup and takedown of the 11 parade deck and additional ceremony gear, during all rehearsals and ceremony in accordance with enclosure (1).

(f) Provide four Marines as Guardian Angels.

(g) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(17) Commanding General, 3d Marine Aircraft Wing

(a) Provide one Chief, Senior Chief, or Master Chief to serve as unit commander for the Battalion.

(b) Provide one Petty Officer to serve as a Guidon Bearer w/H&S Company Guidon.

(c) Provide one ceremonial unit of 10 Sailors.

(d) Provide five Marines for a working party to assist the protocol officer with the setup and takedown of the 11 area parade deck and additional ceremony gear, during all rehearsals and ceremony in accordance with enclosure (1).

(e) Provide four Marines as Guardian Angels.

(f) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

(18) Commanding General, 1st Marine Logistics Group

(a) Provide one Chief to serve as unit commander for the Battalion.

(b) Provide one Petty Officer to serve as a Guidon Bearer w/H&S Company Guidon.

(c) Provide one ceremonial unit of 20 Sailors in a mass

formation.

(d) Provide five Marines for a working party to assist the protocol officer with the setup and takedown of the 11 Area Parade Field and additional ceremony gear, during all rehearsals and ceremony in accordance with enclosure (1).

(e) Provide two Sailors to present flowers.

(f) Provide four Corpsmen with one ambulance to support medical coverage during the conduct of the ceremony.

(g) Provide four Marines for Guardian Angels.

(h) Review and comply with tasks/suspenses denoted in enclosure (1). Coordinate as necessary with points of contact as denoted in paragraph (6).

c. Coordinating Instructions

(1) Unity of effort is essential to mission accomplishment. Accordingly, immediate task deconfliction and or clarification with respect to issues/concerns should be directed immediately to applicable POC denoted in paragraph (6). MEF Command Element tasks/responsibilities have been derived from previous Commanding General and Sergeants Major level ceremonial operational planning teams.

(2) Units and Staff Sections will acknowledge receipt of this LOI and confirm tasking expectation to Secondary Ceremony POC. Senior Chief Petty Officer Wayne George, (I MEF Chaplain) (760) 725-6692/9032; wayne.george@usmc.mil.

(3) Key personnel names from the units will be submitted to the G-1/Ceremony POC NLT 1000, 26 May 2016. All other personnel are to be identified and present for the first All Hands practice.

(4) All MSC's will have supernumeraries (two per command) at all rehearsals and actual ceremony. They will be fully prepared to substitute for any Sailor who falls out.

(5) Ushers/Escorts. Designated personnel will be under the operational control of the I MEF Protocol Officer. The I MEF Protocol Officer is the coordinator for all arrangements for flag/general officers and VIPs. Escorts will be assigned to their respective flag/general officer for the duration of their stay. A driver and vehicle will be assigned to each escort. NCO/POs assigned as ushers/escorts and drivers will meet with the I MEF Protocol Officer in the I MEF Commanding General's conference room, building 210701, at a time and date to be determined.

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(6) Working Party. Designated personnel will be under the operational control of the I MEF G-4 SNCOIC (and Protocol Officer).

d. Administration and Logistics

(1) Administration. TAD costs are authorized for vehicles traveling to support the ceremonies. Unit fiscal officers will coordinate with the MEF G-8/Comptroller NLT 20 May 2016 to ensure appropriation data is allocated.

(2) Logistics

(a) Transportation. Individual units are responsible for transportation of all designated participants for rehearsals and ceremony. All transportation requests will be coordinated through Separate Battalions to the I MEF G-4/MT section NLT 20 May 2016.

(b) Medical. Personnel with a history of heat illness or currently on light or limited duty will not participate in the ceremony.

(c) Uniform and Equipment

1. Ceremony participants will not wear weapons or gear.

2. Camel packs are authorized to be worn during the rehearsals when the wear of the camouflage uniform is worn.

(d) Staging Area/Static Display. All units will stage for rehearsals on the 11 Area Parade Field in accordance with this LOI and in coordination with Ceremony POC.

(e) Inclement Weather. In the event of inclement weather, the ceremony will take place in the Paige Field House.

6. Command and Signal. This LOI is effective on the date signed.

a. Event POC (Overall). Sergeant Major Bradley A. Kasal, I MEF SgtMaj, (760) 725-9252; [bradley.kasal@usmc.mil](mailto:bradley.kasal@usmc.mil).

b. Ceremony POC (Primary). Sergeant Major Dave Wilson (I MHG) (760) 763-2687; [david.a.wilson@Ausmc.mil](mailto:david.a.wilson@Ausmc.mil).

c. Ceremony POC (Secondary). Senior Chief Petty Officer Wayne George, (I MEF Chaplain) (760) 725-6692/9032; [wayne.george@usmc.mil](mailto:wayne.george@usmc.mil).

d. Protocol Officer. Mr. Nary (I MEF) (760) 725-9298 (DSN 365).

e. G-1/Personnel POC. Master Gunnery Sergeant Richard Evans Jr., (I MEF) (760) 725-9261; Senior Chief Petty Officer Derek Tayson, (I MEF/MHG) (760) 725-9278; [derek.tayson@usmc.mil](mailto:derek.tayson@usmc.mil).

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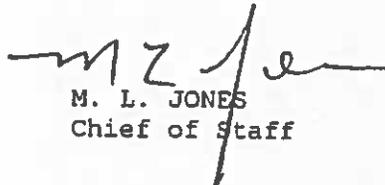
f. G-3/Operations POC. Master Gunnery Sergeant Douglas Fraser, (I MEF) (760) 725-0908; douglas.fraser@usmc.mil.

(1) G-3/Anti-Terrorism/Force Protection. Lieutenant Colonel Kevin J. Prindiville, (I MEF G-3 COPS) (760) 725-8982; kevin.prindiville@usmc.mil or Master Sergeant Brian D. Spiehs, (I MEF G-3 COPS) (760) 763-4644; brian.spiehs@usmc.mil.

(2) G-3/Combat Camera. Captain Benjamin E. Barr, Benjamin.barr@usmc.mil (I MEF G-3 FECC) (760) 763-6579.

g. G-4/Logistics POC. Master Gunnery Sergeant George L. Henderson, (I MEF) (760) 763-4725; george.l.henderson@usmc.mil.

h. Public Affairs POC. Gunnery Sergeant Chanin Nuntavong, (I MEF) (760) 763-7047; chanin.nuntavong@usmc.mil.

  
M. L. JONES  
Chief of Staff

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I MEF Change of Charge Ceremony  
Task POA&M

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DUE	OPR	TYPE	TASK	COMPL.
<b>CHIEF OF STAFF / STAFF SECRETARY</b>				
	SSEC	Executive Admin Support	Assist the I MEF Protocol Officer as required.	
<b>FORCE PROTOCOL OFFICER</b>				
1 MAR	PROTOCOL	Invitations (Process Invitations)	Supervise preparation and mailing of all invitations to ceremony and reception.	
	PROTOCOL/COMCAM	Programs (Develop/Order Programs)	Develop and Order the programs for the ceremony (to include MEF Lineage, sequence of events and appropriate biographies).	
	PROTOCOL/COMCAM	Programs (Publish)	Publish Ceremony Programs NLT (5 Working Days Prior to Ceremony): <b>27 May 2016.</b>	
	PROTOCOL/COMCAM	Seating (Guest List / Seating Chart Display)	Publish final guest list and seating chart NLT (1 Working Day Prior to Ceremony) <b>1400, 2 June 2016.</b> Provide final seating chart to (Combat Camera) for production of large seating chart for display.	
	PROTOCOL	Podium	Ensure Podium is setup adjacent to the reviewing area for all rehearsals and ceremony.	
	PROTOCOL	Seating (Seating Chart / Placard)	Print seating chart and placards.	
	PROTOCOL	Guests (RSVP / Seating)	COORD guest RSVPs, attendance and seating assignments for the ceremony.	
	PROTOCOL	Guests - DV (Billeting)	COORD billeting for all visiting Flag/General Officers and VIPs.	
	PROTOCOL	Guests - DV (Transportation)	COORD transportation for all visiting Flag/General Officers and VIPs.	
	PROTOCOL	Guests - DV (Parking Passes)	Develop VIP parking passes and ensure they are sent with invitations (along with directions)	
	PROTOCOL	Guests - DV (Parking)	COORD VIP Parking requirements with MCB CAMPEN.	
	PROTOCOL	Guests - DV (Driver Support)	COORD driver support for VIPs.	
	PROTOCOL	Guests - DV (GO) (Flag Standards)	Provide personal flags for I MEF CG, I MEB CG and any other General Officers receiving honors.	
	PROTOCOL	Distinguished Visitor (Flag Breaker)	Provide instructions for the Marines designated to break the flag for Reviewing Officer.	
	PROTOCOL	Ushers	COORD ushers and escort arrangements with detail Chief in Charge (Senior Chief Petty Officer Pate)	
	PROTOCOL	Flowers	COORD the purchase and delivery of flowers (as COORD with the Command Master Chiefs)	
	PROTOCOL	Water (Bottles)	Ensure appropriate numbers of water bottles are provided for guests during the ceremony.	
	PROTOCOL	Reception (Set Up / Cater)	Set Up I MEF reception area. COORD with caterers and staff from MCCS.	
	PROTOCOL	Reception (Orchestrate/Oversee)	Assume responsibility for all aspects of the post ceremony reception.	
	G-1	Administration / Operations (LOI Produce)	Assist the G-3 in the development and dissemination of LOI	
<b>ASSISTANT CHIEF OF STAFF, G-1</b>				
	G-1/SSEC	Administration (Recognitions)	ICW SSEC, facilitate recognition processing (i.e. award) and ensure all separation documents are provided to Ceremony POC prior to first All Hands Practice.	
	G-1	Personnel (Key)	Assist Ceremony POCs with sourcing ceremony list of all personnel (Marines and Navy)	
	G-1	Administration (Support)	Provide Administrative Support through as required.	

Enclosure (1)

ASSISTANT CHIEF OF STAFF, G-2			
G-2	Intelligence (Weather Forecast)	Track and provide weather forecast updates to the Sergeant Major (and Ceremony POC) for the rehearsals and ceremony, throughout the week	
ASSISTANT CHIEF OF STAFF, G-3			
G-3/G-1	Operations (LOI Disseminate)	Prepare and ensure timely dissemination of this LOI	
G-3/ PROTOCOL	Inclement (Schedule Venue)	Reserve Paige Field House <u>(0900 – 1600) on 1 Jun 16</u> for rehearsal (in case of inclement weather)	
G-3/ PROTOCOL	Inclement (Schedule Venue)	COORD with 11 <sup>th</sup> Area CO for scheduling Paige Field House Gymnasium <u>(0900 – 1600) on 3 Jun 16 (Inclement)</u>	
G-3/MHG	Operations (Venue)	COORD with 11 <sup>th</sup> Area CO for scheduling 11 Area Parade Field: <u>30 May – 2 Jun (0800-1600)</u> and execution of the ceremony <u>3 Jun 16 (0600 – 1600)</u> - (ICW Protocol Officer and MHG SgtMaj)	
G-3/ PROTOCOL	Operations (Venue – Inclement)	COORD with 11 <sup>th</sup> Area CO for scheduling Paige Field House Gymnasium <u>(0900 – 1600) on 3 Jun 16 (Inclement)</u>	
G-3	Operations (COORD w/MCIW)	Ensure MCIWEST-MCB CAMPEN coordinator attends all meetings and rehearsals (as needed)	
G-3/ PROTOCOL	Combat Camera (Programs)	Assist in production/facilitation of Ceremony Programs (400)	
G-3 / MHG	Operations (Quiet Hours)	COORD with I MEF Air Officer to Quiet Hours with MCAS CAMPEN Air Traffic Control routing during the ceremony. END STATE: Ensure Quiet Hours during conduct of the ceremonies.	
G-3	Operations (Static Display)	COORD with MSC/Es to provide static display (set up) in support of ceremony (verify with Ceremony POC prior to COORD). See Ceremony POC for placement confirm the below scheduling: - Vehicles to arrive between <u>(1300 – 1500, 2 June 2016)</u> - Vehicles to depart between <u>(1100 – 1400, 3 June 2016)</u>	
G-3 ATFPO/ Provost Sgt	Operations (Security Static Display)	COORD the <u>overnight</u> security of static display (if applicable).	
G-3	Operations (Traffic Control)	COORD with I MHG Provost Sergeant for traffic control (as applicable).	
G-3 ATFPO/ Prov Sgt	Operations (Traffic Control Plan)	Develop and implement traffic control plan that supports requirements for rehearsals and ceremony. Provide traffic control personnel as required for rehearsals and ceremony.	
G-3 ATFPO/ Prov Sgt	Operations (Security / Traffic)	COORD with the PMD, MCB CAMPEN for all aspects of security for the event to include assistance with traffic control.	
G-3 ATFPO/ Prov Sgt	Operations (Guardian Angel / Traffic)	COORD with 11 Area Guard and MP's, for guardian angels and traffic control for the ceremony.	
G-3 ATFPO/ Prov Sgt	Operations (Parking Plan / Traffic)	Develop the parking plan. Arrange for traffic control, VIP Parking, and parking for additional guests.	
G-3	Operations (Vehicle Flow / Parking)	COORD with the 11 <sup>th</sup> Area CO for vehicle flow, parking and policing	
G-3	Operations (VIP – Mark Parking Lot)	Mark off parking lot adjacent to the parade deck on <u>(Day Prior to Ceremony) 2 June 2016</u> for VIP guest	
G-3 ATFPO/ Prov Sgt	Operations (Parking – VIP)	COORD VIP and Handicapped parking with the I MEF Protocol Officer.	
G-3	Operations (Marshaling & Retrograde Plan)	COORD with I MHG Provost Sergeant for Marshaling and Retrograde Plans to support the arrival/departure of guests.	
G-3	Operations (Security / Spectator Control)	COORD with I MHG Provost Sergeant for Security and Spectator Control for rehearsals and ceremony.	

	G-3	Operations (Staging Area)	COORD with 11 <sup>th</sup> Area CO for scheduling staging areas for rehearsal and ceremony	
	G-3	Combat Camera (Still / Video)	COORD with MCIWEST-MCB CAMPEN Combat Camera for historical documentation (still/video)	
	G-3	Combat Camera (Photo / Video)	Provide Photo/Video (Combat Camera) documentation of the ceremony.	
	G-3	Combat Camera (Final Photos / Video)	Produce final photos and video products (Combat Camera) no later than (17 Working Days after Ceremony) <u>28 June 2016</u> .	
	G-3 ATFPO/ Prov Sgt	Operations (Event Signs)	COORD all Special Events Signs	
<b>ASSISTANT CHIEF OF STAFF, G-4</b>				
	G-4	Logistics (COORD with Base Property)	COORD with MCIWEST-MCB CAMPEN (CAMPEN) Base Property for both VIP and guest chairs i.e. set up requirements: <ul style="list-style-type: none"> <li>• folding chairs,</li> <li>• 400 chairs,</li> <li>• bullet stands,</li> <li>• bunting,</li> <li>• cones for the marching unit's staging area (as required),</li> <li>• (VIP) parking, and red carpets.</li> </ul> Further, ensure procurement of: <ul style="list-style-type: none"> <li>• two sets of 50 state and</li> <li>• 6 official flags with stands and sand bags (one set for the ceremony and one set for the reception),</li> <li>• red VIP rope w/stands,</li> <li>• 6 USMC Dress Guldons with stands,</li> <li>• 1 General Officer flag pole (COORD with Protocol Officer on #)</li> </ul>	
	G-4/ PROTOCOL	Logistics (Seating, RSVP – VIP)	Provide VIP and guest seating for approximately 400 personnel. COORD with SSEC and/or Protocol Officer for the VIPs attending and RSVP numbers.	
	G-4	Logistics (Troop Movement)	COORD with MSC/Es for the movement of personnel to and from the rehearsals and the ceremony. MSEs are required to be staged on the 11 Area Parade Field 30 minutes prior to all rehearsals.	
	G-4	Logistics (Port A Johns)	COORD placement of port-a-johns adjacent to reviewing area and in the staging area.	
	G-4	Logistics (Water Supply)	COORD two water bulls for water supply for rehearsals and ceremony. Ensure water is provided IAW medical personnel guidelines. Ensure cups and trash cans for water supply for rehearsals and the ceremony.	
	G-4	Logistics (Flags)	COORD the procurement of the holiday flag to be flown during the final rehearsal and ceremony with [1 <sup>st</sup> MLG].	
	G-4/MLG	Logistics (Cranes)	Submit for use (2) MAC-50 cranes with [ 1 <sup>st</sup> MLG ] to be set up between (Coord time with Ceremony POC) (1 Working Day Prior to Ceremony) <u>2 June 2016</u> .	
	G-4	Logistics (Vehicle Support)	Ensure MMCC is prepared to support vehicle requirements for the rehearsal and ceremony.	
	G-4	Logistics (Lawn/Field Maintenance)	COORD with MCB CAMPEN the watering and grass cutting schedule for the 11 Area Parade Field. No watering should occur after (5 Working Days Prior to Ceremony – <u>27 May 2016</u> ) and the grass should be cut (3 Working Days Prior to Ceremony – <u>31 May 2016, 1200-1500</u> ).	
	G-4	Logistics (Static Display COORD / Set Up)	COORD with MCB CAMPEN and determine what static displays are authorized on the parade deck and what can be used to mark the parade deck. Once the information is received get static display information to the MSCs. Ensure all marking information and materials get to the Ceremony POC.	
	G-4	Logistics (Schedule Staging Area)	In conjunction with G-3, ensure COORD with 11 Area Camp Commander for timely scheduling of staging areas for rehearsals and ceremony.	

Enclosure (1)

	G-4	Logistics (Special Events Sign)	COORD with 11 Area MCCS Coordinator to reserve electronic/special events signs from base PMO directing visitors to the 11 Area Parade Field for the ceremony.	
	G-4	Logistics (Transportation Request / Tactical & Non-Tactical)	Provide cognizance for all tactical and non-tactical transportation scheduling requests.	
ASSISTANT CHIEF OF STAFF, G-6				
	G-6	Communications (Interoperability)	In conjunction with Base Operations, PMO and G-3, determine interoperability with HQ Battalion's Security Personnel and the Division COC.	
	G-6	Communications (Comm/Electrical Support)	COORD communications and electronics support with MCB CAMPEN for all aspects of the ceremony, to include all rehearsals.	
	G-6	Communications (Public Address System)	Provide a primary and backup public address system to include compact disc player for all rehearsals and ceremony. The systems must be up and operational 30 minutes prior to every rehearsal and two hours prior to the ceremony.	
	G-6	Communications (Wireless Microphone)	Provide two wireless microphones to be used during both rehearsals and ceremony.	
	G-6	Communications (Handheld Radios)	Provide 10 Motorola handheld radios for key personnel conducting rehearsals/ceremony.	
ASSISTANT CHIEF OF STAFF, G-8				
	G-8	Fiscal (Transportation Support)	COORD with unit fiscal officers to support transportation requirements for the rehearsals and ceremony.	
FORCE CHAPLAIN				
	CHAP	Spiritual (Invocation)	Provide and appropriate invocation for the ceremony.	
PUBLIC AFFAIRS OFFICER				
	PAO	Public Affairs (Local Press / Media)	COORD local press coverage, media access, and publicity for both ceremonies.	
	PAO	Public Affairs (Pre & Post Press Release)	Publish and disseminate pre/post ceremony press release.	
	PAO/ PROTOCOL	Public Affairs (Seating Chart/Diagram)	Create large format seating chart diagram for the ceremony.	
I MEF / I MHG				
	COLOR SGT	Ceremony (Practice w/Colors)	Ensure I MEF Color Guard attends all rehearsals with the appropriate battle colors with streamers.	
COMMANDING OFFICER, I MEF HEADQUARTERS GROUP (MHG)				
	MHG	Band	Reserve [ 3d MAW ] Band to support ceremonies. COORD the music requirements for the scheduled rehearsals and ceremony.	
	MHG	Rehearsals (Orchestrate)	Develop a rehearsal schedule and supervise all rehearsals	
	MHG	Battle Colors	COORD with I MEF MSC/MSEs to provide battle colors and color bearer	
	MHG	Drill (Practice)	COORD and execution of all drill and ceremony related issues	
	MHG	Field (Marking)	Supervise the marking and preparation of the parade field for all rehearsals and ceremony.	
	MHG	Color Guard (Practice)	COORD, train and prepare the I MEF Color Guard	
	MHG	Flags	Provide MHG Battle Colors and Color Bearer	
	MHG/G-3	Traffic (Control)	ISO G-3, aid in COORD with MCB CAMPEN PMO for traffic control, marshaling and retrograde plans, security, and spectator control for rehearsals and ceremony.	
	MHG/ PROTOCOL	Reception (Post Support)	ISO Protocol Officer, aid in assist with post ceremony reception set-up and teardown in the vicinity of Marine Memorial Golf Course.	

Enclosure (1)

	MHG	Flags (Set Up State Flags)	Provide and Set up state flags and display. As necessary, provide sand bags to anchor the state flags display.	
	MHG	Parking (Event / VIP)	COORD the event parking plan/requirements (including VIP Parking) with I MEF Protocol Officer and 11 Area CO.	
	MHG	Control (Guardian Angels)	COORD with 11 Area CO to provide guardian angels around the 11 Area Parade deck during the conduct of the ceremony and reception.	
COMMANDING GENERAL, 1 <sup>ST</sup> MARINE DIVISION				
	DIV	Flags	Provide the Division Battle Colors and color bearer.	
	DIV	Static Display	Provide one 997 for static display.	
	DIV	Static Display	Provide one 7 ton for static display.	
	DIV	Static Display	Provide one HMMVW for static display.	
COMMANDING GENERAL, 3 <sup>RD</sup> MARINE AIRCRAFT WING				
	MAW	Flags	Provide the 3d MAW (MAG 39) Battle Colors and color bearer.	
	MAW	Band	Provide Band detail to support rehearsals (Drum and Trumpet)  Provide the 3d MAW Band to support the ceremonies.	
COMMANDING GENERAL, 1 <sup>ST</sup> MARINE LOGISTICS GROUP				
	MLG	Static Display	Provide one 997 for static display.	
	MLG	MSC (Static Display)	Provide one 7 ton for static display.	
	MLG	MSC (Static Display)	Provide one HMMVW for static display.	
	MLG	MSC (Static Display)	Provide two cranes and large ceremonial flag for display.	
	MLG	MSC (Medical)	COORD Medical Personnel and ambulance support for the scheduled rehearsals and the ceremony.	
	MLG	MSC (Flags)	Provide the MLG Battle Colors and color bearer.	
	MLG	(Medical Support / Tent)	Provide Medical Personnel and station with tent during the ceremony.	
	MLG	MSC (Medical Plan)	COORD the brief with medical emergency plan.	

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I MEF Change of Charge Ceremony  
Personnel Summary

BILLET	RANK/FULL NAME	UNIT
(*) OVERALL CEREMONY POC:	SgtMaj B. Kasal	I MEF
(*) CEREMONY POC:	SgtMaj D. Wilson	I MHG
(*) ASST CEREMONY POC:	RPCS W. George	I MEF CE (CHAP)
(*) COMMANDER OF TROOPS: E8N	HMCS David Bennett	1ST MARDIV
(*) MEF COLOR GUARD:	USA: USN: HM2 to carry Rifle: Rifle:	
(*) ORGANIZATION COLOR BEARERS:		
(*) GUIDON BEARERS:		
(*) UNIT COMMANDER: E7N	HMC Aaron Giacoletti	1ST MARDIV
(*) UNIT COMMANDER: E7N		1ST MLG
(*) UNIT COMMANDER: E7N - E9N	HMC Charlie Farmer	3D MAW
(*) UNIT COMMANDER: E7N	HMC Ed Dikitanan	I MHG
(*) PLATOON GUIDE: E4N - E6N		1ST MARDIV
(*) PLATOON GUIDE: E4N - E6N		1ST MLG
(*) PLATOON GUIDE: E4N - E6N		3D MAW
(*) PLATOON GUIDE: E4N - E6N		I MHG
(*) NARRATOR:	LEAD: HMC Jean Molina SUPER:	
CHAPLAIN:	CAPT Guy M. Lee	
GUEST SPEAKER:	CMDCM (Ret.) JoAnn Ortloff	
BOATSWAIN:	BMCS William Grammer	
BELL RINGER:	HM2 Terrence Cavey	
CPO RETIREMENT CREED:	HMCM (Ret.) Preston Thrift	
THE WATCH:	HMC Chris Johnson	
SIDE BOYS:	HMCM Anna Wood CMDCM Myla Presco HMCS Tootie Haskins HMCS Derek Tayson HMC Shawn Brooks HMC Jaclyn Place Pending Replace Urena HMI Brian McKenna	I MHG / MEF CE G-1
USHERS:	HMC Rudy Contreras NCC Jennifer Thomas HMC Bryan Tanzillo Pending Replace Dup Dikitanan HMC Roberto Gaona HMC Phillip Jean-Giles	
CEREMONY: WORKING PARTY: GUARDIAN ANGELS:	Sailors: 60 Marines: 5 Marines: 4	CG 1ST MARDIV
CEREMONY: WORKING PARTY: GUARDIAN ANGELS: FLOWER BEARERS:	Sailors: 20 Marines: 5 Marines: 4 Sailors: 2	CG 1ST MLG
CORESMEN (W/AMBULANCE SUPPORT):	Sailors: 4	CG 1ST MLG
CEREMONY: WORKING PARTY: GUARDIAN ANGELS:	Sailors: 10 Marines: 5 Marines: 4	CG 3D MAW
CEREMONY: WORKING PARTY: CEREMONY USHERS: GUARDIAN ANGELS:	Sailors: 10 Marines: 5 Marines: 5 Marines: 4	CO I MHG

(\*) Asterisks denotes KEY PERSONNEL.

Enclosure (2)

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I MEF Change of Charge Ceremony  
Rehearsal POA&M

DATE	TIME	EVENT	PERSONNEL / LOCATION	REMARKS	UNIFORM
30 MAY	0900	Rehearsal	Key Personnel / 11 Area Parade Field	Holiday; Pending dispo/decision of Ceremony POC	MARPAT (Sleeves Up)
31 MAY	0900	Rehearsal	Key Personnel / 11 Area Parade Field		MARPAT (Sleeves Up)
1 JUNE	0900	Rehearsal	All Participants / 11 Area Parade Field		MARPAT (Sleeves Up)
1 JUNE	0900	Rehearsal	Paige Field House	Inclement Plan (If required)	MARPAT (Sleeves Up)
2 JUNE	0630	Ceremony Set Up	Working Party / 11 Area Parade Field	Vehicle Display Arrive	MARPAT (Sleeves Up)
3 JUNE	0830	Final Practice	All Participants / 11 Area Parade Field		MARPAT (Sleeves Up)
3 JUNE	1000	Charge of Command / Retirement	All Participants / 11 Area Parade Field		USN: Full Dress Whites USMC: Blue Dress "D"

NOTE 2: Guardian Angels / Working Party will be in MARPAT / Sleeves up on 3 June 2016.

NOTE 3: Marine Ushers: Blue Dress Delta uniform on 3 June 2016.

Navy Ushers: Full Dress Whites on 3 June 2016.

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I MEF Change of Charge Ceremony  
Ceremony Diagram

SEE SEPARATE CORRESPONDENCE

Enclosure (4)

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I MEF Change of Charge Ceremony  
Ceremony Script

CHANGE OF CHARGE  
RETIREMENT CEREMONY  
CMDCM MICHAEL J. SMITH  
UNITED STATES NAVY

SEE SEPARATE CORRESPONDENCE

Enclosure (5)