



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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I MEFO 1500.1B
PAO
JUN 4 2015

I MARINE EXPEDITIONARY FORCE ORDER 1500.1B

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

Subj: I MARINE EXPEDITIONARY FORCE (I MEF) SUPPORT TO COMMUNITY
EVENTS

Ref: (a) I MEF C/S ltr 5800 SJA of 21 Nov 13
(b) SECNAVINST 5720.44C
(c) CJCSI 3121.01A
(d) OPNAVINST 5530.13B
(e) DOD DIR 5500.7-R
(f) DOD DIR 5410.18
(g) MCO 5500.6F
(h) 5 C.F.R 2635

1. Situation. Annually, I MEF forces participate in numerous local, regional and national community events ranging from Color Guard Details and Speaking Engagements to Air Shows and Capability Demonstrations.

2. Cancellation. I MEFO 1500.1A.

3. Mission. To promulgate I MEF policies and procedures governing the planning, scheduling, and support of community events involving I MEF forces. Accordingly, reference (a) is hereby superseded.

4. Execution

a. Commander's Intent and Concepts of Operations

(1) Commander's Intent. I MEF's success and reputation as an operational warfighter is founded on solid planning, sound coordination, and teamwork at all levels of command. Consequently, every community relations opportunity deserves our finest effort. This requires prior planning with sufficient and reasonable advance notice to all participants. These requirements will mitigate any negative impact on unit training, maintenance cycles or leave periods and facilitate well-planned and executed community outreach events. The objective is to make each community relations event a beneficial experience for all organizations involved.

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(2) Concept of Operations

(a) Requests to Support Community Events

1. Request Procedures (Non-Aviation). Requests for support to local or regional community events involving I MEF personnel, forces, equipment, or facilities shall be staffed in the following manner:

a. Requesting agency shall submit a completed DD Form 2536 via E-Mail or facsimile to the I MEF Public Affairs Office (PAO).

b. Requests submitted to I MEF MSCs/MSEs shall be routed to the I MEF PAO for validation.

c. At a minimum, the request shall include the following items:

(1) Title of event.

(2) Description of event (to include scope, objectives, key events, and other forces participating).

(3) Location of event.

(4) Proposed schedule (to include pre-and post-event requirements).

(5) Material/personnel requested (to include, ammunition, supplies, equipment, systems, and facilities).

(6) Requesting agency POC information (to include name, rank/title, position, telephone number, and E-Mail address).

d. I MEF PAO will validate each request for support to determine if the request meets the public affairs support criteria set forth in reference (b). If the request meets the public affairs support criteria, I MEF PAO routes the request to the I MEF Staff Judge Advocate (SJA) and the I MEF G-3 for review and validation of supportability, prior to sending out a Feasibility of Support (FOS) to requested units/squadrons for validated requests.

2. Request Procedures (Aviation Related). Requests for support to local or regional community events involving I MEF aviation assets will be handled in the following manner:

a. Requesting agency shall submit a completed DD Form 2535 to the Office of Marine Corps Communication (OMCC) Community Relations Branch via the official USMC website.

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b. If approved, request shall be forwarded to I MEF Fires and Effect Coordination Cell (FECC), I MEF PAO, and 3d Marine Aircraft Wing (3d MAW) PAO for staffing.

3. Request Timelines. Requests must be submitted in accordance with the timelines listed below. Unless otherwise noted, all requests are to be directed to the I MEF PAO.

a. Aviation (Flight or Static): No less than 90 days. Requests will be directed to Community Relations, OMCC.

b. 1st Marine Division (1st MarDiv) Band: No less than 45 days. Requests will be directed to the 1st MarDiv Band.

c. Non-Aviation Static displays: No less than 60 days.

d. Personnel (to include parade, demonstration, and personnel to man static displays): No less than 45 days.

e. Color Guard Detail: No less than 45 days.

4. Exception to Timeline Requirements. Due to pre-planned unit and individual training, on-going operational commitments, and limited personnel and material, I MEF will not support short notice requests. Only the I MEF Commanding General, Deputy Commanding General or Chief of Staff, will grant waivers to the timelines established above.

5. Assessment Process.

a. Non-Aviation Support Assessment. Once the request is validated through I MEF PAO, SJA and G-3, I MEF PAO will route it to the appropriate MSCs/MSEs for a feasibility of support assessment and courtesy copy G-3 on all traffic for awareness. The requested unit will conduct a timely review of the request to determine if the event is supportable given previously scheduled operational and training requirements and personnel and material constraints. If non-supportable, the MSC/MSE will justify why the event is non-supportable. I MEF PAO will then notify the requesting agency and provide the justification for the inability to support. Whenever possible, I MEF G-3/PAO will work with MSCs/MSEs and the requesting agency to revise the request (i.e. times, dates, forces and material requested) to make it supportable. If supportable, I MEF PAO will transmit a tasking message to appropriate MSCs/MSEs for action and courtesy copy G-3 for awareness.

b. Aviation Support Assessment. Once the request is validated through the OMCC Community Relations Branch, I MEF G-3 FECC in coordination with I MEF PAO will route it to 3rd MAW for a

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feasibility of support assessment. The requested squadron will conduct a timely review of the request to determine if the event is supportable given previously scheduled operational and training requirements and personnel and material constraints. If non-supportable, 3rd MAW will justify why the event is non-supportable. I MEF PAO will then notify the requesting agency and provide the justification for the inability to support. Whenever possible, I MEF G-3/PAO will work with 3rd MAW and the requesting agency to revise the request (i.e. times, dates, forces and material requested) to make it supportable. If supportable, I MEF PAO will transmit a tasking message to 3rd MAW for action and courtesy copy G-3 for awareness.

6. Designation of Lead Agent. I MEF PAO will designate the lead agent for the Community Relations event. The lead agent is responsible for detailed planning and coordination in accordance with I MEF tasking. Unless otherwise stated, I MEF authorizes direct liaison between the supporting MSCs/MSEs and the requesting agency. The lead agent shall coordinate with I MEF PAO if requesting additional personnel, forces or material from the other operational or support commands.

b. Subordinate Element Missions. N/A.

c. Coordinating Instructions

(1) Force Protection. The senior commander assigned to support a community event is ultimately responsible for the security of the I MEF personnel under his charge. These events are governed by reference (c), the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) Standing Rules of Engagement for U.S. Forces.

(2) Operational Risk Management (ORM). Throughout planning and execution of the community event, the senior commander will actively employ ORM procedures to mitigate risk to military, government, and civilians participating or observing the event.

5. Administration and Logistics

a. When equipment and personnel are provided for public displays and community events, the requesting organization, or sponsor, shall bear the cost of consumable supplies expended.

b. Sponsoring organizations must realize that military personnel supporting their events do so in addition to fulfilling their normal duty assignments. Service members supporting community events are not expected to bear the cost of entrance fees, admission tickets or other expenses that would prohibit them from gaining entrance to the exhibit area(s) or maintaining their displays.

c. Sponsoring organizations shall provide the name of a central POC who will be available before the event for coordination. If

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required, the POC will also be available for the setup and assist with implementation of the event. I MEF PAO and MSC PAOs shall act as a community liaison during community events and assist supporting units with meeting all request-related requirements. I MEF PAO shall also conduct an after event survey of both requestor and supported units to determine the value, impact and continued support of each community event.

d. Recommended changes to this Order will be directed to the I MEF Chief of Staff and I MEF PAO.

6. Command and Signal

a. Command

(1) Community Relations Section, I MEF Public Affairs Office, P.O. Box 555019, Camp Pendleton, CA 92055-5019, DSN 365-5569/5572 or Commercial (760)763-7047/5727.

(2) Office of Marine Corps Communication, Community Relations Branch, DSN 224-1054/1034 or Commercial (703)614-1054/1034.

(3) Assistant Chief of Staff G-3, Box 555300
Camp Pendleton, CA 92055-5300, DSN 365-6266/9114 or Commercial
(760)725-6266/9114.

b. Signal

(1) This Order is applicable to all I MEF units conducting and supporting local community events.

(2) This Order is effective the date signed.


M. J. GOUGH
Chief of Staff

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