



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

I MEFO 1500.1C
CommStrat

AUG 10 2018

I MARINE EXPEDITIONARY FORCE ORDER 1500.1C

From: Commanding General
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE 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 Marine Expeditionary Force (I MEF) personnel participate in numerous local, regional and national community events ranging from color guards and speaking engagements, to air shows and capability demonstrations.

2. Cancellation. I MEFO 1500.1B.

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 Accordingly, reference (a) is hereby superseded.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. I MEF's success and reputation as an operational fighting force is founded on solid planning, sound coordination, and teamwork at all levels of command. Consequently, every community relations (COMREL) opportunity deserves our finest effort. This requires prior planning with sufficient and reasonable advanced 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 COMREL event a beneficial experience for all organizations involved.

(2) Concept of Operations

(a) Requests to Support Community Events

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

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 email to the I MEF Communication Strategy and Operations (CommStrat) office.

b. Requests submitted to I MEF Major Subordinate Commands (MSCs) or Major Subordinate Elements (MSEs) shall be routed to the I MEF CommStrat AC/S for validation.

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

(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-event and post-event requirements).

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

(6) Requesting agency point of contact information (to include name, rank/title, position, telephone number and email address).

d. AC/S, CommStrat I MEF, 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 support criteria, I MEF CommStrat routes the request to the I MEF Office of the Staff Judge Advocate (OSJA) for review and validation of supportability prior to sending out a feasibility of support (FOS) to requested units/squadrons for validated requests through I MEF G-3 Current Operations (COPS). Events with a significant audience size or of high visibility will also be sent to I MEF G-3 Force Protection for awareness and action.

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) COMREL Branch via the official Marines.mil website.

b. If approved, the request shall be forwarded from OMCC to I MEF G-3 Air Officer; AC/S, I MEF CommStrat; and 3rd Marine Aircraft Wing (3d MAW) 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 CommStrat office.

a. Aviation (flyover or static display): No less than 90 days. Requests will be directed to OMCC COMREL.

b. 1st Marine Division (1st MarDiv) and 3rd MAW Band: No less than 45 days. Requests will be directed to the applicable band.

c. Non-aviation vehicles or equipment: 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 materiel, I MEF will generally not support short-notice requests. Requests that are submitted after the deadlines noted above will require a waiver by the I MEF CommStrat AC/S.

5. Distance Requirements. The nature of community engagement is to provide support to, and interact with, the local I MEF community. I MEF will not support events outside of a 50-mile radius of I MEF locations, including Marine Corps Base Camp Pendleton, Marine Corps Air Station (MCAS) Miramar, MCAS Yuma and Marine Corps Air Ground Combat Center, without a significant audience, specific military tie, or special circumstance as determined by the I MEF Commanding General (CG), I MEF Deputy CG (DCG), I MEF Chief of Staff (CoS), or I MEF CommStrat AC/S.

(b) Approval Process

1. Non-aviation Support Assessment. Once the request is validated through the AC/S, I MEF CommStrat and OSJA, the I MEF CommStrat office will draft a FOS and send to the G-3 COPS for release to the appropriate MSCs/MSEs. 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 materiel constraints. If non-supportable, the MSC/MSE will justify why the event is non-supportable. I MEF CommStrat will then notify the requesting agency and provide justification for the inability to support. Whenever possible, I MEF G-3/CommStrat will work with MSCs/MSEs and the requesting agency to revise the request (i.e. times, dates, forces and materiel requested) to make it supportable. If deemed supportable, the I MEF CommStrat office will draft tasking message and send to G-3 COPS to release to appropriate MSCs/MSEs for action and G-3 Force Protection for awareness as required.

2. Aviation Support Assessment. Upon validation by the OMCC COMREL Branch, eligible events will either be tasked or provided as an optional aviation support opportunity. If they are a tasked, a message will be routed by Headquarters Marine Corps through the I MEF G-3 to 3d MAW for

action. If the event is offered for units to support as operations permit, the information will be routed to 3d MAW from HQMC via the I MEF G-3. 3d MAW will conduct a timely review of the request to determine if the event is supportable. If the request comes through I MEF CommStrat, the COMREL section will notify the requesting agency of the appropriate routing procedures to OMCC COMREL. Whenever possible, I MEF G-3 and CommStrat will work with 3d MAW and the requesting agency to revise the request (i.e. times, dates, forces and materiel requested) to make it supportable. Support for eligible events is limited based on prior operational requirements and commitments.

3. Support to Golf Tournaments. I MEF will generally not provide support to fundraising golf tournaments. Support will be at the discretion of the I MEF CG, I MEF DCG, I MEF CoS, or AC/S, I MEF CommStrat with concurrence from the OSJA and is limited to a "patriotic opening," a color guard at a time and location distinct from the rest of the golf tournament.

4. Support to Recruiting Events. Requests from local recruiting stations or districts are to be processed as community relations events due to the nature of these events. Recruiting stations must fill out a DD form 2536 to request I MEF assets in order to effectively track support from I MEF units and deconflict with other training or operations.

(c) Reporting Requirements. Units participating in I MEF community relations events are required to report to the I MEF Senior Watch Officer (SWO) when departing the unit home station to support an event, and upon return to the unit home station from supporting an event. The units are to also immediately report if there were any incidents that may garner negative media attention as a result of any I MEF Marines at the event or if there is anything that may delay arrival at the event.

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

(e) Operational Risk Management (ORM). Throughout planning and execution of the community event, the senior commander will actively employ ORM procedures to mitigate the risk to military, government and civilians participating in 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 point of contact (POC) who will be available before the event for coordination. If required, the POC will also be available for the setup and assist with implementation of the event. I MEF and MSC CommStrat officers shall act as community liaisons during community events and assist supporting units with meeting all request-related requirements. I MEF CommStrat shall also conduct an after-event assessment of both requesting and supporting 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 CoS and the AC/S, I MEF CommStrat.

6. Command and Signal

a. Command

(1) Community Relations Section, Communication Strategy and Operations, I Marine Expeditionary Force, 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, I Marine Expeditionary Force, P.O. Box 555300, Camp Pendleton, CA 92055-5300, DSN 365-6266/9114 or commercial (760) 725-6266/9114.

(4) I MEF SWO, commercial (760) 725-3047.

b. Signal

(1) This order is applicable to all I MEF units conducting and supporting local community events and is effective the date signed.


J. L. OSTERMAN

DISTRIBUTION: I/II

Copy to: CG, MCIWEST-MCB CAMPEN