



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
UNITED STATES MARINE CORPS FORCES PACIFIC
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I MEFO 1500.1C CH 1
COMMSTRAT
JUL 22 2021

I MARINE EXPEDITIONARY FORCE ORDER 1500.1C CH 1

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

Subj: SUPPORT TO COMMUNITY RELATIONS EVENTS

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

1. Situation. I Marine Expeditionary Force (I MEF) participates 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 1500.1C

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 Accordingly, reference (a) is hereby superseded.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 fighting force is founded on solid planning, sound coordination, and teamwork at all levels of command. 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 will facilitate well-planned and executed community outreach events. The objective is to make each community relations event a mutually beneficial experience for all organizations involved.

(2) Requests to Support Community Events

(a) 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:

1. Requesting agency shall submit a completed DD form 2536 via e-mail (IMEFCOMMSTRAT@usmc.mil) to the I MEF Assistant Chief of Staff (AC/S), communication strategy and operations (COMMSTRAT) office.

2. Requests submitted to I MEF major subordinate commands (MSCs)/major subordinate elements (MSEs) will be routed to the I MEF AC/S COMMSTRAT for validation of supportability.

3. At a minimum, the request will include the following items:

- a. Title of event.
- b. Description of event (to include: scope, objectives, key events and other forces participating).
- c. Location of event.
- d. Proposed schedule (to include: pre- and post-event requirements).
- e. Material/personnel requested (to include: ammunition, supplies, equipment, systems, and facilities).
- f. Requesting agency point of contact information (to include: name, rank/title, position, telephone number and e-mail address).

4. I MEF AC/S, COMMSTRAT 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, AC/S COMMSTRAT determines appropriate MSC/MSE for tasking. The request is then routed to the I MEF, staff judge advocate (SJA) and the I MEF AC/S, G-3 for review and validation of supportability, prior to sending out a feasibility of support (FOS) to requested units/squadrons for validated requests.

(b) 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:

1. Requesting agency shall submit a completed DD Form 2535 to the Headquarters Marine Corps (HQMC) communication directorate, community relations branch (COMREL) via the official United States Marine Corps website: (<https://www.marines.mil/Community/Asset-Requests/Aviation-Requests/>).

2. If approved and tasked, request shall be forwarded to I MEF AC/S, G-3 and I MEF AC/S, COMMSTRAT for staffing.

(c) 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 AC/S, COMMSTRAT.

1. Aviation (flight or static): no less than 90 days; requests will be directed to HQMC COMREL.

2. 1st Marine Division (1st MarDiv) band and 3d Marine Aircraft Wing (3d MAW) band: no less than 45 days; requests will be directed to 1st MarDiv or 3d MAW band.

3. Non-aviation static displays: no less than 60 days.

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

5. Color guard detail: no less than 45 days.

(d) Exception to Timeline Requirements. Due to pre-planned unit and individual training, on-going operational commitments, and limited personnel and materiel, I MEF will not generally support short notice requests. Requests that are submitted after the deadlines noted above will be heavily scrutinized by I MEF AC/S, COMMSTRAT and justification required.

(e) Assessment Process

1. Non-Aviation Support Assessment. Once the request is validated through I MEF AC/S, COMMSTRAT and SJA, I MEF AC/S, COMMSTRAT will release a FOS to the appropriate MSCs/MSEs. The requested unit(s) 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 in their response. I MEF AC/S, COMMSTRAT will then notify the requesting agency and provide the justification for the inability to support. Whenever possible, I MEF AC/S, COMMSTRAT will work with MSCs/MSEs and the requesting agency to revise the request (i.e, times, dates, units and materiel requested) to make it supportable. If supportable, I MEF AC/S, COMMSTRAT will draft a tasking message for I MEF AC/S, G-3 approval before I MEF COMMSTRAT releases the message to the supporting MSC/MCE for execution. With approval from the I MEF AC/S, G-3, the original FOS may be drafted to also act as the tasking order.

2. Aviation Support Assessment. Once the request is validated through HQMC COMREL, I MEF AC/S, G-3 in coordination with I MEF AC/S, COMMSTRAT will route it to 3d MAW for a FOS 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 materiel constraints. If non-supportable, 3d MAW will justify why the event is non-supportable. I MEF AC/S, COMMSTRAT will then notify the requesting agency and provide the justification for the inability to support. Whenever possible, I MEF AC/S, G-3 and I MEF AC/S, 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. If supportable, I MEF AC/S, COMMSTRAT will draft a tasking message and send to I MEF AC/S, G-3 to release to 3d MAW for action.

3. Designation of Lead Agent. I MEF AC/S, COMMSTRAT 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, AC/S COMMSTRAT if requesting additional personnel, forces or materiel from the other operational or support commands.

b. Subordinate Element Missions. Omitted.

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 their charge. These events are governed by reference (c), the chairman of the Joint Chiefs of Staff Instruction (CJCSI) standing rules of engagement for United States 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.

(3) Areas of Responsibility. Tasking is to be based off of MSC location and within a 50 mile radius of the supporting unit. 1st MarDiv will support events north of the Camp Pendleton main gate along the Interstate 5 corridor. I MEF Information Group will support events south of the Camp Pendleton main gate to Marine Corps Air Station (MCAS) Miramar. 3d MAW will support events between MCAS Miramar and Marine Corps Recruit Depot San Diego. 1st Marine Logistics Group will support events east of Camp Pendleton along the Interstate 15 corridor.

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 primary point of contact (POC) who will be available before the event for coordination. If required, the POC will be available for setup and assist with implementation of the event. I MEF AC/S, COMMSTRAT and MSC COMMSTRAT officers shall act as a community liaison during community events and assist supporting units with meeting all request-related requirements. I MEF AC/S, COMMSTRAT will conduct an after-action survey of both requestor and supported units to determine the value and impact of continued support to each community event.

d. Recommended changes to this order will be directed to I MEF AC/S, COMMSTRAT.

6. Command and Signal

a. Command

(1) Community relations section, I MEF COMMSTRAT, P.O. Box 555019, Camp Pendleton, California, 92055-5019, DSN 365-5569/5572 or commercial (760)763-7047/5727, IMEFCOMMSTRAT@USMC.MIL.

(2) HQMC COMREL, DSN 224-1054/1034 or commercial (703)614-1054/1034, HQMC.COMREL@USMC.MIL.

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.



K. S. HECKE

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