



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

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MCIEAST-MCB CAMLEJBul 5060

G-3/5

SEP 16 2015

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE BULLETIN 5060

From: Commanding General  
To: Distribution List

Subj: 2015 GREATER CAMP LEJEUNE JOINT DAYTIME CEREMONY (JDC)

Ref: (a) MCO P5060.20 W/CH 1  
(b) CG MCIEAST/CG TECOM MOA C461 5000 of 30 Mar 09

Encl: (1) Liversedge Field Seating Area/Gate Assignment with Diagram  
(2) Seating Instructions  
(3) Participant Uniforms  
(4) Traffic Control Procedures  
(5) Sequence of Events  
(6) Rehearsal/Ceremony Schedule

1. Purpose. This Bulletin provides information and instructions for the 2015 Greater Camp Lejeune Joint Daytime Ceremony (JDC) commemorating the 240th U.S. Marine Corps Birthday.

2. Background

a. The 2015 JDC will be conducted at Liversedge Field at 1000, 6 November 2015, per references (a) and (b). The ceremony will include a historical uniform pageant, rededication of the National and U.S. Marine Corps Colors, and the traditional birthday cake cutting.

b. All Commanding Generals (CGs), Commanding Officers (COs), and their Sergeants Major (SgtMaj) are cordially invited by the CG, Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) to attend the JDC.

c. Maximum unit and service member attendance is highly encouraged. Civilian employees, family members, and guests are cordially invited to attend.

d. The JDC is open to the public.

e. Seating for this event is per enclosures (1) and (2).

f. In the event of inclement weather, the JDC will be canceled for this year.

3. Information

a. Uniform

(1) Ceremony Participants. Uniform requirements are detailed in enclosure (3).

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(2) Military Spectators. On 6 November 2015, all military spectators not participating in the ceremony will be in the uniform of the day.

(3) Civilian Spectators. Appropriate civilian attire.

b. Rifle Firing Detail:

(1) Consist of seven Marines, one staff noncommissioned officer-in-charge (SNCOIC), and three supernumeraries.

(2) Perform a three-round rifle volley.

(3) Have three rounds of blank ammunition for each designated rifleman to fire a rifle volley three times in each rehearsal and once in the actual ceremony (13 details multiplied by 21 rounds per detail, for a total of 273 rounds of DODIC A080, 5.56mm blank).

c. Color Guards and Bearers:

(1) Have a designated supernumerary.

(2) Use the 9'6" two-pieced staff with pike for all colors.

d. Honor Escorts as follows:

GRADE	QUANTITY	GRADE	QUANTITY
SgtMaj	1	Sergeant (Sgt)	2
Master Gunnery Sergeant	1	Corporal	2
First Sergeant (1stSgt)	1	Lance Corporal	2
Master Sergeant (MSgt)	1	Private First Class	2
Gunnery Sergeant	2	Private	2
Staff Sergeant (SSgt)	2		

4. Action

a. Request CG, II Marine Expeditionary Force (MEF) provide:

(1) Major Subordinate Command (MSC) Color Guard details.

(2) All Organizational Colors with Bearers from each Regiment and non-deployed Marine Expeditionary Unit.

(3) The 2d Marine Division (MarDiv) Band. The 2d MarDiv Band will coordinate band activities and work closely with the narrator to coordinate music with the reading of the JDC script.

(4) Honor escorts.

(5) The name of one II MEF Ceremony SNCO to Mr. Mark Dayoc at (910) 451-5744 or mark.dayoc@usmc.mil by 16 October 2015.

b. Request Commander, U.S. Marine Corps Forces, Special Operations Command (MARSOC): Provide the MARSOC Headquarters Group Color Guard detail and all MSC Organizational Colors with Bearers.

c. CO, Headquarters and Support Battalion (H&S Bn) provide:

- (1) The MCIEAST-MCB CAMLEJ Color Guard detail.
- (2) Two Field Marshals (master sergeants or first sergeants).
- (3) Rifle firing detail with Staff non-commissioned officer-in-charge (SNCOIC) to perform three-round rifle volley.
- (4) The names of one non-commissioned officer-in-charge (NCOIC) and four working party personnel to Mr. Mark Dayoc at (910) 451-5744 or mark.dayoc@usmc.mil by 16 October 2015. These Marines are to report at 0900, 4 November 2015, underneath the press box at Liversedge Field.
- (5) The names of five ceremonial cake escorts consisting of one NCO to serve as the cake escort NCOIC, one female Marine, and three male Marines to Mr. Mark Dayoc at (910) 451-5744 or mark.dayoc@usmc.mil by 16 October 2015. The NCOIC must have an NCO sword and will coordinate with Mr. Dayoc for use of the practice cake board.
- (6) The names of eight assistants to aid the Provost Marshal's Office (PMO) with traffic control assignments. Provide the names to Mr. Mark Dayoc at 451-5744 or mark.dayoc@usmc.mil by 16 October 2015.
- (7) The names of four noncommissioned officers to act as guest escorts to Mr. Mark Dayoc at mark.dayoc@usmc.mil by 16 October 2015. These Marines are to report to Mr. Robert Kellum, the MCIEAST-MCB CAMLEJ Protocol Officer, Room 229, Building 1, at 1300 on 29 October 2015, for instructions and further assignments for this event.
- (8) The name of one Drill Command SNCO to Mr. Mark Dayoc at 451-5744 or mark.dayoc@usmc.mil by 16 October 2015.

d. Request CO, School of Infantry East (SOI-E) provide:

- (1) The Organizational Color and Bearer.
- (2) The names of eight guest escorts and one escort detail SNCOIC to Mr. Mark Dayoc at mark.dayoc@usmc.mil by 16 October 2015. These Marines are to report to Mr. Robert Kellum, the MCIEAST-MCB CAMLEJ Protocol Officer, Room 229, Building 1, at 1300 on 30 October 2015, for instructions and further assignments for this event.

e. Request CO, Marine Corps Combat Service Support Schools (MCCSSS) provide:

- (1) The Organizational Color and Bearer.
- (2) The names of 16 Historical Pageant Marines (13 males and three females, to include SNCOIC) to Mr. Mark Dayoc at (910) 451-5744 or mark.dayoc@usmc.mil by 16 October 2015.
- (3) One bus with driver to the SNCOIC of the Historical Pageant Marines.

f. CO, Deployment Processing Command/Reserve Support Unit-East (DPC/RSU-E) provide: The Organizational Color and Bearer.

g. Request CO, Weapons Training Battalion (WTBN) provide: The names of five assistants to aid PMO with traffic control assignments. Provide the names to Mr. Mark Dayoc at (910) 451-5744 or mark.dayoc@usmc.mil by 16 October 2015.

h. Request CO, Naval Hospital (NavHosp) provide: The Organizational Color and Bearer.

i. Request CO, U.S. Coast Guard, Joint Maritime Training Center (USCG-JMTC) provide: The Organizational Color and Bearer.

j. Assistant Chief of Staff (AC/S), G-F: Ensure the dumpsters in the vicinity of Liversedge Field and Goettge Memorial Field House are emptied no later than 1600, 5 November 2015.

k. AC/S, Security and Emergency Services

(1) Devise and implement a traffic control and parking plan to support enclosure (4).

(2) Post signs at traffic control points directing car alarms to be disabled.

(3) Coordinate with MCIEAST-MCB CAMLEJ Protocol Officer for Very Important Person (VIP) parking.

(4) Provide one on-scene ambulance with driver and Emergency Medical Technicians during the ceremony.

(5) Issue visitors' passes to all off-base attendees who do not have a Department of Defense decal.

l. AC/S, Marine Corps Community Services

(1) Ensure that lawns are mowed and grass is bagged and removed from around the adjacent areas of Liversedge Field, and Goettge Memorial Field House no later than 1600, 5 November 2015.

(2) Prepare Liversedge Field by 1500, 30 October 2015 through 6 November 2015.

(3) Ensure Liversedge Field and adjacent areas are policed prior to the ceremony.

(4) Ensure the Liversedge Field bleachers are power spray washed and ready prior to the ceremony no later than 1600, 5 November 2015.

(5) Ensure there are no vendor/service provider vehicles parked in the parking lot immediately behind Liversedge Stadium (General Officer (GO) or Distinguished Visitor parking) from 0730 to 1200, 6 November 2015.

(6) Ensure the black bleacher cushions are on VIP seating by 0730, 6 November 2015.

(7) Ensure the public address system and wireless microphone are functioning properly and are available for all rehearsals and the ceremony.

(8) Upon request from the SNCOIC of the Historical Pageant Marines, provide uniforms, weapons, and a changing facility for the Pageant Marines.

(9) Provide an appropriate ceremonial cake, utensils, and paper plates for the ceremony.

(10) Provide a cake platform to the Cake Escort NCOIC for all rehearsals and the ceremony.

(11) Ensure the ceremonial cake platform and bunting are clean, decorated, and in working order by 30 October 2015.

(12) Deliver the cake, utensils, paper plates, cake form, platform, and bunting to the Cake Escort NCOIC at Liversedge Field by 0830, 6 November 2015.

m. AC/S, G-3/5

(1) Serve as the Office of Coordinating Responsibility.

(2) Publish the ceremony quiet hours message.

(3) Provide ceremony programs.

(4) Provide still photography for the ceremony.

(5) Provide video coverage of the ceremony. Provide two copies of the video to Mr. Mark Dayoc no later than 20 November 2015.

(6) Perform Vulnerability Assessment.

n. AC/S, G-1: Provide the names of the six oldest and the six youngest Marines stationed within Camp Lejeune commands to Mr. Mark Dayoc by 23 October 2015.

o. Command Chaplain: Deliver the ceremony invocation and rededication prayer. The Chaplain's presence will be required at the dress rehearsal at 0815, 5 November 2015. Submit the invocation and rededication prayer (to be incorporated in the script) to Mr. Mark Dayoc at mark.dayoc@usmc.mil no later than 26 October 2015.

p. Public Affairs Office

(1) Provide the name of a narrator and supernumerary to read the script for each rehearsal and the ceremony to Mr. Mark Dayoc at (910) 451-5744 or mark.dayoc@usmc.mil by 16 October 2015.

(2) Post an appropriate JDC announcement on the Holcomb Boulevard electronic special events marquee from 0700, 26 October to 1200, 6 November 2015.

(3) Publish enclosure (1) in the 26 October 2015 and 5 November 2015, editions of "The Globe."

(4) Advertise the ceremony on the LCTV-10 television station. Be prepared to disseminate cancellation announcements over local radio and television stations.

(5) Provide media coverage as appropriate.

(6) Provide liaison personnel to escort the media, as required.

q. Field Marshals

(1) Assist the MCIEAST-MCB CAMLEJ SgtMaj.

(2) Attend all rehearsals and the ceremony.

(3) Ensure Color Guards and Organizational Color Bearers have the required equipment and are in the proper uniform for all rehearsals and the ceremony.

(4) Ensure Color Guards, Organizational Color Bearers, and supernumeraries attend all rehearsals and the ceremony.

r. SNCOIC, Rifle Firing Detail: Brief, inspect, train, and supervise all rehearsals of the Honor Guard Firing Detail.

s. SNCOIC, Historical Pageant Marines

(1) Ensure uniforms are fitted, repaired, and cleaned. Coordinate these activities with Ms. Mildred Johnson at (910) 451-3991 or johnsonmd@usmc-mccs.org.

(2) Brief Historical Pageant Marines on cues.

(3) Train Historical Pageant Marines in the manual of arms required for the ceremony.

(4) Ensure Historical Pageant Marines attend all rehearsals and the ceremony.

(5) Coordinate with MCCSSS, S-4, Ms. Mary Cantu, at (910) 450-0839, for use of a bus to support Pageant Marines' attendance to all rehearsals and ceremony.

t. Cake Escort NCOIC

(1) Ensure cake escorts attend all rehearsals and the ceremony.

(2) Assist the MCIEAST-MCB CAMLEJ SgtMaj in training and supervising the cake escorts at each rehearsal.

u. MCIEAST-MCB CAMLEJ Protocol: Plan, coordinate, and affect all protocol-related activities to include, but not limited to:

(1) Provide invitation list;

(2) Print invitations;

- (3) Mail and distribute invitations (to include directions and visitor passes, as required);
- (4) Prepare the guest list from acceptance responses;
- (5) Organize, instruct, and supervise escorts;
- (6) Coordinate GOs, guest seating, and parking areas;
- (7) Provide two Marines with two GO standards who will break out the standards upon arrival of GOs; and
- (8) Provide and place VIP parking signs in parking lot.

v. MCIEAST-MCB CAMLEJ SgtMaj: Act as the Drill Master for all rehearsals and ceremony.

5. Administration and Logistics

a. An Initial Planning Conference will be conducted in the CG's Briefing Room, John A. Lejeune Hall (Building 1), at 1300, 28 October 2015. The following personnel must attend:

• All Ceremony Project Officers	• Narrator
• MCIEAST-MCB CAMLEJ Protocol Officer	• SNCOIC, Historical Pageant Marines
• Field Marshals	• Drum Major, 2d MarDiv
• Project SNCOs	• SNCOIC, Rifle Firing Detail
• Drill Command SNCO	• SNCOIC, Cake Escort
• Senior Member, Honor Escorts	• A representative from each supporting agency listed in this Bulletin.
• MCIEAST-MCB CAMLEJ SgtMaj	

b. The II MEF Project SNCOIC will provide a listing of Organizational Colors (including deployed units) for preparation of the ceremony script. The list must be submitted to Mr. Mark Dayoc at mark.dayoc@usmc.mil by 16 October 2015.

c. All personnel must be seated by 0930, 6 November 2015. At the conclusion of the ceremony, all personnel will remain seated until the official party has departed (full sequence of events delineated, per enclosure (5)).

d. Ceremony and cancellation information will be disseminated via LCTV-10 scrolling message, local news broadcast, PMO solar-sign warnings, and Operational Management Network Instructions line frost call notification.

e. Rehearsals

- (1) The utility uniform will be worn for all rehearsals.
- (2) There will be a full dress rehearsal on 5 November 2015.

(3) All rehearsals will be conducted at Liversedge Field as scheduled in enclosure (6).

f. Joint Daytime Ceremony Project Officers/SNCOICs

Billet	Rank & Name	Command	Phone
Drill Master	SgtMaj Berry, Paul A.	MCIEAST-MCB CAMLEJ	451-2603
JDC Project Officer	Mr. Mark Dayoc	G-3/5, MCIEAST-MCB CAMLEJ	451-5744

6. Reserve Applicability. This Bulletin is applicable to MCIEAST-MCB CAMLEJ, all subordinate, and tenant commands.

  
 T. S. PHILLIPS  
 By direction

DISTRIBUTION: A/B/C

LIVERSEDGE FIELD SEATING AREA/GATE ASSIGNMENT WITH DIAGRAM

<u>Section</u>	<u>Gate</u>	<u>Seating Capacity</u>	<u>Unit</u>
A	8	1065	General Public
B	1 or 8	260	II MEF (130) MARSOC (130)
C	1 or 2	544	CG, GO, DV, VIP GUESTS
D	3	1058	Officers/Enlisted with Dependents
Press Box	N/A	N/A	Press and PAO Section
F	6	800	2d MarDiv
G	5 thru 7	800	2d Marine Logistics Group
H	4	155	NavHosp (75), Naval Dental Center (30), Field Medical Training Battalion (25), USCG-JMTC (25)
I	4	480	H&S Bn (250), WTBN (25), DPC/RSU-E (40), MCCSSS (65), Marine Corps Engineer School (50), SOI-E (50)
		<u>Total Capacity</u>	
		5162	



SEATING INSTRUCTIONS

1. No smoking in any of the seating areas for the JDC.
2. Commands should assign specific attendance allocations, in accordance with enclosure (1), specifying organizations, seating allocations, gate points, and seating sections. This is necessary to eliminate pedestrian and vehicular congestion and to provide for orderly seating in the short time available. Overflow attendance is encouraged and will be accommodated in standing room only locations.
3. Major organizations are strongly encouraged to assign movement time frames to their subordinate units to ensure that all units are seated by 0930, 6 November 2015.
4. A seating coordinator (SSgt preferred) should be assigned by each organization whose seating allocation quantity totals 200 or greater (see enclosure (1) of this Bulletin). The assigned seating coordinator may appoint assistants to aid in seating organizational members in their particular seating section.
5. Organizational and Unit Commanders are requested to assign an officer and a SNCOIC of each troop formation (organizations utilizing troop carriers to Liversedge Field inclusive) and require them to carry out the following functions:
  - a. Plan an approach/retirement route to Liversedge Field, which will not cross over Holcomb Boulevard and McHugh Boulevard east of the Traffic Circle;
  - b. Ensure that any crossings over McHugh Boulevard are accomplished at the three Traffic Control Points designed for foot traffic detailed in enclosure (4) of this Bulletin;
  - c. Use the assigned gates shown in enclosure (1) of this Bulletin;
  - d. Once the unit has passed through the assigned gate, report to the organizational seating coordinator;
  - e. Once the seating area has been identified by the seating coordinator, expeditiously move the formation into the bleacher area safely and ensure all personnel do not exceed the unit's allocated seating spaces;
  - f. Units will remain with their formation from arrival at Liversedge Field until they return to their unit area. Return route will be accomplished by retracing the arrival route;
  - g. Ensure proper decorum and military bearing suitable for this occasion is maintained during all phases of the ceremony;
  - h. Ensure personnel are reminded of procedures to render honors and courtesies at appropriate times during the ceremony;
  - i. When units and individuals leave the area, they must remain clear of designated guest parking areas. Note: Units utilizing Gates 3 and 7 will also remain clear of this parking area upon entry to Liversedge Field;

6. The VIP Section is reserved for personnel described in enclosure (1). No organizations will occupy these sections for any reason;
7. Gate 2 is for VIP guests, Press, and the handicapped and will not be utilized by any organization;
8. The "Press Box," located above the VIP Section, is reserved for the narrator, Chaplain, Drill Command SNCO, and sound engineers. No other use is authorized; and
9. Seating allocations for each area are based upon rated safety capacity and will not be exceeded.

PARTICIPANT UNIFORMS

<b>Personnel</b>	<b>Uniform</b>
Rifle Firing Detail	Blue Dress "B" with dress white belt, ribbons, badges, and white gloves and the M16A4 rifle. White barracks cover with <u>two chinstraps</u> ; chinstrap will be worn under the chin. Platoon Commanders and Platoon Sergeants will wear the dress white frog and sword. Each member of the Rifle Salute Detail will bring one serviceable rifle magazine.
Color Guards/Bearers	Blue Dress "B" with dress white belt, and white gloves. White barracks cover with <u>two chinstraps</u> ; chinstrap will be worn under the chin. All flag bearers will be equipped with a white shoulder harness and will not wear ribbons nor shooting badges. Rifle bearers will be armed with M16A4 rifles. Navy personnel will wear the Service Dress Blue Uniform.
2d MarDiv Band	Blue Dress "B" with white barracks cover, dress white belt, white gloves, ribbons, and badges.
Honor Escorts	Blue Dress "B" with white barracks cover, dress white belt, white gloves, ribbons, and badges.
Guest Escorts and Gate Guards	Uniform of the day.
Oldest/Youngest Marines	Blue Dress "B" with white barracks cover, white gloves, ribbons, and badges.
Ushers	Uniform of the day.
Female Marines	Blue Dress "B" with dress white gloves, ribbons, and badges, slacks, service cap, and oxford shoes.

TRAFFIC CONTROL PROCEDURES

To ensure an orderly and safe arrival and departure of all, the following procedures will be followed for movement to and from the Liversedge Field area:

a. Privately Owned Vehicles (POVs) may be parked in the parking lots adjacent to Goettge Memorial Field House and Building 14. W.P.T. Hill Field, north of Building 14, will be used for POV overflow parking when directed by PMO.

b. POVs and government staff vehicles will not park in the Reserved Guest Parking area except by invitation card only.

c. All troop carriers will off-load and on-load at the Steam Plant on Gum Street.

d. Troop carriers entering Mainside area via the Main Gate will approach using Sneads Ferry Road. Once on Sneads Ferry Road, turn right on Michael Road and then right onto Gum Street. Proceed up Gum Street to the Steam Plant to off-load troops. Troops will march in formation to and from Liversedge Field. Troop on-load at the conclusion of the ceremony will be the above-described route/procedure in reverse.

e. Troop carriers entering Mainside area via Sneads Ferry Road (south) will turn left onto McHugh Boulevard and proceed to N Street and turn right at the post office. Proceed on N Street then turn left onto Gum Street. Proceed to the Steam Plant to off-load troops. Troops will march in formation to and from Liversedge Field. Troop on-load at the conclusion of the ceremony will be the above-described route/procedure in reverse.

f. Mainside units marching to and from Liversedge Field should approach Liversedge Field utilizing Julian C. Smith Boulevard to either "I" or "L" Streets.

g. Marching units will not cross McHugh Boulevard except at the Traffic Control Points.

h. Units/individuals requiring special assistance should contact PMO, at (910) 451-2555, prior to 1630, 30 October 2015.

TRAFFIC CONTROL PROCEDURES



SEQUENCE OF EVENTS

1. PHASE I

- a. 0930 - All participants staged in position.
- b. Final review and inspection of all participants.
- c. 0945 - Band begins musical interlude.
- d. Official party is seated.

2. PHASE II

- a. 1000 - Band - "Sound Attention" followed by "Adjutant's Call."
- b. Rifle Firing Detail, Color Guards, and all Colors march to designated positions on the field.

3. PHASE III

- a. Roster of Organizational Colors is read. Unit colors will come to the carry when called.
- b. Invocation prayer by the Base Chaplain.
- c. Band - "Sound Attention."
- d. Honor Guard Platoons and Color Guards "Present Arms."
- e. Band - "National Anthem."
- f. Honor Guard Platoons and Color Guards "Order Arms."

4. PHASE IV

- a. Rifle Firing Detail and Color Guards "Parade Rest."
- b. Historical Pageant Marines take positions when called.
- c. Honor Roll is read.
- d. Three volleys of rifle fire by the Rifle Firing Detail.
- e. Band - "Taps."
- f. Rededication prayer by the Base Chaplain.

5. PHASE V

- a. Band - "Semper Fidelis" and Honor Escorts take positions.
- b. Honors are rendered to senior GO.
- c. Band - "Ruffles and Flourishes" (cue to break Standards).

d. After the Drill NCOIC commands "Order Arms," the oldest and youngest Marines join Colonel Escalante and SgtMaj Berry on the track.

e. Band - "Marines' Hymn" (slow time cadence).

f. On the first note of the "Marines' Hymn" the cake moves to the center of the field. Col Escalante, SgtMaj Berry, and the oldest and youngest Marines march on, centered on the cake. SgtMaj "Forward March," "Detail Halt," and the oldest and youngest Marines post.

g. Participants go to "Parade Rest," Major General John A. Lejeune, 13th Commandant traditional birthday message is read and the Commandant of the Marine Corps message is read.

h. BGen Weidley cuts and presents the first piece of cake to the oldest Marine.

i. The oldest Marine will then pass the piece of cake to the youngest Marine.

j. Drill SNCO commands "Sound Attention."

k. CGs party forms up and faces as appropriate.

l. On the first note of "Semper Fidelis" CG's party "About Face," "Forward March," "Detail Halt," "About Face," and then the cake is marched off the field.

m. Honor Escorts depart the field after the cake is halted and lowered to the deck.

#### 6. PHASE VI

a. On the command "Carry Colors," BGen Weidley and SgtMaj Berry post for the march off, the Color Guards come to "Carry Colors," and the Honor Guard Firing Detail face and come to port arms.

b. Rifle Firing Detail and Color Guards march from the field while Band plays appropriate marching music.

c. Pageant Marines march forward to form a semi-circle around BGen Weidley and SgtMaj Berry. The Pageant Marines then go to "Order Arms". After the colors have marched off, the Band plays "Marines' Hymn." The Pageant Marines then go to "Parade Rest."

REHEARSAL/CEREMONY SCHEDULE

DATE	TIME	PARTICIPANTS
2 Nov 15	0830	All Ceremony Participants arrive no later than 0815.
3 Nov 15	0830	All Ceremony Participants arrive no later than 0815.
4 Nov 15	0830	All Ceremony Participants arrive no later than 0815.
5 Nov 15	0830	All hands and Band ( <b>wearing the service cap and white gloves</b> )-arrive no later than 0800.
6 Nov 15	1000	Ceremony start