



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5050.1
C 031/d
4 Feb 91

MARINE CORPS BASE ORDER 5050.1

From: Commanding General
To: Distribution List

Subj: VISIT CONTROL PROCEDURES/COMMAND VISITS PROGRAM

Ref: (a) **MCO P5720.60**
(b) **MCCDCO 5050.3B**
(c) **MCCDCO P5720.1A**

Encl: (1) Sample Checklist for Visits
(2) Sample Letter of Instruction (**LOI**)

1. Purpose. To establish guidance, procedures, and responsibilities for the proper coordination and conduct of visits to the Marine Corps Combat Development Command (MCCDC).

2. Cancellation. MCCDCO 5050.1A.

3. Summary of Revision. This Order contains minor administrative changes. Due to the reorganization of Operations Division, the Visitor Control Coordination Section (VCCS), under the cognizance of the Head, Current Operations Branch was established as the monitoring/tracking agency for the conduct of such visits.

4. Background

a. Reference (a) sets forth Marine Corps policy as it relates to support for youth organizations. School groups (preschool, grammar, high school, etc.) are not considered youth organizations, and requests for visits will be handled on a case-by-case basis depending on the nature of the request. Reference (b) provides guidance for the proper reporting of significant events and visits to this Headquarters. Reference (c) sets forth public affairs procedures for this Command.

b. Due to **MCCDC's** varied missions and its proximity to Washington, DC, this Command hosts/sponsors visits by numerous Very Important Persons (VIP's), media representatives, and a wide variety of organizations. Accordingly, MCCDC activities may be tasked to coordinate and/or provide support for these visits. The vast number and varied nature of the visits throughout the Command requires a central **controlling** agency to monitor and track these visits for the Commanding General, MCCDC. The VCCS, under the cognizance of the Head, Current Operations Branch, Operations

Division (C 031), was established as the monitoring/tracking agency for the conduct of such visits.

5. Information

a. For definition purposes, official visits to MCCDC are visits by an organization or individual duly approved and specifically hosted or sponsored by the Commanding General, MCCDC or one of the deputy commanders.

(1) In certain instances directors may be delegated authority by the Commanding General, MCCDC to approve/disapprove official visits. Official visits are normally requested and approved in writing. Once approved the VCCS and/or the Security Manager (C 054) should be informed of the event.

(2) Those personnel who conduct regular/routine business aboard MCCDC such as military liaison officers; staff action officers; federal, state, or local government officials and representatives; or civilian commercial sales or service personnel, repair personnel, and technicians, would **not** be considered official visitors under this Order.

(3) Youth organizations (see reference (a)) requesting messing and/or billeting will be referred to the Morale, Welfare and Recreation Division (C 37) for action. School group requests will be coordinated/conducted at the lowest echelon (i.e., a local computer class/club visit to the Computer Sciences School will be coordinated/conducted by the Computer Sciences School) based on the nature of the request.

(4) Approved media representatives requesting print or electronic media coverage aboard this Command will be referred to the Public Affairs Office (PAO) (see reference (c)). Community relations activities involving visits by individuals and groups will be coordinated through the PAO.

b. The VCCS has responsibility for planning visits which are directly/specifically hosted or sponsored by the Commanding General, MCCDC or for visits of Command interest which significantly involve two or more Command activities and which require extensive coordination and staff liaison for proper planning and execution. The Commanding General, MCCDC has established four levels of execution/conduct of visits:

(1) Level "A": The Commanding General will personally greet and escort the visiting individual/group in the conduct of the visit itinerary.

(2) Level "B": The Commanding General will greet, but delegate/assign an escort officer, for the conduct of the visiting **individual's/group's** itinerary.

(3) Level "C": The visiting individual/group will be greeted by a designated escort officer, and then be escorted to the Commanding General's office for an official "Office **Call**" prior to the conduct of the visit itinerary.

(4) Level "D": The visit itinerary does not reflect/require scheduling with/by the office of the Commanding General. Such visits will normally be conducted under/within the staff cognizance of the centers concerned.

c. Visits concerned with matters primarily within the cognizance of one center will be the responsibility of that center director to coordinate, plan for, and properly conduct. Additionally, at the discretion of the Commanding General, MCCDC visits may be specifically delegated/assigned to a single center to conduct on behalf of the Command.

(1) Centers delegated/assigned action for a visit, or conducting a routine/recurring visit, a guest speaker program visit, or another internal type visit are not required to publish a MCCDC-wide Letter of Instruction (**LOI**).

(2) Official visits which require coordination of complex support from several external activities, will normally necessitate publication of a MCCDC-wide **LOI**. Direct liaison for coordination of support (i.e., transportation, messing, billeting, etc.) is authorized and encouraged. Enclosure (1) may be used as a checklist for the planning/coordination of visits. Enclosure (2) is a sample **LOI**. All **LOI's** produced will normally contain at least the following information.

(a) Background. To include the purpose of the visit, biographical information, protocol, and supporting material.

(b) Information. To include the concept/intent for conduct of the visit.

(c) Action. To include all activity specific **taskings/** assignments, and a detailed itinerary.

(d) Coordinatins Instructions. To include uniform, key coordination elements of the itinerary, support activities' points of contact (**POC's**), the escort officer, and the responsible activity's project officer for the visit.

6. Action

a. Activity Heads

(1) Conduct visits per this Order, and such additional guidance as may be given relative to special emerging situations or circumstances.

MCBO 5050.1

4 Feb 91

(2) Ensure all official visits to the Command are approved by the Commanding General, MCCDC.

(3) When/if a visit is approved, report significant visits to the VCCS and ensure sufficient information is submitted for the monthly significant events report (see reference (b)).

(4) Coordinate classified visits by contractor personnel and visits by foreign nationals, which will involve substantive technical discussions or the disclosure of classified material, through the office of the Security Manager to ensure proper clearances have been received from higher authority (extension 2752/2753).

(5) Submit after action visit reports for VIP's to the Commanding General, MCCDC (C 031).

b. Director, Operations Division. Exercise staff cognizance over the Current Operations Branch and VCCS tasked with the following:

(1) Prepare itineraries and **LOI's**, and coordinate necessary support with MCCDC activities for visits specifically hosted/directly sponsored by the Commanding General, MCCDC.

(2) When approved by the Commanding General, MCCDC coordinate support requirements, for visits and tours by individuals, organizations, or groups.

(3) Report all significant visits by individuals or organizations to the Command or to individual activities within the Command as required by reference (b).


C. N. PASTINO
By direction

DISTRIBUTION: A

copy to: 1, 2

SAMPLE CHECKLIST FOR VISITS

Memo to Commanding General, MCCDC: Yes No
 Visit Approved: Yes No
 Post to Significant Events: Yes No
 Honors: Yes No

Visitor(s)/Group				
Date:		POC:		Phone No.:
Purpose of Visit:				
Specific Requests:				
Areas of Interest:				
Sponsor/OIC:				
GROUP COMPOSITION		Males	Females	Total in Party:
Rank	*VIP's*	Title		Spec Diet/ Med Probs
				Bio Rec'd
Remarks: Previous visits; organization's background: goals: language capability/requirement; etc.				

MCBO 5050.1
4 Feb 91

VIP LEVEL "A" VISIT = COMMANDING GENERAL (CG) TO GREET AND ESCORT

VIP LEVEL "B" VISIT = CG TO GREET BUT ESCORT DELEGATED TO A DIRECTOR

VIP LEVEL "C" VISIT = "OFFICE CALL" ON CG ONLY

NON-VIP LEVEL "D" VISIT = NO CG INVOLVEMENT

_____ Air panel for Lejeune Hall VIP Landing Zone and pilot brief
if **helo** arrival/departure

_____ Adjutant/Headquarters Commandant alerted to dress Lejeune Hall
and ensure area police

_____ Commands/activities along visit routes alerted for police/
personnel and area squared away

_____ Director, Facilities Division alerted to street sweeping and
Facilities Maintenance priority--inspection of route

_____ Sedans inspected/drivers briefed on convoy profile/procedure/
route

_____ Provost Marshal Office alerted for traffic control/escort/
security requirements

_____ Itinerary and L01

-- Draft approved by CG: Yes No
-- Uniform approved by CG: Yes No
-- Escort approved by CG: Yes No
-- **Vehicle/helo** seating arrangement
-- Gift exchange
-- Inclement weather plan

_____ Luncheon (**CG's** Aide responsibility)

-- Time and place (usually Waller Room, Harry Lee Hall)
-- Menu
-- Seating and guest list
-- Inspection of site

_____ Training and Audiovisual Support Center Requirements

-- Photographers assigned and briefed--film processing and
delivery determined
-- Video recording with backup determined
-- Public Address system with backup determined

_____ Rehearsal scheduled

ENCLOSURE (1)

MCBO 5050.1
4 Feb 91

- _____ Inspection by CG or designated official
- _____ Additional messing
- _____ Billeting arrangements
- _____ Communication/telephone connectivity with Combat Operations
Center--Autovon/Secure lines/etc.

ENCLOSURE (1)

MCBO 5050.1
4 Feb 91

LOGISTICAL/OPERATIONAL SUPPORT REQUIREMENTS

Type of Support	Point of Contact	Phone #	Date Contacted	Remarks	Final Ck Date
Ground Transportation and Drivers	Motor Transportation Office (MTO) Facilities Division (Fac Div)			No. and Type Vehicle: Schedule/Route/Procedure: Seating Plan: Flags/Plates: Uniform:	
Air Transportation and Pilot Zippo Brief	Marine Corps Air Facility/ AMX-1			No. and Type Aircraft: Flt Schedule/Profile: Seating Plan: Plates: Uniform:	
Billeting	Morale, Welfare and Recreation Division (MWR Div) or Fac Div			Place: Dates: How Paid:	
Meals	MWR Div or Logistics Division (Log Div)			Place: Date: Time: How Paid:	
Marquee Displays	MWR Div			Little Hall	
Ceremonies	Operations Division (Ops Div)			Honors: Official Call: Official Gift: Stop Carillons: Band: Conference Rm:	
Escort Officer(s)	Manpower Division (Mpr Div)				

ENCLOSURE (1)

Type of Support	Point of Contact	Phone #	Date contacted	Remarks	Final Ck Date
Communications	Data Communications/Integration Division			Secure Voice:	
Command Brief/Special Briefings	Ops Div			Briefer: Time: Classification: Conference Rm: Setup:	
Weapons	Ops Div			Type Weapons: Type Ammo: Time: Range: Briefers: Safety 0:	
Commanding Officer, Security Battalion/Security Manager's Office	Provost Marshal Office			Security/Escorts: Info Gates: VIP Passes: Traffic Control: Special Parking: Uniform: Convoy Escort: Security Clearance: Access Roster:	
Explosive Ordnance Disposal	Ops Div			Sweep: Time:	
Media/Public Affairs	Public Affairs Office			Coverage: Bios: Media Access Roster:	
Photo/Sound/Training Support Devices	Training and Audio-visual Support Branch, Ops Div			Type Sound: Type Film: Photographers: Pickup Time:	

MCBO 5050.1
 4 Feb 91

Type of Support	Point of Contact	Phone #	Date Contacted	Remarks	Final Ck Date
Preparation of Lejeune Hall	Adjutant/Inspector			Color Detail: Flag Breaking: Headquarters Dressed: /Policed:	
Uniform/Special Clothing					
Safety Gear					
Indemnity/ Hold Harmless Agreements					
L01 Special Distribution					
Inclement Weather Plan Decision Points				Weather Brief/ Forecast	
Visit Folder Construction					
Issue Books/ Point Papers					

ENCLOSURE (1)



SAMPLE LETTER OF INSTRUCTION (LOI)
UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCBO 5050.1
4 Feb 91

IN REPLY REFER TO:
5050/1
c 031
3 Jan 91

From: Commanding General, Marine Corps Combat Development Command

Subj: LETTER OF INSTRUCTION (LOI) FOR THE VISIT BY MEMBERS OF THE JOINT MEXICAN - UNITED STATES DEFENSE COMMISSION ON 11 JANUARY 1991

Encl: (1) Visit Itinerary

1. Background. The Commanding General, Marine Corps Combat Development Command (MCCDC), is hosting this visit. The group will consist of the following people:

Captain J. L. Hesles Pavon, Mexican Navy;
Lieutenant Colonel P. F. Gurrola, Mexican Army;
Lieutenant Colonel R. I. Ortega Cardoso, Mexican Army;
Lieutenant Colonel J. J. Bolanos Vasques, Mexican Army;
Colonel T. T. Kelley, U.S. Marine Corps;
Lieutenant Colonel B. Vega, U.S. Army, and;
Major H. M. Hernandez, U.S. Marine Corps.

2. Information. The party will arrive at Lejeune Hall at 1000 by government van. Neither translator nor transportation support is required of MCCDC. They will eat lunch in the Hansen Room at The Basic School.

3. Action. Request the following support.

a. Deputy Commander for Training and Education/Director, Marine Corps Air-Ground Training and Education Center/Commander, Marine Corps Schools

(1) Commanding Officer, Officer Candidates School (OCS).
Provide OCS Command Brief and tour of Tarzan Course, Obstacle Course, and Reaction Course from 1035-1130, 11 January 1991.

(2) Commanding Officer, The Basic School (TBS)

(a) Provide TBS Command Brief and walkthrough of Classroom 4 and O'Bannon Hall from 1145-1220, 11 January 1991.

(b) Provide the noon meal for nine people from 1220-1300, 11 January 1991, in the Hansen Room. Ensure the availability of 1stLt Alvaro G. Flores of the Mexican Navy, Infantry Officers Course 2-91, to eat with the group.

ENCLOSURE (2)

MCBO 5050.1
4 Feb 91

Subj: LETTER OF INSTRUCTION (LOI) FOR THE VISIT BY MEMBERS OF
THE JOINT MEXICAN - UNITED STATES DEFENSE COMMISSION ON
11 JANUARY 1991

(c) Coordinate the observation by the visitors of the
squad in the attack live-fire exercise at R-5 from 1315-1400,
11 January 1991.

b. Director, Logistics Division. Coordinate the eating of
the noon meal by the group at the Hansen Room, TBS, from 1220-
1300, 11 January 1991.

c. Director. Operations Division

(1) Ensure availability of **CG's** Conference Room, Lejeune
Hall, for presentation of MCCDC Command Brief from 1000-1030,
11 January 1991.

(2) Provide MCCDC Command Brief at time and place stated,
above.

d. Inspector. Ensure Lejeune Hall is properly policed by
0930, 11 January 1991.

4. Coordinating Instructions

a. The uniform is the uniform of the day.

b. Ensure all places to be visited are in a proper state of
police.

c. All taskings have been coordinated and concurred in. The
points of contact are:

Dep Cmdr T&E	Capt Shafer	3721
co, OCS	Maj Winter	2565
CO, TBS	Capt Gill	5264
Dir, Log Div	MGySgt Landers	2348
Dir, Ops Div	LtCol Lewis	2845
Inspector	Maj Doyle	2635

d. The MCCDC point of contact is Captain W. P. Snow, Head,
Visitor Control Coordination Section, Operations Division,
extension 2786.

P. R. HEMMING
By direction

Distribution: 6, 9, 17, 20, **20F**, 20H

copy to: 1, 2 (2)

ENCLOSURE (2)

Visit Itinerary
Joint Mexican - United States
Defense Commission

Friday, 11 January 1991

<u>Time</u>	<u>Event</u>	<u>Place</u>	<u>Resoonsibility</u>
1000	Arrival	Lejeune Hall	HQMC
1000-1030 (30 mins)	MCCDC Brief	CG's Conference Room	Dir, Ops
1030-1035 (5 mins)	Movement to ocs		Visits
1035-1130 (55 mins)	OCS Brief & tour	Brown Field	co, ocs
1130-1145 (15 mins)	Movement to TBS		Visits
1145-1220 (35 mins)	TBS Brief & tour	Camp Barrett	CO, TBS
1220-1300 (40 mins)	Lunch	Hansen Room	CO, TBS/Dir, Log
1300-1315 (15 mins)	Movement to R-5		Visits
1315-1400 (45 mins)	Observe squad in the attack live-fire exercise.	R-5	CO, TBS
1400-1420 (20 mins)	Movement to Lejeune Hall		Visits
1420	Drop-off escort/ Departure	Lejeune Hall	HQMC

Appendix A to
ENCLOSURE (2)