



UNITED STATES MARINE CORPS  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
QUANTICO, VIRGINIA 22134-5001

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CDCBul 5060  
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1 Oct 04

COMBAT DEVELOPMENT COMMAND BULLETIN 5060

From: Commanding General  
To: Distribution List

Subj: 2004 MCCDC OFFICERS' MARINE CORPS BIRTHDAY BALL CAKE-CUTTING  
CEREMONY INFORMATION AND ASSIGNMENTS

Encl: (1) Personnel Assignments

1. Purpose. To publish the rehearsal schedule, personnel assignments and guidance for the honor guard to support the traditional cake-cutting ceremony at the 2004 MCCDC officers' Marine Corps birthday ball.

2. Information. The ball will be held at the Hilton Alexandria Mark Center in Alexandria, Virginia, on Friday, 12 November 2004.

a. Personnel Requirements. The enclosure outlines personnel assignments to support the cake-cutting ceremony.

b. Uniforms

(1) Rehearsals. The prescribed uniform of the day, with the barracks cover, will be worn for all rehearsals with the exception of the final rehearsal. The uniform for the final rehearsal will be blue dress "A" with sword and Sam Browne belt for all participants. Sam Browne belts will be provided as required. Members of the honor guard will wear swords, Sam Browne belts, barracks covers and white gloves at all rehearsals.

(2) Ceremony. The uniform for the ceremony will be blue dress "A" with sword and Sam Browne belt.

c. Rehearsal Schedule. The rehearsal schedule for November is as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>EVENT</u>
4	1330-1630	Ellis Hall	Initial Coordination Meeting
5	1330-1630	Ellis Hall	Ceremony Rehearsal

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>EVENT</u>
8	1330-1630	Ellis Hall	Ceremony Rehearsal
9	1330-1630	Ellis Hall	Ceremony Rehearsal
10	1330-1630	Ellis Hall	Ceremony Rehearsal
11	1800-1930	Hilton Hotel	On-site Rehearsal
12	1530-TBD	Hilton Hotel	On-site Final Rehearsal

d. Transportation. Details regarding transportation for ceremony personnel to the hotel for the on-site rehearsal, final rehearsal and actual ceremony on 11 and 12 November will be published separately.

### 3. Action

a. CG, TECOM. Provide Ellis Hall for use as the primary rehearsal sites for all rehearsals scheduled aboard the base. The schedule in paragraph 2c was coordinated with Ms. L. Rohler, registrar at the Command and Staff College.

b. Commander, MCB

(1) Provide a ceremonial platoon color guard to participate in the cake-cutting ceremony and all rehearsals.

(2) Provide band support for the ceremony and all rehearsals.

(3) Not later than 10 October 2004, provide names, grades, and contact phone numbers of officers assigned under the enclosure to Captain Layne Smith, Marine Corps Base G-1 office, at 784-2181.

c. Director, EFDC. Not later than 10 October 2004, provide names, grades, and contact phone numbers of officers assigned under the enclosure to Captain Layne Smith, Marine Corps Base G-1 office, at 784-2181.

d. Sergeant Major, MCCDC/Sergeant Major, MCB. The MCCDC sergeant major will serve as drill master/overall coordinator of the ceremony, with the MCB sergeant major serving as alternate.

### 4. Coordinating Instructions

a. Designated ceremony participants must be available to attend all scheduled rehearsals.

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b. Officers needing a Sam Browne belt should contact Major Mike Hague by phone at 784-4951, or via e-mail at [michael.hague@usmc.mil](mailto:michael.hague@usmc.mil) to arrange issue from the Headquarters and Service Battalion Supply.



J. K. SPARKS, JR.  
Chief of Staff

DISTRIBUTION: A

PERSONNEL ASSIGNMENTS

Honor Guard (Note #1)

	<u>COL</u>	<u>LTCOL</u>	<u>MAJ</u>	<u>CAPT</u>	<u>2ND/ 1STLT</u>	<u>CWO/WO</u>
HqSvcBn	0	0	0	0	1	1
MCB	1	1	0	1	2	1
EFDC	2	2	5	2	0	1
<b>Totals</b>	3	3	5	3	3	3

Cake Escorts (Note #2)

Narrator (Note #3)

	<u>CAPT - 2NDLT</u>		<u>LTCOL - 2NDLT</u>
HqSvcBn	1	EFDC	1
MCB	2	MCB	1
EFDC	2	<b>Total</b>	2
<b>Total</b>	5		

Note #1: With the exception of majors, three officers of each grade are required in order to provide two primaries and one alternate. The two additional majors will serve as the primary and alternate ceremonial adjutant.

Note #2: Five officers are required to provide four primaries and one alternate cake escort.

Note #3: Officers will serve as the primary and alternate narrator.

ENCLOSURE (1)