



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
P.O. BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
5050
G-3

LETTER OF INSTRUCTION XX-23

From: Commanding General
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR PALM BAY HIGH SCHOOL MARINE CORPS JUNIOR
RESERVE OFFICERS' TRAINING CORPS (MCJROTC) VISIT FROM 21-23 JUNE 2023

Ref: (a) DepO 5050.7F
(b) OPNAVINST 5761.1.

Encl: (1) Itinerary/Movement Schedule
(2) Point of Contact Phone List

1. Situation. The MCJROTC mission is designed to instill in high school students a value of citizenship, service to the United States, personal responsibility and a sense of accomplishment. It prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The Palm Bay High School (PBHS) MCJROTC from Melbourne, FL, comprised of (33) members have requested a visit to Marine Corps Recruit Depot Parris Island (MCRDPI) to observe select training events, which will provide its members with an understanding of United States Marine Corps entry level training.

2. Mission. From 21-23 June 2023, MCRDPI will conduct an orientation visit with PBHS aboard the Depot in order to introduce them to Marine Corps basic training through observation of training events and activities.

3. Execution

a. Commander's Intent. These visits shape attitudes and awareness of Marine Corps opportunities. Cadets will observe and participate in activities that support instilling values, enhance motivation, drive, determination, leadership and teambuilding skills. While the MCJROTC program is not a recruiting program, I want to ensure the cadets and their chaperones are introduced to the benefits of service in the Marine Corps. Cadets will have the opportunity to witness our unique training, and have the opportunity to meet and interact with our professional recruit training and recruiting personnel. My desired end state is that the cadets leave with a positive impression of Parris Island, our training, our personnel, and that all members of their group gained an appreciation for the Marine Corps and service to our nation.

b. Tasks

(1) Commanding Officer, Recruit Training Regiment

(a) Provide one (1) Drill Instructor (DI) escort for the duration of the visit. The escort must be able to discuss the details of recruit training operations and answer related questions. Report the name of the escort to the G-3 Visits Officer NLT 0930 on Wednesday, 1 June, 2023.

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(b) Provide all demonstrations for the obstacle course; additionally provide briefs on receiving, and all monuments in accordance with (IAW) enclosure (1).

(c) Provide billeting for the group (20 males, 10 females and 3 chaperones) IAW enclosure (1). Report the location of the billeting to the G-3 Visits Officer NLT 0930 on Wednesday, 1 June, 2023.

(2) Commanding Officer, Weapons & Field Training Battalion (WFTBn)

(a) Provide a brief and demonstration at the Indoor Simulated Marksmanship Trainer (ISMT) IAW enclosure (1). Ensure sufficient staffing to conduct simultaneous ISMT practical application operations and weapons systems static display orientation.

(b) Provide a Crucible overview brief and demonstration on Page Field IAW enclosure (1).

(3) Assistant Chief of Staff, G-3. Serve as staff lead for planning and coordination of the event.

(4) Assistant Chief of Staff, G-4

(a) Coordinate with SODEXO to provide messing for the group (33 personnel) IAW enclosure (1).

(b) Provide linens and blankets for the group (33 personnel) to be picked up by the escort NLT 1200 on Tuesday, 21 June, 2023.

(5) Director, Marine Corps Community Services (MCCS). Facilitate Marine Corps Exchange (MCX) accessibility for PBHS personnel to purchase Parris Island memorabilia.

4. Administration and Logistics

a. Corrective measures for JROTC cadets disciplinary problems should be taken by the military staff as dictated by the school's disciplinary policy. Such action does not include administration of corporal punishment. Under no circumstances will JROTC instructors administer corporal punishment. Corporal punishment includes requiring cadets to perform excessive physical acts (i.e., pushups, sit-ups, running, etc.). At no time will MCRDPI personnel administer punishment during the course of the visit or violate the policy as stated in the references. If JROTC unit instructors or chaperones fail to follow the policy as stated, it will result in the unit's visit being immediately cancelled and a report submitted to the unit's school administration.

b. The uniform for the escort is the uniform of the day.

c. The escort will meet PBHS in the back parking lot of the PX at the predetermined time IAW enclosure (1).

d. PBHS will be providing their own transportation. Their transportation is authorized to drop the group at the chow hall.

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e. Chaperones will ensure that each cadet is in the possession of a suitable water source with a minimum capacity of 32 ounces for the duration of the visit (i.e., CamelBak, Canteen, Nalgene Bottle, etc.). Chaperones will also ensure that an electrolyte source (Sports Drink) is readily available to cadets, especially during and after physical or outdoor events.

f. In the event of adverse incidents, accidents, injuries, etc, escorts will provide a SITREP to AC/S G-3 immediately following an incident. Do not delay reporting if waiting on information. Relay an incomplete report with details known at the time and follow up as information becomes available.

g. Recruit training takes priority over all other events. Brief all changes to the training schedule that may affect or impact the visit to the G-3 visits section as soon as a problem becomes known.

h. Upon the arrival of PBHS the escort will collect the "hold harmless" agreement forms. Every student must have a properly completed form, signed by a parent or legal guardian (if a minor) in order to participate in physical events.

i. Medical support for all non-active duty military members will be Medic 1 with evacuation to Beaufort Memorial Hospital.

j. After action reports from the visiting schools and the escort will be turned into the G-3 Visits Officer NLT 1600 on Friday, 23 June, 2023.

k. In case of inclement weather, all personnel will move to the nearest overhead shelter and perform appropriate safety measures.

l. The escort will call Recruit Training Regiment in order to verify flag conditions prior to conducting any physical activities.

m. The MCRDPI point of contact is the Depot Visits Coordinator, SSgt Leikness at (843)228-3698.

5. Command and Signal

a. Command. This Letter of Instruction (LOI) is applicable to all Marines, Sailors, and civilians aboard MCRDPI.

b. Signal. This LOI is effective the date signed.

W. J. GOYETTE
By direction

TIME	EVENT	LOCATION	RESPONSIBILITY
<u>WEDNESDAY, 21 JUNE 2023</u>			
1300-1315	GROUP ARRIVAL	MCX	ESCORT
1315-1400	YELLOW FOOTPRINTS/ RECEIVING	RECEIVING	ESCORT
1400-1500	IWO JIMA & DI MONUMENTS/MOLLY MARINE MONUMENT	PEATROSS PARADE DECK MOLLY MARINE MONUMENT	ESCORT
NOTE: MONUMENT IS ON BLVD DE FRANCE			
1515-1615	BWT/CRUICIBLE OVERVIEW	PAGE FIELD	WFTBN
1630-1730	CHOW	HQSVCBN MESS HALL	ESCORT
1730-1900	INSTRUCTOR TIME	SQUADBAY	CHAPERONES
1900-2100	PERSONAL TIME	SQUADBAY	CHAPERONES
<u>THURSDAY, 22 June 2023</u>			
0600-0645	CHOW	WFTBN MESS HALL	ESCORT
0700-0730	MOTO RUN	PEATROSS PARADE DECK	ESCORT
0745-0900	MCMAP DEMO	LNS	ESCORT
0915-1030	OBSTACLE COURSE	SUPT BN	ESCORT
NOTE: DEMONSTRATION BY ESCORT ONLY			
1100-1200	CHOW	HQSVCBN MESS HALL	ESCORT
1215-1330	CLOSE ORDER DRILL	BN AREA	ESCORT
1345-1430	OBSERVE SWIM QUAL	COMBAT SWIM TANK	ESCORT
1445-1615	CONFIDENCE COURSE	LNS	ESCORT
NOTE: AUTHORIZED PORTIONS ONLY (ARM WALK, ARM STEETCHER, RUN/JUMP/SWING, AND THE INCLINED WALL)			
1630-1730	CHOW	HQSVCBN MESS HALL	ESCORT
1730-1830	MCX CALL	MCX	ESCORT
1900-2100	PERSONAL TIME	SQUADBAY	CHAPERONES
<u>FRIDAY, 23 June 2023</u>			
0600-0700	CHOW	HQSVCBN MESS HALL	ESCORT
0730-0815	MORNING COLORS	BARROW HALL	ESCORT
0830-1000	GRADUATION	PEATROSS PARADE DECK	ESCORT
1000-1130	MUSEUM TOUR	MUSEUM	ESCORT
1145-1245	CHOW	HQSVCBN MESS HALL	ESCORT
1300	DEPART	EN ROUTE	CHAPERONES

Point of Contact

POC	cell:	808-726-4185 (MGySgt Edward Wolf)
Escort	cell:	TBD
G-3 Visits	office:	843-228-3698 (SSgt Leikness)
RTR S-3	office:	843-228-4360 (Maj Dyson)
	office:	843-228-3539 (MSgt Brodrick)
WFTBN S-3	office:	843-228-3498 (Maj Eubanks)
		843-228-4717 (MSgt Foley)
H&S BN S-3	office:	843-228-3126 (Capt Sahlberg)
	office:	843-228-2165 (MSgt Blevins)
CDO	office:	843-228-3712
	cell:	843-321-6046
MCRDPI PMO Desk Sgt	office:	843-228-3444
MCRD CommStrat:	office:	843-228-3710 (Capt Kulczewski)
Marine Corps Exchange	office:	843-228-1538
Food and Hospitality	office:	843-683-6468
Weapons Mess Hall	office:	843-228-3180/4661