



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

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22 JUN 22

From: Commanding Officer
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR MARINE CORPS AIR STATION CHERRY
POINT HISTORICAL AIRCRAFT PARK RIBBON CUTTING CEREMONY

Encl: (1) Sequence of Events
(2) Reception Guest List

1. Situation. This Letter of Instruction (LOI) promulgates guidance and instructions for the Marine Corps Air Station Cherry Point (MCAS CHERPT) Historical Aircraft Park ribbon cutting ceremony.

2. Mission. On 21 July 2022, MCAS CHERPT will conduct a ribbon cutting ceremony for the expanded historical aircraft park located at the intersection of Roosevelt and Cunningham Boulevards.

3. Execution.

a. Commander's Intent. To inaugurate the renovation and expansion of the MCAS CHERPT Historical Aircraft Park.

b. Concept of Operations. The event will begin at 1530 and include a ribbon cutting ceremony, reveal of the Night Attack Harrier aircraft, and a reception for invited guests.

c. Tasks.

(1) Operations.

(a) Assume lead for event coordination.

(b) Publish the LOI and ensure widest dissemination.

(c) Arrange audio-visual support with the Telecommunications and Information Systems Directorate as required.

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- (d) Ensure the aircraft are in place prior to the event.
- (e) Perform oversight for the development of the aircraft signs and ensure they are in place prior to the event.
- (f) Prepare the Night Attack Harrier aircraft reveal.

(2) Protocol Officer.

- (a) Invite local dignitaries and government leaders, and make all necessary arrangements for their attendance.
- (b) Collaborate with MCCS for location and execution of the reception.
- (c) Disseminate reception invitations to selected guests and collect RSVPs.

(3) Telecommunications and Information Systems.

- (a) Provide a Public Address system, and ensure a qualified person is present for troubleshooting as required.

(4) Marine Corps Community Services.

- (a) Ensure aircraft signs are complete prior to the event and coordinate with Operations Directorate for placement of the aircraft signs.
- (b) Provide exceptional reception service.
- (c) Coordinate with the Protocol Officer for the reception and payment (as required) that will occur on 21 July 2022.

(5) Communication Strategy and Operations.

- (a) Ensure widest media coverage for the event, to include local newspapers and television stations.
- (b) Provide a Master of Ceremonies for the event.

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(c) Ensure the Historical Officer receives
photographs and any literature associated with
the event.

(6) Provost Marshal's Office.

(a) Coordinate parking and traffic control.

(7) Facilities Directorate.

(a) Ensure aircraft park construction project is
complete no later than 30 June 2022.

(b) Identify and make available the large ribbon
and scissors for the event.

(d) Coordinating Instructions. Refer to enclosure (1) for
the sequence of events and enclosure (2) for the reception guest
list. The Uniform of the Day is Woodland Combat Utility Uniform
or appropriate civilian attire.

4. Administration and Logistics. Point of contact for event
coordination is Mr. Bob Rice, Director of Operations, at 252-
466-5299.

5. Command and Signal

(a) Command. This LOI is applicable to the MCAS CHERPT
staff, directorates, and subordinate units aboard MCAS CHERPT.

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

Robert Rice

R. D. Rice
By direction

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SEQUENCE OF EVENTS

1. Ceremony begins at 1530 hours.
2. Master of Ceremonies: Welcomes the guests and introduces the Commanding Officer.
3. Commanding Officer: Opening remarks.
4. Ribbon Cutting: Commanding Officer cuts ribbon with the 2d MAW Commanding General and the Contractor's company president.
5. Night Attack Harrier reveal: Master of Ceremonies directs attention to Night Attack Harrier aircraft and the Commanding Officer reveals aircraft naming with the 2d MAW Commanding General.
6. Master of Ceremonies: Introduces 2d MAW Commanding General for comments (if desired by CG).
7. Commanding Officer: Provides closing remarks and invites special guests to the reception at Miller's Landing.

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RECEPTION GUEST LIST

1. TBD