



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
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CHAP
1730

20 NOV 2023

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR MARINE CORPS AIR STATION,
CHERRY POINT HOLIDAY EVENT

1. Situation. The Single Marine Program (SMP), Marine Corps Community Services (MCCS), and Station Chaplain's Office will provide an opportunity for junior Marines and Sailors to meet Mrs. Claus and receive a holiday gift stocking at the Marine Corps Air Station (MCAS), Cherry Point Chow Hall.

2. Mission. On 12 December 2023, from 1100 to 1300, MCAS Cherry Point Marines and Sailors will participate in a Mrs. Claus holiday event in order to build comradery, boost morale, and enjoy a seasonal event that is specifically for junior MCAS Cherry Point Marines and Sailors.

3. Execution

a. Commander's Intent

(1) Purpose. Provide an opportunity for all junior Marines and Sailors to meet Mrs. Claus as well as benefit from a charitable organization.

(2) Method. At the MCAS Cherry Point Chow Hall, Mrs. Claus will distribute approximately 500 gift-filled stockings to junior Marines and Sailors.

(3) End-State. The SMP, MCCS, and the Chaplain's Office will partner with a charitable organization to build comradery and boost morale while the junior Marines and Sailors will enjoy receiving gifts.

b. Concept of Operations. This MCAS Cherry Point Holiday Event will be conducted in three phases: Preparation, Execution, and Recovery phases.

(1) Phase I - Preparation: This phase begins with the publication of this Letter of Instruction (LOI) and ends at 1000, 12 December 2023.

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CHERRY POINT HOLIDAY EVENT

(2) Phase II - Execution: This phase begins at 1000, 12 December 2023 at the MCAS Cherry Point Chow Hall and ends at 1300, 12 December 2023 at the MCAS Cherry Point Chow Hall.

(3) Phase III - Recovery: This phase begins immediately after the conclusion of the MCAS Cherry Point Holiday Event and ends at 1400.

c. Tasks

(1) MCCS and SMP

(a) Coordinate the overall execution of the event as the action officers for this event by providing an In-Kind Sponsorship agreement to accept the value of this event.

(b) Coordinate media coverage by Communication Strategy and Operations (COMMSTRAT). Publish and post flyers around MCAS Cherry Point for this event.

(2) Chaplain's Officer Religious Program Specialists

(a) Ensure event setup no later than 1100, 12 December 2023.

(b) Ensure area recovery is complete no later than 1400, 12 December 2023.

d. Coordinating Instructions

(1) Uniform. The Uniform of the Day or appropriate civilian attire.

(2) Timeline

(a) 1000: Mrs. Claus Holiday Event set up

(b) 1100: Event starts

(c) 1300: Event ends/cleanup begins

(d) 1400: All gear secured

(3) Attendance. All junior Marines and Sailors aboard MCAS Cherry Point are invited to attend and encouraged to receive a gift from Mrs. Claus.

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4. Administration and Logistics

a. Administration

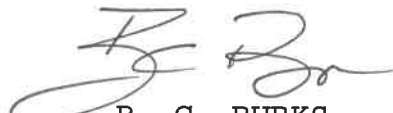
(1) CASEVAC Plan. Anyone requiring medical attention will be evaluated on-scene once emergency services arrive. Anyone requiring additional treatment will be transported via base emergency services coordinated through base emergency services.

b. Logistics

(1) Food for this event will be provided by the MCAS Cherry Point Chow Hall to Marines and Sailors that are in possession of an authorized meal card.

(2) Holiday stockings will be provided by Ms. Robin Baron, also known as Mrs. Baron, who represents the Indian Trail United Methodist Church and the Rotary Club, which are charitable organizations.

5. Signal. The point of contacts for this LOI are RP1 Theodore Robinson at (209) 561-0560 or theodore.j.robinson@usmc.mil, MCCA Jan Daughety at (252) 466-6847 or jan.daughety@usmc-mcca.org, and SMP Coordinator Amanda Ross at (252) 720-7251 or amanda.ross@usmc-mcca.org.



B. C. BURKS