



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE
BOX 555010
CAMP PENDLETON, CALIFORNIA 92055-5010

5100
SAFETY
16 SEP 2019

From: Commanding General
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS INSTALLATIONS
WEST-MARINE CORPS BASE, CAMP PENDLETON SAFETY CENTER
PRE-HOLIDAY SEASON STAND-DOWN

Ref: (a) MCO 5100.29, Marine Corps Safety Program
(b) MCO 5100.19, Marine Corps Traffic Safety Program (DRIVESAFE)

Encl: (1) Schedule of Events
(2) Map Directions to Marine Corps Base, Camp Pendleton Theater
And Training Center, Building 1330

1. Situation. In accordance with references (a) and (b), Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Safety Center will host a Pre-Holiday Season Stand-Down at the Marine Corps Base, Camp Pendleton (MCB CamPen) Theater and Training Center, building 1330. The stand-down presentations will be presented by Street Smart, the California Off-Road Vehicle Association, Headquarters and Support Battalion, Chaplain, Single Marine Program, and the Naval Criminal Investigative Service. The stand-down is open to all commands and civilians aboard MCB CamPen.

2. Mission. The MCIWEST-MCB CAMPEN Safety Center will conduct the annual Pre-Holiday Season Stand-Down on 30 October 2019 at the MCB CamPen Theater and Training Center, building 1330, to reinforce the Marine Corps' efforts to eliminate drunk driving and related injuries/fatalities and to reinforce the Marine Corps Safety Program. The schedule of events is provided in enclosure (1).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure that all Service Members and civilians are provided with pertinent safety information specific to risks that tend to increase during the holiday season in Southern California, locally available resources, and alternatives to risky behavior.

(2) Concept of Operations. The MCIWEST-MCB CAMPEN Safety Center will conduct the stand-down through a series of lectures and demonstrations. The stand-down will be conducted in accordance with enclosure (1).

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b. Subordinate Element Missions. Commanders, Assistant Chiefs of Staff, Special Staff Officers, and Directors shall ensure Service Members and civilians attend the Safety Stand-Down in compliance with references (a) and (b).

c. Coordinating Instructions

(1) The uniform for the Safety Stand-Down will be the uniform of the day.

(2) Personnel are to be accounted for and seated 10 minutes prior to the event.

(3) Individual commands are responsible for providing, collecting, and retaining all attendance rosters.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the MCIWEST-MCB CAMPEN directives can be found at: https://eis.usmc.mil/sites/mciw_mpwr/MCIWMCBADJ/default.aspx.

5. Command and Signal

a. Command. This LOI is applicable to all commands, organizations, units, and activities under the command of MCIWEST-MCB CAMPEN.

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



I. R. CLARK
Chief of Staff

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B
C

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Schedule of Events

30 October 2019

Morning Session

0800-0815: Personnel Seated
0815-0830: Morning Session Opening Remarks
0830-0845: Resiliency Brief
0845-0900: Single Marine Program Brief
0900-0915: Naval Criminal Investigative Service (NCIS)
0915-0930: Break
0930-1000: Off Road Vehicle Safety California Off-Road Vehicle
Association (CORVA)
1000-1115: Street Smart - First Responders' Perspective

Total Time: 3:15

Afternoon Session

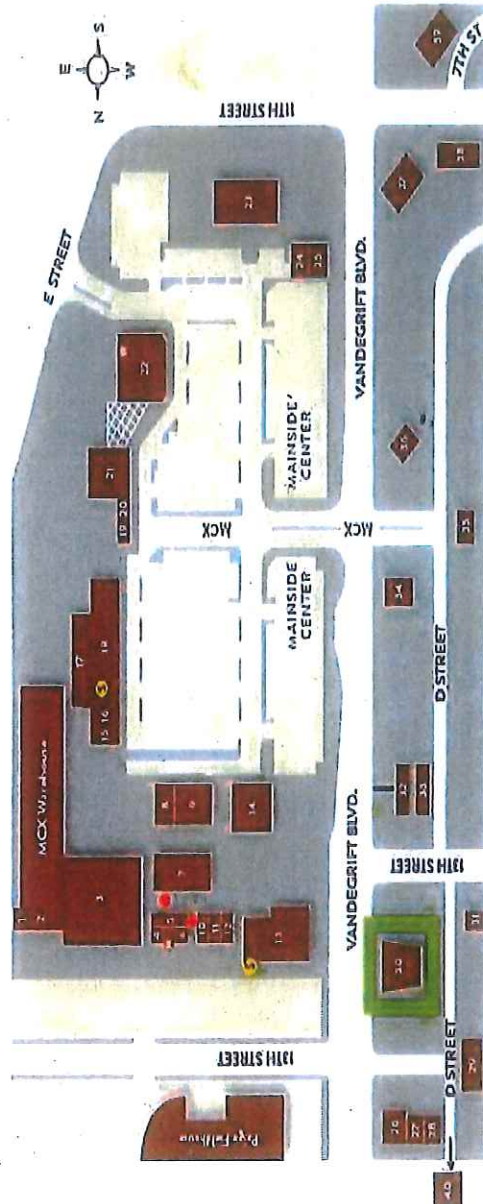
1215-1230: Personnel Seated
1230-1245: Afternoon Session Opening Remarks
1245-1300: Resiliency Brief
1300-1315: Single Marine Program Brief
1315-1330: NCIS
1330-1345: Break
1345-1415: Off Road Vehicle Safety CORVA
1415-1530: Street Smart-First Responders' Perspective

Total Time: 3:15

Enclosure (1)

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Map Directions to Marine Corps Base, Camp Pendleton Theater and Training Center, Building 1330



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|----|--------------------------------|----|---------------------------------|----|--|
| 1 | MCCS Finance | 17 | MCCS Human Resources | 31 | Car Wash |
| 2 | MCC Will Call | 18 | MCC Mainline Marine Mart | 32 | MCCX Fuel Station 2 |
| 3 | TBD | 19 | The UPS Store | 33 | Marine Mart |
| 4 | Seasonal Services | 20 | Dry Cleaners | 34 | Firestone Complete Auto Care |
| 5 | Seasonal Services | 21 | MCC The Vanguard Wine & Spirits | 35 | Oil Exchange |
| 6 | Seasonal Services | 22 | PAVILION & FOOD COURT | 36 | Enterprise and Budget Car Truck Rental |
| 7 | Civilian Services HER Office | | Auto Registration | 37 | Domino's Pizza |
| 8 | Wendy's | | Barbershop | | |
| 9 | Transition Readiness Classroom | | ITT (Tadpole/Tadpole) | | |
| 10 | TBD | | Maw's Southeast Grill | | |
| 11 | Post Office | | Panda Express | | |
| 12 | TBD | | Subway | | |
| 13 | Pacific Marine Credit Union | | 23 Courthouse Child Care Center | | |
| 14 | MCCS Headquarters/Marketing | | 24 Johnny Rockets | | |
| 15 | QNC | | 25 The Coffee Bean & Tea Leaf | | |
| 16 | TBD | | | | |
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- | | | | |
|-------|--|----|---|
| 26/27 | Transition Readiness Classroom | 38 | Word Ledge |
| 28 | Leatherneck Lines/The Grill | 39 | Fisher Children's Center |
| 29 | Pendleton Family Dental | 40 | Marine & Family Programs: HQ Bldg 13150 |
| | MCCS Procurement | | ATM |
| | MCCS Food, Leisure, Hospitality & Services | | Public Restrooms |
| 30 | Pendleton Theater & Training Center | | RedBar Movie Rental Kiosk |
-
- | | |
|--------------------|--|
| Across Vandegrift: | |
| 26/27 | Transition Readiness Classroom |
| 28 | Leatherneck Lines/The Grill |
| 29 | Pendleton Family Dental |
| | MCCS Procurement |
| | MCCS Food, Leisure, Hospitality & Services |
| 30 | Pendleton Theater & Training Center |
| 31 | Car Wash |
| 32 | MCCX Fuel Station 2 |
| | Marine Mart |
| 33 | Firestone Complete Auto Care |
| 34 | Oil Exchange |
| 35 | Enterprise and Budget Car Truck Rental |
| 36 | Domino's Pizza |
| 37 | Area Pool |