



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

DepO 5060
G-3
27 JUL 2022

DEPOT ORDER 5060

From: Commanding General
To: Distribution List

Subj: GRADUATION WEEK OPERATIONS

Ref: (a) Depot Order 5060.2S, Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region (MCRDPI/ERR) Ceremonies Order
(b) Depot Order 5060.4A, Force Protection Operations In Support Of Depot Events
(c) Depot Order 5060.6C, Depot Graduation/Family Day Ceremony Seating Policy
(d) Depot Order 5512.12B, MCRDPI/ERR Access Control Regulations
(e) MCO 5060.20, Marine Corps Drill and Ceremonies Manual
(f) Depot Order 11014.8Q, Depot Police, Buildings and Grounds Maintenance

Encl: (1) Graduation Week Schedule

1. Situation. The mission of Marine Corps Recruit Depot Parris Island (MCRDPI) is to make Marines. This effort culminates with the graduation of new Marines aboard the Depot weekly. Building up to their graduations are a series of events for the new Marines and their families, collectively referred to as Graduation Week. These events include orientation class for families of new Marines, Tram Tours, Family Day Liberty Formation, Morning Colors, and Recruit Training Graduations. This order will address the procedures and details to support Graduation Week events. This Order is intended to be utilized in conjunction with references (a, b, c, d). Reference (d) details the conduct of the ceremonies. Reference (b) details the extra force protection measures emplaced during graduation weeks to ensure the safety of our Marines and visitors. Reference (f) details the policies for the police and maintenance of grounds and facilities during graduation weeks.

2. Mission. All MCRDPI/ERR Commands on a weekly basis will execute successful Graduation Week events in order to enhance our public relations and recruiting efforts.

3. Execution

a. Commander's Intent. MCRDPI/ERR will plan and execute all Graduation Week events in an organized, safe, and professional manner. These events will be treated as Depot-wide events with participation from all units aboard the Depot. The desired end state is that each Graduation Week is safely and successfully executed, giving visitors a positive impression of both MCRDPI and the Marine Corps.

b. Concept of Operations

(1) Scheme of Maneuver. A typical graduation week consists of events taking place on the Wednesday, Thursday (Family Day), and Friday (Graduation

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Day) of the week a Recruit Training Company graduates. The full schedule of Graduation Week Events can be found in enclosure (1). During a Graduation week there are several Depot Ceremonies, and numerous events that require additional support. This order includes all Graduation Tasks not included in references (a, b, c, d)

c. Tasks

(1) Commanding Officer, Recruit Training Regiment (RTR)

(a) Serve as the lead for the Motivation Run, Family Day Liberty Formation, and Graduation Ceremony.

(b) Conduct Graduation Week ceremonies in accordance with (IAW) reference (d).

(c) Support Graduation Week force protection measures IAW reference (b).

(d) Conduct police call and grounds maintenance IAW reference (e).

(e) Assign personnel to supervise all new Marine liberty periods.

(f) Provide recommendation to the Chief of Staff on the cancelation of the Motivational Run, and the execution of indoor graduation NLT 2200 the night prior to the event. Provide an updated recommendation NLT 0500 on the day of the event.

(g) Provide Command representative of the graduating battalion to deliver military portion of the Family Orientation Brief at the Douglas Visitors' Center on Wednesdays of Graduation Weeks.

(h) Provide a Command representative to provide opening remarks at the Command Dinner.

(i) Encourage maximum participation from Drill Instructors and staff of the graduating company at the Command Dinner.

(2) Commanding Officer, Headquarters and Service Battalion (HQSVCBN)

(a) Serve as the lead for the Morning Colors Ceremony, ensure its conduct IAW reference (a).

(b) Conduct Graduation Week ceremonies IAW reference (a).

(c) Support Graduation Week force protection measures IAW reference (b).

(d) Conduct police call and grounds maintenance IAW reference (e).

(e) Parris Island Marine Band

1. Conduct Graduation Week ceremonies IAW reference (b).

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2. Command Dinner. Provide an appropriate ensemble and performance for the event.

(3) Commanding Officer, Weapons & Field Training Battalion (WFTBN)

(a) Support Graduation Week force protection measures IAW reference (b).

(b) Conduct police call and grounds maintenance IAW reference (e).

(c) Provide at least 1 Primary Marksmanship Instructor and 1 Coach, preferably those that worked with the graduating company, to the Command Dinner. Maximum participation of PMIs and coaches is encouraged.

(4) Chief of Staff (CoS)

(a) Staff Secretary. Disseminate information regarding changes to event execution, including final weather calls to the appropriate commands and staff sections NLT 0530 on the day of Graduation Week events.

(b) Protocol. Conduct Graduation Week ceremonies IAW reference (a).

(5) Assistant Chief of Staff, G-1 (AC/S G-1). Support Graduation Week ceremonies IAW reference (b).

(6) Assistant Chief of Staff, G-3 (AC/S G-3)

(a) Maintain staff cognizance of all requirements and operations in support of Graduation Week Events.

(b) Ensure the Emergency Operations Center (EOC) is operating IAW reference (b).

(c) Fire and Emergency Services (F&ES). Provide F&ES IAW reference (b).

(d) Mission Assurance. Manage force protection measures IAW reference (b).

(7) Assistant Chief of Staff, G-4 (AC/S G-4)

(a) Support Graduation Week ceremonies IAW reference (a).

(b) Ensure police call and grounds maintenance is conducted IAW reference (e).

(8) Assistant Chief of Staff, G-6 (AC/S G-6)

(a) Support Graduation Week ceremonies IAW reference (a).

(b) Motivational Run. Maintain the public address system installed at Peatross Parade Deck and ensure an operational inspection of the system is conducted at 0630 the day of the Motivational Run. Provide a technician on standby in case of system failure.

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(c) Marine Corps 101 and the Family Orientation Brief. Maintain audio/visual capabilities for Marine Corps 101 and the Family Orientation Brief at the Douglas Visitors' Center IAW enclosure (1).

(d) Command dinner. Maintain audio/visual capabilities for the Command Reception and opening remarks at the Lyceum, and ensure an operational inspection of the system is conducted NLT 1545.

(9) Assistant Chief of Staff, Eastern Recruiting Region (AC/S ERR). Execute appropriate canvassing at graduation week events.

(10) Communication Strategy and Operations (COMMSTRAT)

(a) Conduct Graduation Week ceremonies IAW reference (b).

(b) When directed, provide media coverage for Graduation week events.

(c) Ensure the MCRDPI/ERR website and other social media sites such as Facebook, Instagram, and Twitter are updated with information concerning graduation week events.

(d) Provide appropriate media support to include preparatory information, live updates or streaming, and media posts for appropriate Graduation week events.

(e) Supervise and escort any outside media agencies covering graduation week events.

(f) Inform visitors by widest means of dissemination of changes in venue or event cancelations.

(g) Provide personnel to support operations at the Douglas Visitors' Center during Graduation Week Visiting hours IAW enclosure (1).

(h) Provide Graduation Ceremony Program to visitors.

(i) Coordinate timely information flow to MCCS Recruit Families point of contact for dissemination on Recruit Families social media and MCCS Family Day app.

(11) MCCS

(a) Command Dinner

1. Serve as the lead for the Family Day Command Dinner.

2. Inform Visitors of the event, in order to maximize participation.

3. Coordinate with RTR, WFTBN, and the Parris Island Marine Band.

(b) Support graduation week events as needed with personnel transportation, i.e. Trams, IAW enclosure (1).

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(c) Ensure appropriate services are available to the new Marine families and visitors, i.e. Douglas Visitor Center and cafes/shops.

(d) Provide Visitors welcome maps and guidance at the Douglas Visitors' Center in conjunction with COMMSTRAT and assigned Marines.

(e) In accordance with ref (d), coordinate with the Security Management Office to verify base access for any employee or MCCS vendor support required for event.

(f) Send the Official Graduation Guide to the families of recruits, including welcome notes and the Graduation Week Schedule NLT training day 46.

(g) Facilitate educational briefs to families of new Marines including Marine Corps 101 and family orientation briefs IAW enclosure (1).

(12) Religious Ministries

(a) Provide religious support for Graduation Week ceremonies IAW reference (b).

(b) Family Day Service. Plan and execute the Family Day Service IAW enclosure (1).

(c) Command Dinner. Provide blessing at the Command dinner IAW enclosure (1).

(13) Provost Marshal Office (PMO). Conduct and support force protection measures for Graduation Week events IAW reference (b).

(14) Depot Safety. Provide safety inspections of event venues as required.

(15) Branch Health Clinic (BHC). Develop and implement the medical support plans for graduation week events and ensure all relevant agencies are briefed on the medical support plan.

d. Coordinating Instructions

(1) Uniform for all road guards, sentries, ECP operators, and PMO augments will be utilities.

(2) Road guards will utilize a reflective vest at all times and will utilize a flash light until 30 minutes after sunrise and 30 minutes before sunset.

4. Administration and Logistics

a. Recommendations for changes or modifications to this Order will be provided to the AC/S, G-3.

b. An electronic copy of this Order can be found at the following link: <https://www.mcrdpi.marines.mil/Resources/Depot-Orders-Policy-Letters-and-Bulletins/>

. Command and Signal

- a. Command. This Order is applicable to all MCRDPI/ERR personnel.
- b. Signal. This Order is effective the date signed.


T. R. DRENNAN

DISTRIBUTION: A