



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

IN REPLY REFER TO:
5060
G-3
31 OCT 2019

POLICY LETTER 010-19

From: Commanding General
To: Distribution List

Subj: POLICY CONCERNING INDOOR GRADUATION ABOARD MARINE CORPS RECRUIT DEPOT
PARRIS ISLAND

Ref: (a) DepBul 5060.4
(b) DepO 5060.2P

Encl: (1) Inclement Weather Procedures Diagram

1. Purpose. To safely maximize guest's engagement/participation and off-site viewers access to the Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island graduation ceremony, in the event inclement weather or other factors necessitate conduct of an indoor graduation ceremony.

2. Information. Only the Commanding General, Chief of Staff, or Assistant Chief of Staff, G-3 can authorize an indoor graduation. This decision will be made no later than 0700, or two hours before the scheduled start time, on the day of the event. The Chief of Staff and Depot Sergeant Major will ensure dissemination of the decision to subordinate commands.

a. Cancellation of the colors ceremony does not automatically trigger an indoor graduation.

b. The determination to conduct an indoor graduation does not automatically cancel the colors ceremony.

c. Indoor ceremonies take place in the All Weather Training Facility (AWTF). Overflow crowds will be directed to the Depot Theater and Douglas Visitors Center.

3. Standard Security Measures

a. The Provost Marshal's Office (PMO), Fire and Emergency Services (F&ES), and Marines assigned to security detail support the colors ceremony and graduation ceremony, in accordance with the references until directed otherwise.

b. Personnel requirements for the Security Detail remain the same regardless of whether the graduation ceremony is outdoors or indoors.

4. Additional Security Measures

a. No later than 0730, PMO closes Boulevard de France at the intersections of Midway and Santo Domingo Street for all indoor graduation ceremonies.

b. PMO, F&ES, Headquarters and Service Battalion, Recruit Training

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Regiment, and security detail personnel monitor capacity inside the AWTF and the Depot Theater. The Fire Department is the Authority Having Jurisdiction (AHJ) with regards to occupancy loads and limitations.

c. Once the Fire Department Prevention Staff or AHJ determines that the AWTF is at maximum capacity, they will notify the Security Detail Marines to direct guests to the Depot Theater and the Douglas Visitor Center (DVC).

(1) The AWTF (maximum capacity is 3052 personnel) will be the primary locations for guests.

(2) The Depot Theater (maximum capacity is 640 personnel) and the Douglas Visitor's Center (maximum capacity is 167 personnel) are the secondary locations for guests.

(3) The AWTF doors will be closed to the general public five minutes prior to execution of the graduation ceremony. Entry to the facility will be highly scrutinized in order to preserve the integrity of the ceremony and limit distractions.

d. Seven Marines assigned to security detail, wearing reflective vests, will assist with guiding guests from the AWTF to the DVC and Depot Theater once maximum capacity is met.

e. Four Marines and one supervisor from the security detail will employ metal detector wands to conduct searches of personnel entering the Depot Theater.

5. Marine Corps Community Services (MCCS) Support

a. Prior to and after the graduation ceremony, provide Tram support to facilitate movement of guests to and from the Depot Theater, DVC, and AWTF in order to facilitate family members linking up with their new Marine as quickly as possible.

b. Adjust the schedule and/or location of the MCCS Resources brief and other events to ensure availability of the Depot Theater.

6. Communication Strategy and Operations

a. Provide two camera operators, one audio technician, and one photographer to support indoor graduation ceremonies.

b. Broadcast all indoor graduation ceremonies from the AWTF to the DVC, Depot Theater, and to approved social media sites via livestream for all indoor graduations.

c. Disseminate information via social media about the change to the location of the graduation ceremony.

7. Recruit Training Regiment

a. Ensure that graduation pamphlets inform guests of the procedures for outdoor and indoor graduation ceremonies.

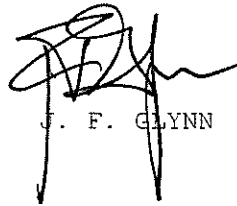
b. Ensure Defense Language Aptitude Battery (DLAB) testing is not conducted during the conduct of indoor graduation if the graduation is being livestreamed.

8. Assistant Chief of Staff, G-6

a. Provide three personnel to ensure operational readiness of network and audiovisual display infrastructure at the AWTF, DVC, and Depot Theater the day prior and morning of graduation.

b. Facilitate a commercial internet service provider connection to maintain a livestream connection with approved social media sites.

9. PMO. Based on the volume of traffic and when safe to do so, PMO will make the determination to close or re-open Boulevard de France to through traffic.



J. F. GLYNN

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