##### **UNITED STATES MARINE CORPS**

1st SUPPLY BATTALION

COMBAT LOGISTICS REGIMENT-15

PSC BOX 21028

CAMP PENDLETON, CALIFORNIA 92010

**IN REPLY REFER TO:**

1000

HQ

10 May 13

#### From: Commanding Officer, 1st Supply Battalion

To: All Hands

###### Subj: CAPSTONE CEREMONY FOR 3RD QUARTER FISCAL YEAR 2013

1. Situation. In preparation for Marines and Sailors to transition into society we need to ensure that they are prepared for the next phase of their lives. They have served this nation for the last several years and we trained them to go into harm’s way. We must ensure they are trained and equipped to be productive citizens upon their release from active duty. The Capstone ceremony is the formal event releasing Marines and Sailors who have served honorably from active duty.

a. Battle Space

(1) Area of Operations. 1st Supply Battalion will be conducting this event aboard Camp Pendleton at the Blinder Memorial Chapel in the 20 Area. The ceremony will start at 1330, lasting approximately 1 hour. Rehearsals will be held the day prior at Blinder Chapel commencing at 0800.

b. Enemy Forces. OMITTED

c. Friendly Forces.

(1) Higher Mission. OMITTED

(2) Commanders Intent. OMITTED

d. Attachments and Detachments. OMITTED

2. Mission. At 1330 on 23 May 2013, 1st Supply Battalion in collaboration with Regimental and MLG selected staff will conduct a Capstone ceremony at the Blinder Memorial Chapel in order to ensure Marines and Sailors are prepared to successfully transition from the military to civilian sector. The command will use this opportunity to reinvigorate the “Once a Marine, always a Marine” ethos.

3. Execution.

a. Commander’s Intent.

1. Purpose. To evaluate service members preparedness by

successfully assist in the transition from active duty back into the civilian community and to validate CRS standards. If it is determined that additional assistance is needed, a warm hand-off to the appropriate partner agency will be made.

1. Method. We will conduct this transition process to

Identify all Marines and Sailors transitioning out of the Marine Corps 180 days out from End of Active Service (EAS). These Marines and Sailors will attend TRS well in advance of those 180 days to help identify their needs and requirement to prepare them for the next phase in their lives. Battalion and Company leadership will talk with the Marines and Sailors to ensure they are prepared for their next chapter in life. The culminating event will be a ceremony that will be conducted to thank the Marines, Sailors and their families for serving honorable in the Marine Corps.

1. End State. My final result desired is that all Marines

and Sailors are prepared with required knowledge for the next phase of their lives. Identify and assist those Marines requiring additional training to be successful citizens by contributing to society. Last but not least, re-instill the “once a Marine always a Marine” ethos.

1. Critical Requirement. We need to focus on the Marines

and Sailors transition to civilian life and ensure they are mentally, physical, and finically prepared to be productive citizens.

1. Critical Vulnerability. That all Marines and Sailors do

not take their transition of Marines to the civilian society seriously and do not take full advantage of the Capstone TRS process.

1. Center Of Gravity. The discipline and understanding of

all Marines and Sailors adhere to rules and regulations in transition process for those leaving active duty.

(7) CCIR.

1. EERI. Identification of Marines and Sailors

requiring additional training and or help.

1. FFRI. Deployment notification to enact *Stop Loss*

measure by the national command authority and or the chain of command.

1. SE. Notification of disciplinary issue involving

those transitioning out of the Marine Corps.

b. Concept of Operations. This operation will be conducted in three phases. The first phase will identify and prepare Marines and Sailors who are leaving active duty. The second phase will be centered on conformation that these warriors have completed all requirements to transition back into civilian society. The final phase will be focused on the Capstone ceremony.

1. The first phase will commence with the identification

of all Marines and Sailors ending their active service (EAS)

time within the next year. These Marines and Sailors will attend TRS to establish what the Marines and Sailors want to do after leaving the Marine Corps. We will also identify those Marines EAS’ing from 23 May to 15 September. This phase will end when these Marines and Sailors have completed TRS training.

1. The second phase will commence with the Marine and Sailors conducting Capstone interview via the chain of command to ensure they are prepared to leave the Marine Corps. Those Marines and Sailors identified requiring additional training and or support will receive it during this phase. This phase will end when the identification of those Marines and Sailors prepared to return to society and participate in the Capstone ceremony.
2. The third phase will commence with the announcement of Capstone ceremony for families and friends to attend. A ceremony will be conducted recognizing the Marines and Sailors honorable service to the Marine Corps. This phase will end when the last Marine Sailor has left active duty ranks.

c. Tasks

(1) Headquarters & Service Company Commander

1. Validate all the Marines and Sailors transitioning

out of the Marine Corps 180 days out from End of Active Service (EAS).

(b) BPT to interview and sign off on service members individual transition plan (DD Form 2958)

(c) Familiarize yourself with the TRS process and the DD Form 2958 IOT identify the requirements necessary to assist the service member in developing a fundamental plan to transition into civilian life.

(2) Ammunition Company Commander

(a) Validate all the Marines and Sailors transitioning out of the Marine Corps 180 days out from End of Active Service (EAS).

(b) BPT to interview and sign off on service members individual transition plan (DD Form 2958)

(c) Familiarize yourself with the TRS process and the DD Form 2958 IOT identify the requirements necessary to assist the service member in developing a fundamental plan to transition into civilian life.

(3) Supply Company Commander

(a) Validate all the Marines and Sailors transitioning out of the Marine Corps 180 days out from End of Active Service (EAS).

(b) BPT to interview and sign off on service members individual transition plan (DD Form 2958)

(c) Familiarize yourself with the TRS process and the DD Form 2958 IOT identify the requirements necessary to assist the service member in developing a fundamental plan to transition into civilian life.

1. Career Planner

(a) Identify all the Marines and Sailors transitioning out of the Marine Corps 180 days out from End of Active Service (EAS). Provide names to each Company for validation.

1. Prior to the Marine or Sailor interviewing with

the Commanding Officer, ensure completeness and accuracy of the Service Member’s Individual Transition Plan Checklist.

1. Provide the Family Readiness Officer (FRO) a list

of the ceremony participants NLT 96 hours prior to the event in order to send out invitations to family and friends.

1. Sergeant Major

(a) Assume overall cognizance of the Capstone event. Develop sequence of events and ensure Company First Sergeants are aware of the applicable ceremonial requirements.

(b) In conjunction with the Battalion Executive Officer publish Letter of Instruction regarding the ceremony NLT 1 week prior to the commencement of the ceremony.

(c) Determine a location for the capstone ceremony.

1. Prepare and deliver a confirmation brief to the

Battalion Commander NLT 96 hours prior to the ceremony.

1. BPT assist the Commanding Officer with transition

interviews.

1. Administration Section

(a) Ensure certificates and CMC Letter of Appreciation are printed for Commanding Officer signature 48 hours prior to the Capstone event.

b. Coordinating Instructions.

(1) Company Commanders be prepared to convene with the Commanding Officer IOT receive an official confirmation brief no later than 72 hours prior to execution.

4. Administration and Logistics.

a. Administration. Sufficient ceremonial binders, certificates and letters of appreciation should be maintained on hand. Additional stocks are available through the Publications Management System.

b. Logistics. All logistical requirements will be coordinated through the S-4, to include audio visual support and securing the venue for the ceremony.

5. Command and Signal

a. Command Relationship. The Battalion Executive Officer is the officer in charge of the capstone event.

b. Command Post and Headquarters. The battalion is located at building 22182 in the Chappo (22) area of Camp Pendleton.

c. Signal. The battalion executive officer can be contacted at (760)763-6146.

M. J. FITZGERALD

Distribution List: A