



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5060.30

G-3/5

23 SEP 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
5060.30

From: Commanding General
To: Distribution List

Subj: LEJEUNE MEMORIAL GARDENS PARK MONUMENT SCHEDULING AND ITEMS
LEFT IN TRIBUTE POLICY

Ref: (a) MCO P10520.3B
(b) NC General Statutes, Chapter 90, Article 13F
(Cremations)

Encl: (1) Lejeune Memorial Gardens Park Request Form
(2) Report of Historical Property

Reports Required: I. Report of Historical Property (Reports Control
Symbol MCIEAST-MCB CAMLEJ-5060.30-01), par
4b(2) (b)

1. Situation

a. The Lejeune Memorial Garden Park, at the entrance of Camp Johnson, was established in remembrance of those United States Service members who sacrificed their lives in various wars and service to the United States. The Lejeune Memorial Gardens Park serves as a site that honors and renews a sense of community, care and pride, and is a special place within Onslow County.

b. In view of the special nature of the location of the Lejeune Memorial Gardens Park, in conjunction with the City of Jacksonville, there is frequent demand for use of the site. It is recognized that strong emotional reactions will be experienced by visitors and some will honor their loved ones by leaving behind personal tributes. The staff will treat all such tributes with respect and provide responsible stewardship and accountability for those tributes, as established in this order.

2. Cancellation. BO 5060.30D.

3. Mission. To publish policies and procedures regarding requests for use of the monuments located in the Lejeune Memorial Gardens Park and the processing and accountability of tribute items left behind.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Cooperation is the key to ensure the proper scheduling of the monuments and that dignity of the tributes left behind is maintained. Any ceremonies held at the Lejeune Memorial Gardens Park will be conducted with the latter in mind. The site will only be used for appropriate ceremonies such as wreath laying, commemorative anniversaries, memorials, or any other ceremony that pays tribute to those who have sacrificed for their Nation.

(2) Concept of Operations

(a) Organizations or individuals using the Lejeune Memorial Gardens Park shall:

1. Schedule their ceremony with the Assistant Chief of Staff (AC/S), G-3/5, Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) (Attention: Operations Section), using enclosure (1).

2. Organizations and individuals will ensure proper police of the area after the conduct of the ceremony.

(b) Left behind tributes will be accounted for and disposed of as set forth in this Order.

b. Subordinate Element Missions

(1) AC/S, G-3/5, MCIEAST-MCB CAMLEJ shall:

(a) Be responsible for scheduling the monuments for all public and private events held in the Lejeune Memorial Gardens Park.

(b) Forward copies of request forms to the Commanding Officer (CO), Headquarters and Support Battalion (H&S BN), Camp Lejeune for situational awareness of the Memorial Gardens usage and logistical support requirements, including set-up and tear-down of equipment, e.g., chairs and tents, when applicable.

(2) CO, H&S BN shall:

(a) Per paragraph 4c of this Order, will safeguard, secure, and process left behind tributes from all memorials within the Lejeune Memorial Gardens Park by:

1. Photographing tribute items before removing from monuments.

2. Providing a brief description and location of each tribute item noted in a logbook before removing.

3. Ensuring each tribute item is individually given, at minimum: a log number matching the logged description of the item that is correlated to the photograph taken, at which time a date and time of removal from the named memorial will also be required.

4. Ensuring tribute items waiting for disposition instructions are secured in a locked storage area at all times.

5. Immediately report items stolen or lost, pending disposition to the Provost Marshal's Office (PMO).

(b) Ensure items awaiting disposition are processed utilizing the "Report of Historical Property" form provided in enclosure (2). The form identifies the items requiring disposition instructions to the Registrar of the National Museum of the Marine Corps (NMMC) to verify the historical value (if any) of those items, which the Marine Corps Historical Division may consider for acceptance into the inventory of the NMMC.

(c) Be responsible for no less than a quarterly inspection of all monuments and grounds of the Lejeune Memorial Gardens Park for damage or defacing of monuments.

(d) Be responsible to provide needed logistical support requirements for any MCIEAST-MCB G-3/5 Base special events, including set-up and tear-down of equipment, e.g., chairs and tents. This does not include private or individual organizational events. Those events will be the responsibility of the requester, as outlined in the paragraph 4a(2) of this Order.

c. Coordinating Instructions

(1) No left behind tributes will be sold or transferred to a private party.

(2) Biotic tributes such as flowers and wreaths will be allowed to remain on-site of a monument no more than one week, at which time they will be processed for accountability as established in this Order then discarded appropriately. Artificial flowers, plants, and wreaths will likewise be processed for accountability as established in this Order, and then disposed of appropriately.

(3) Archival materials such as letters, photographs, journals, and other similar items will be removed upon completion and departure of all personnel attending a ceremony and processed for accountability, as established in this Order. The Registrar of the

NMMC will determine if items hold historical value to the Marine Corps Museum and give disposition instructions for all items reported utilizing enclosure (2).

(4) Three-dimensional objects such as dog tags, personal memorabilia, uniforms, and other artifacts of Marine Corps life are also required to be removed upon completion and departure of all personnel attending a ceremony and processed for accountability as established in this Order. The Registrar of the NMMC will determine if such items hold historical value to the NMMC and give disposition instructions for all items reported utilizing enclosure (2).

(5) Flags left as tributes, regardless of their size, may not be retained. They will be removed upon completion and departure of all personnel attending a ceremony and processed for accountability, as established in this Order. The flags may then be donated to state and/or local government agencies, Marine Corps units, or otherwise disposed of with proper respect and dignity, in accordance with reference (a).

(6) Human remains (ashes) left at any monument in the Lejeune Memorial Gardens Park will be removed upon completion and departure of all personnel attending a ceremony and processed for accountability, as established in this Order. The ashes will then be spread by the Marine Corps with dignity and respect, in accordance with reference (b), after contacting the next of kin. If the next of kin information is not available, the ashes will be spread without notification. The date, time, and location of disposal will be noted in the logbook. All containers for such ashes will be disposed of appropriately.

(7) Currency/Money, foreign or domestic, will be removed upon completion and departure of all personnel attending a ceremony and processed for accountability, as established in this Order. Upon close of business of the next working day, all monies and currency will be turned into the PMO, Lost and Found Division, Building 3, located on Camp Lejeune, for processing as abandoned monies found on a government reservation. A constant chain of custody of any found currency or monies will be maintained to preclude any actual or perceived acts of theft once collected by competent authority.

(8) Contact number for the AC/S, G-3/5, MCIEAST-MCB CAMLEJ (Operations) is (910) 451-5746/0375.

(9) Contact number for the NMMC, (Historical Property and Special Collections Branch) is (703) 432-0685.

5. Administration and Logistics

MCIEAST-MCB CAMLEJO 5060.30
23 SEP 2013

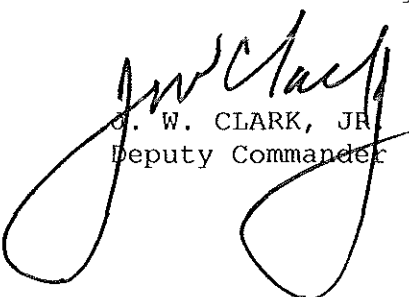
a. Administration. Formal review of this Order shall be conducted every five years. Proposed revisions or changes to this Order are encouraged and will be reviewed by the AC/S, G-3/5, MCIEAST-MCB CAMLEJ for consideration.

b. Logistics. Not Applicable.

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ, its subordinate and tenant commands.

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



J. W. CLARK, JR.
Deputy Commander

DISTRIBUTION: A/C

Lejeune Memorial Gardens Park Request Form

From: (Last Name, First Name, Middle Initial, Rank)
To: Commanding General, Marine Corps Installations East-Marine Corps
Base Camp Lejeune (AC/S, G-3/5 Ops)
Subj: REQUEST THE USAGE OF THE (NAME OF MEMORIAL) MEMORIAL
Ref: (a) MCIEAST-MCB CAMLEJO 5060.30

1. Per the reference, the Lejeune Memorial Gardens Park is requested for:

- a. Date/Time (Start):
- b. Date/Time (Finish):
- c. Purpose of Function:
- d. Staff Support Required:
- e. Mailing Address:
- f. E-Mail Address:
- g. Phone Number:
- h. Other:

2. As requestor for use of the (Name) Memorial, I am aware of the policies established in the reference. I understand that:

- a. The Lejeune Memorial Gardens Park will be used for appropriate ceremonies.
- b. I or my organization am/is responsible for clean-up of the debris left by me or my organization.
- c. Any memento left behind will be interned for either disposal or official use as a historical artifact at the discretion of the Registrar of the National Museum of the Marine Corps, via Headquarters and Support Battalion's Historical Program Officer/Historian.

Signature

Copy to:
CO, H&SBN

23 SEP 2013

Report of Historical Property

Organization Letterhead

5750
Office Code
Date

From: Commanding Officer
To: Registrar, National Museum of the Marine Corps, 2014
Anderson Ave., Quantico, VA 22134-5002

Subj: REPORT OF HISTORICAL PROPERTY

Ref: (a) MCO P4400.150E
(b) MCO P5750.1H

1. In accordance with the references, provide description of property on hand. Please include country of origin, quantity, type, and serial numbers (if applicable), or identification number of item(s). Please note unit's intentions (turn in, retention, disposal) for the items and reasoning for these intentions.
2. Report significance of object (date obtained, where obtained, background/provenance).
3. Report physical condition of property and current location, as well as location of where the property will be physically displayed, and state what security measures are in place for safeguarding the property. Attach images of all historical objects when reporting or requesting disposition instructions.
4. Report Demilitarized (DEMIL) status (if applicable) and provide copy of DEMIL certificate for previously deactivated weapons. New DEMIL cannot be performed without the National Museum of the Marine Corps approval. A DEMIL certificate is NOT required for the initial report.
5. Provide a unit/organization point of contact (include telephone, e-mail, fax number, if available).

Signature

Enclosure (2)