



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

MCIEAST-MCB CAMLEJO 5060.30B

G-3/5

20 DEC 23

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

From: Commander

To: Distribution List

Subj: LEJEUNE MEMORIAL GARDENS

Ref: (a) MCO 5750.1H  
(b) SECNAVINST 4001.2K  
(c) MCO P5800.16A W/CH 1-7  
(d) MCO 4400.201-V13

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

1. Situation. Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) operates the Lejeune Memorial Garden (Gardens) on Marine Corps Base Camp Lejeune (MCB CAMLEJ). The Gardens serves as a suitable and accessible location for memorials (e.g., monuments and plaques) that non-Federal entities may gift to the Marine Corps. This Order establishes procedures and assigns responsibilities for MCIEAST-MCB CAMLEJ management of the Gardens.

2. Cancellation. MCIEAST-MCB CAMLEJO 5060.30A.

3. Mission. To honor tradition, build esprit, and transmit Marine Corps heritage (unique to Eastern North Carolina) to military service members and the public, establish procedures and assign responsibilities for operating the Gardens.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To effectively manage, monitor, and maintain the Gardens to ensure all activities conducted on the site are dignified and honor those individuals who have sacrificed their lives for their nation.

(2) Concept of Operations. Primary tasks and information are provided below and in the enclosures.

(a) This Order ensures that MCIEAST-MCB CAMLEJ and its subordinate commands and staff sections, MCB CAMLEJ tenant organizations, and the public administer, protect, and preserve the Gardens.

(b) The Gardens is a finite resource memorializing major campaigns, an organizational service, and/or significant historical events impacting our country and/or our local Camp Lejeune community. Due to limitations on land within the Gardens and perpetual uncertainty regarding the annual amount of installation maintenance and repair funds, when evaluating the possible acceptance or declination of any offers of future gifts of real property or any gift of personal property for the Gardens, the

command will presumptively look unfavorably to gifts memorializing individual units (below the division level) or individual unit deployments.

b. Tasks

(1) MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S), G-3/5. The AC/S G-3/5 shall serve as the principal staff lead for overseeing, coordinating, and directing the implementation of this Order. Additionally, the AC/S G-3/5 shall serve as the principal staff lead for managing ceremonies and special events (e.g., promotions, retirements, and reenlistments). The AC/S G-3/5 shall also:

(a) With the use of enclosure (1), ensure the proper scheduling of all organized events in the Gardens;

(b) Oversee the conduct of quarterly inspections of the Gardens;

(c) In accordance with reference (a) and with the use of enclosure (2), ensure the proper reporting of command receipt of any objects with potential historical significance for the Gardens; and

(d) Support the MCIEAST-MCB CAMLEJ AC/S G-7 in the conduct of community outreach activities.

(2) MCIEAST-MCB CAMLEJ AC/S G-7. The AC/S G-7 shall oversee, coordinate, and direct the distribution of information (i.e., community outreach) between MCIEAST-MCB CAMLEJ and non-Federal entities with historical and cultural interests in the Gardens. The AC/S G-7 shall also:

(a) In accordance with references (b) and (c), and with the support of the G-3/5, G-F, the Staff Judge Advocate, and the Eastern Area Counsel Office, oversee and coordinate the proper processing of any offers of future gifts of real property on the Gardens and any offers of gifts of personal property for the Gardens.

(b) Schedule and conduct a community outreach meeting at least two times a year to review action items and receive any new offers or proposals regarding future gifts of real and personal property for the Gardens.

(3) MCIEAST-MCB CAMLEJ AC/S G-F. The AC/S G-F shall support the AC/S G-7 in processing any offers of future gifts of real property consistent with reference (b).

(4) Commanding Officer, Headquarters and Support Battalion (CO, H&S Bn). The CO, H&S Bn shall support the AC/S G-3/5 in managing and conducting official MCIEAST-MCB CAMLEJ events and ceremonies in the Gardens, which include, raising and lowering all flags to half-mast on federally mandated observances, when directed by the federal government, and in accordance with MCO 4400.201-V13. The CO, H&S Bn shall also support the MCIEAST-MCB CAMLEJ Historical Program Officer with safeguarding, securing, and processing memorial property items (i.e., "tributes") left on or near monuments and plaques within the Gardens.

c. Coordinating Instructions. Command policy for administration of the Gardens is found in enclosure (3).

5. Administration and Logistics. Non-Federal entities requesting to schedule organized events within the Gardens must use enclosure (1) to schedule their events with the AC/S G-3/5 (Attention Operations Section).

The contact number for the Operations Section is (910) 451-1714.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ staff sections and its subordinate commands. It is also applicable to MCB CAMLEJ tenant organizations.

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

GARCIA.ADOLFO  
OLFO.JR.1  
131206859

Digitally signed by  
GARCIA.ADOLFO  
JR.131206859  
Date: 2023.12.20  
09:07:05 -05'00'

A. GARCIA JR.

DISTRIBUTION: A/C (plus MCAS NR, H&S Bn, and WTBn)

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 911 MEMORIAL, LEJEUNE MEMORIAL GARDENS

Ref: (a) MCIEAST-MCB CAMLEJO 5060.30B

1. Per the reference, the 911 Memorial, Lejeune Memorial Gardens is requested for:

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

2. As requestor for use of the 911 Memorial, I am aware of the policies established in the reference. I understand that:

- a. The 911 Memorial, Lejeune Memorial Gardens 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.
- d. The requesting unit submit a work request in MAXIMO 30 days prior for sprinkler shutoffs ISO ceremonies/events at the LMG.

3. In submitting this request, you acknowledge and agree to all the aforementioned terms.

Report of Historical Property Template

From: *Installation Command Address*

To: Commanding Officer  
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

Lejeune Memorial Gardens Administration Policy

1. The Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) is responsible for preserving and protecting the Lejeune Memorial Gardens Park (Gardens). The MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S) G-3/5 provides staff oversight to ensure proper management of the Gardens. All other MCIEAST-MCB CAMLEJ staff support the AC/S G-3/5 in MCIEAST-MCB CAMLEJ management of the Gardens.

2. While the Gardens and the monuments and plaques within it are Federal property, several non-Federal entities have historical and cultural interests in the site. Therefore, MCIEAST-MCB CAMLEJ shall provide non-Federal stakeholders potentially interested in any proposed action within the Gardens a reasonable opportunity to review and comment on the action before making any staff recommendations for a command decision that may affect their interests.

3. Available space and increasing maintenance costs require MCIEAST-MCB CAMLEJ command and staff to carefully consider the individual and cumulative impacts of any improvements or additions to the Gardens. Therefore, any offer from a gift donor to perpetually fund future maintenance and repair of a gift will inform a command gift acceptance endorsement or decision. When evaluating the possible acceptance or declination of any offers of future gifts of real property or any gift of personal property for the Gardens, the command will also consider the following evaluative criteria when making any endorsement or decision regarding gift acceptance:

a. Any gift offer must be unsolicited and voluntary. In addition, MCIEAST-MCB CAMLEJ command will recommend declination or decline any gift under the following circumstances:

(1) The use of the gift is in connection with any program, project, or activity that would result in the violation of any prohibition or limitation otherwise applicable to such program, project or activity;

(2) The gift or conditions attached to the gift are inconsistent with applicable law or regulation;

(3) The use of the gift would reflect unfavorably on the ability of the Department of the Navy (DON) or any DON personnel to carry out any responsibility or duty in a fair and objective manner;

(4) The use of the gift would compromise the integrity or appearance of integrity of any program of the DON or any individual involved in such a program; or

(5) Acceptance of the gift would not be in the best interests of the DON.

b. The evaluative criteria above, in part, inform any decision on whether to accept a gift. In addition, while any gift offers will be thoughtfully evaluated, potential real or personal property gift offerors should consider the following:

(1) Any offer of a gift of a monument or plaque should commemorate major campaigns, an organizational service, and/or significant historical

events impacting our country and/or our local Camp Lejeune community. The donor would be responsible for the design, manufacture, and delivery/installation of any acknowledged or accepted monument or plaque. The Gardens is not intended for individual unit monuments or plaques like those displayed in the Semper Fidelis Memorial Park at the Marine Corps Heritage Center in Quantico, Virginia.

(2) All gift offers would be processed in accordance with applicable requirements, including those found within applicable sections of SECNAVINST 4001.2K and MCO P5800.16A W/CH 1-7.

(3) Any future gift offer of a constructed monument should consider the following physical guidelines:

(a) The monument should not exceed nine square feet in an area of six feet by six feet (exceptions will be considered on a case-by-case basis);

(b) While the monument may be surrounded by a walkway of bricks or pavers extending four feet in an equal distance from the base of the monument (depending on the size of the monument this may extend the total area of the footprint), the bricks or pavers should not include any inscription that may be construed as an improper Federal endorsement of any non-Federal entity, event, product, service, or enterprise;

(c) The height should not exceed 10 feet (exceptions will be considered on a case-by-case basis);

(d) The construction materials may be granite, bronze, or other commonly used materials for monuments. Porous materials, such as sandstone, as well as light colored stones, should be avoided;

(e) Thoughtful consideration should be given to how plaques and panels are attached. The construction materials, including the hardware to be used, should be identified in the gift offer because not all construction materials interact well or are durable in an outdoor environment;

(f) Because maintenance costs are important when making any gift acceptance decision, the long-term patina of the monument should be decided upon in advance; and

(g) A sculpted human likeness may represent the organization or the subject matter of the monument. However, MCIEAST-MCB CAMLEJ would unfavorably consider any additional monuments to any specific person.

(4) Any future gift offer of a constructed monument should also consider the following physical guidelines:

(a) MCIEAST-MCB CAMLEJ shall not use its appropriated or non-appropriated funds to correct any misspelling or error on a monument after the DON accepts the gift;

(b) MCIEAST-MCB CAMLEJ would unfavorably consider water features and components that would collect standing water. Designs may include drainage weep holes;

(c) MCIEAST-MCB CAMLEJ would unfavorably consider monuments with moving or easily broken parts; features that may become attractive nuisances for children to climb, sit, or stand on; and any requirement for unique utility services; and

(d) Monuments would be viewed from all directions.

(e) MCIEAST-MCB CAMLEJ would unfavorably consider future monument designs which feature individual personnel names as maintaining the names and adding names at any later date is not supportable within installation funding.

(5) Any future gift offer of a plaque should consider the following physical guidelines:

(a) Plaques should honor groups, classes, and other military organizations, and not a single individual;

(b) Artwork may include symbols (e.g., Marine Corps emblem, the Marine Corps seal) and other general artistic representations supporting the content and the offerors of the plaque. MCIEAST-MCB CAMLEJ would unfavorably consider photographic likenesses and detailed interpretive maps;

(c) Content should include simple, general information that does not require interpretation;

(d) Quotations may be added to a plaque to add historical context. However, MCIEAST-MCB CAMLEJ would unfavorably consider narrative paragraphs and lengthy descriptions; and

(e) MCIEAST-MCB CAMLEJ shall not use its appropriated or non-appropriated funds to correct any misspelling or error on a plaque after it is accepted.

c. If an offeror presents MCIEAST-MCB CAMLEJ with a future gift of real property (e.g., a monument to be constructed in the Gardens), the MCIEAST-MCB CAMLEJ staff will coordinate with the offeror to inform a command endorsement for the appropriate DON acceptance authority. The command endorsement will include the following information to establish a "business case" for accepting or declining the offer:

(1) A complete general description and geographic location of the real property;

(2) An Assessment of how the gift will comply with all applicable codes and standards;

(3) Any initial costs and anticipated recurring costs to the DON upon acceptance of the gift (the cumulative impact on funds available for Gardens maintenance and repair will be evaluated, along with any offer from the donor to perpetually fund future maintenance and repair of the gift);

(4) An assessment of the best and current use of the real property;

(5) The proposed possession date;



- (6) Any utility services required (i.e. site lighting);
- (7) The approximate current fair market value of the gift;
- (8) An assessment of the gift's economic impact;
- (9) A preliminary assessment of any potential environmental impacts of the gift, including time, effort, and cost to prepare the appropriate planning documents;
- (10) Any conditions under which the offeror is making the gift offer;
- (11) The offeror's present and prospective business relationships with the DON;
- (12) A summary of the gift's significance to the DON; and
- (13) A determination that the gift as proposed constitutes a complete and usable facility.

d. Finally, MCIEAST-MCB CAMLEJ would evaluate the offer to determine whether intellectual property attorney review is appropriate. This may ultimately create a requirement to obtain an intellectual property license from the offeror and the monument or plaque sculptor or designer.

4. The Commanding Officer, Headquarters and Support Battalion, supports the MCIEAST-MCB CAMLEJ AC/S G-3/5 and the Historical Program Officer with safeguarding, securing, and processing property items (i.e., "tributes") left on or near memorials within the Gardens. The support typically includes the following actions:

- a. Photographing tributes before removing them from the Gardens; and
- b. Maintaining a logbook that includes a brief description and location of each tribute photographed and removed from the Gardens.

(1) Assigning each tribute with a log number matching the logged description and photograph;

(2) Recording the date and time of removal of each tribute; and

(3) Maintaining all tributes awaiting disposition instructions in a locked storage area; and

(4) Immediately reporting to the Provost Marshal any lost or stolen tributes. The MCIEAST-MCB CAMLEJ staff collaborates and coordinates with the Commanding Officer, Headquarters and Support Battalion, to meet the following policy goals and standards for the Gardens:

(a) Tributes left on or near monuments and plaques within the Gardens shall not be improperly taken, transferred, or sold to any unauthorized individuals;

(b) Biotic and artificial plants and plant arrangements may remain at or near monuments and plaques for up to a week. After a week, they shall be disposed;

(c) Archival materials and other property (e.g., letters, photographs, journals, "Dog Tags," uniform items) left at any organized event shall be collected for disposition after the departure of all personnel attending an organized event or upon later discovery. Archival materials and other historical property will be secured awaiting disposition instructions for objects with potential historical significance;

(d) Flags shall be disposed after the departure of all personnel attending an organized event or upon later discovery. Flags shall be disposed pursuant to MCO 4400.201-V13;

(e) Any cremains left at any organized event shall be recovered after the departure of all personnel attending an organized event or upon later discovery. The Staff Judge Advocate shall advise command or staff actions in contacting any "authorizing agent" or other competent person with authority to provide the command a signed statement specifying the ultimate disposition of the cremains. If MCIEAST-MCB CAMLEJ is unable to identify an authorizing agent or other person authorized to specify the ultimate disposition of the cremains, the Staff Judge Advocate shall advise any command or staff actions in disposing the cremains. Any cremains scattered on MCB CAMLEJ shall be removed from their closed container before they are scattered. The time, date, and location of the scattered cremains will be recorded in the tributes logbook; and

(f) Any foreign or domestic money shall be recovered after the departure of all personnel attending an organized event or upon later discovery. The money shall be recorded as a tribute, and delivered for disposition by the Provost Marshal Office Headquarters, Physical Security Division, "Lost and Found" within Building 58 on MCB CAMLEJ. A "chain of custody" record shall be maintained when handling the money, and the money shall be delivered to the "Lost and Found" within one business day after recovery.