



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

1700

CG

AUG 29 2013

COMMANDING GENERAL'S POLICY LETTER 11-13

From: Commanding General  
To: All Commanders, Marine Corps Installations East-Marine  
Corps Base, Camp Lejeune

Subj: HAZING

Ref: (a) MCO 1700.28B  
(b) MARADMIN 359/13 of 18 Jul 13  
(c) MCO 3504.2A  
(d) MCIEAST-MCB CAMLEJO 3040.1  
(e) MCO 5800.7F (JAGMAN)

1. Purpose. To provide policy prohibiting hazing and establish procedures for reporting to the Commanding General (CG), Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) hazing incidents, in accordance with references (a) through (e).

2. Cancellation. CG Policy Letter 003-12 of 5 Mar 12.

3. Information. History has shown that hazing can happen in any unit, and the keys to prevention are training, leadership, supervision, and accountability. Hazing is often unduly justified as an effort to build teamwork, morale, and esprit de corps, but in fact, it is little more than abusive, degrading treatment. Rather than enhancing morale in the unit, it has the complete opposite effect. Over the years, extreme hazing cases have resulted in Marines suffering serious injuries and even death. Many careers have been destroyed by this type of behavior.

4. Action

a. Ensure the contents of reference (a) are known by all personnel under your command.

b. Provide appropriate training as part of your command's orientation and annual troop information programs to ensure that Marines and Sailors are aware of the contents of reference (a).

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c. Foster a command climate that is conducive to the reporting of hazing incidents and be aware of the sensitive nature with which this type of report, as well as the victim's privacy, must be handled.

d. All allegations of hazing will be reported, per references (a) and (b).

e. Report all incidents via Operations Event/Incident Report (OPREP-3 SIR) message to the Commandant of the Marine Corps (PPO/POC), in accordance with references (c) and (d), via the Automated Message Handling System (AHMS). Per reference (a), the following timelines apply:

(1) Submit voice report to the Marine Corps Operation Center (MCOC) at DSN: 225-5454 or commercial (703)695-5454, immediately upon knowledge of any alleged hazing incident.

(2) Submit an OPREP-3 SIR message report to the MCOC within six hours of receiving information of any alleged hazing incident.

(3) The OPREP-3 SIR message will be submitted to the MCIEAST-MCB CAMLEJ Adjutant (Adj) for review by the Deputy Commander (Dep Comdr), and approval by the CG prior to releasing the OPREP-3 SIR, per reference (d).

(4) Upon the CG's approval, commanders will submit the OPREP-3 SIR to the message addressees listed in enclosure (2) of reference (d) via AMHS.

(5) A copy of the released message with the date-time-group will also be emailed to the following:

(a) MCOC email addresss:  
marine\_corps\_operations\_center\_watch\_team.usmc.mil

(b) CG, MCIEAST-MCB CAMLEJ

(c) Dep Comdr, MCIEAST-MCB CAMLEJ

(d) Chief of Staff (COS), MCIEAST-MCB CAMLEJ

(e) Sergeant Major (SgtMaj), MCIEAST-MCB CAMLEJ

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(f) Adj and Deputy Adj, MCIEAST-MCB CAMLEJ

(g) Equal Opportunity Advisor (EOA), MCIEAST-MCB  
CAMLEJ

(h) Include the appropriate personnel in your  
immediate chain of command.

f. A written Preliminary Inquiry (PI) will be immediately  
conducted, pursuant to reference (e).

g. The EOA, MCIEAST-MCB CAMLEJ will make the required  
Discrimination and Sexual Harassment (DASH) database entries, as  
required by paragraphs 4b(4)(e) and (g) of reference (a).

h. Upon completion of the PI, it shall be forwarded to the  
EOA, MCIEAST-MCB CAMLEJ to complete both "not substantiated and  
substantiated" case entries into the DASH database. However,  
prior to sending it to the EOA, Commanders are required to  
provide justification as to why they determined the case  
disposition as "not substantiated and substantiated" to the CG  
and/or Dep Comdr.

i. A copy of the completed PI will be provided to the  
MCIEAST-MCB CAMLEJ CG, Dep Comdr, COS, SgtMaj, Command Inspector  
General, and Staff Judge Advocate (SJA).

j. Commanders shall provide updated legal or administrative  
actions that have been taken to the SJA and EOA (e.g.,  
administrative action, non-judicial punishment, preferral of  
charges, or forwarding of charges) as those events occur.

k. The EOA, MCIEAST-MCB CAMLEJ will make a final DASH  
report within 72 hours of final disposition taken.

l. Commanders shall publish a command/unit policy statement  
on hazing addressing the tenets of reference (a). This policy  
statement shall be posted on all command/unit bulletin boards,  
in common areas, and in high traffic areas, and discussed during  
leadership training.

4. Point of contacts are the MCIEAST-MCB CAMLEJ Adj, or Deputy  
Adj, at (910) 451-3033/4789, and the EOA, at (910) 451-5372.

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After normal working hours, contact the MCIEAST-MCB CAMLEJ  
Command Duty Officer at (910)451-2414/3032 who will contact the  
above personnel, who will promptly return your call.

A handwritten signature in black ink, appearing to read "RF Castellvi". The letters are stylized and cursive.

R. F. CASTELLVI

Copy to:  
COMMCICOM  
SJA  
CIG  
EOA