



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

5060
CG
18 APR 2016

COMMANDING GENERAL'S POLICY LETTER 08-16

From: Commanding General
To: All Commanders, Marine Corps Installations East
Subj: MARINE CORPS INSTALLATIONS EAST POLICY ON CHANGE OF COMMAND CEREMONIES
Ref: (a) MCO P5060.20

1. Purpose. To establish policy for Change of Command ceremonies for Marine Corps Installations East (MCIEAST) commands.

2. Cancellation. CG Policy ltr 002-10 of 16 Aug 10.

3. Action. MCIEAST Commanders will plan all Change of Command ceremonies to last under one hour or less; to ensure they are planned using Operational Risk Management and to reduce the risk for participants and guests by mitigating adverse weather conditions.

a. In accordance with the reference, Commanders will plan ceremonies to last no longer than one hour. Commanders have the authority to tailor ceremonies within this time limit while preserving the dignity associated with these symbolic events. As such, Commanders shall:

(1) Ensure weather conditions are a major planning factor in all ceremonies and consider an inclement weather program if conditions may be prohibitive.

(2) Ensure outdoor ceremonies are not conducted between the hours of 1100-1700 between the months of June and September. Commanders should make every effort to arrange the conduct of ceremonies when the weather conditions are most favorable i.e., early morning or early evening. Commanders should also tailor the designated uniform and gear listed based on the weather conditions.

b. Reviewing officers for all ceremonies will normally be the next senior Commander of the outgoing Commander.

(1) Reviewing officer and outgoing Commanders will deliver their comments in a five to seven minute time period.

(2) Incoming Commander's remarks shall not exceed the length of the outgoing Commander.

c. Commanders will make every effort to de-conflict dates for Change of Command ceremonies through their respective Chain of Command and the MCIEAST command deck to ensure ceremonies do not overlap/occur on the same day.

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d. Honors will be given to all General Officers participating in the ceremony, unless otherwise deferred.

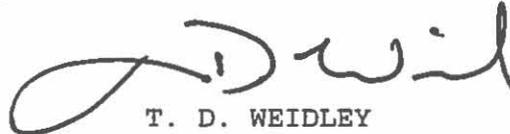
e. Personal awards and Certificates of Appreciation to spouses are authorized to be presented during Change of Command ceremony.

f. MCIEAST Commanders who desire to deviate from this Policy are required to submit a written request to the Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune for consideration.

g. While this Policy applies specifically to Change of Command ceremonies, the spirit and intent also applies to Relief and Appointments, Retirements, Memorial Services, and other similar events conducted during adverse weather conditions.

4. This Policy Letter is applicable to all MCIEAST commands.

5. Point of contact is the MCIEAST-MCB CAMLEJ Sergeant Major at DSN 751-2603 or commercial (910) 451-2603.



T. D. WEIDLEY

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