



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1320.8D

MANP

NOV 16 2005

### BASE ORDER 1320.8D

From: Commanding General  
To: Distribution List

Subj: ORIENTATION/INDOCTRINATION OF NEWLY ARRIVED PERSONNEL

Ref: (a) BO 1320.6D

1. Situation. To establish minimum procedures for the orientation/indoctrination of newly arrived personnel and to amplify previous direction in this area.

2. Cancellation. BO 1320.8C.

3. Mission

a. Reference (a) established procedures for assistance to be provided to all officers and enlisted personnel on orders to Marine Corps Base, Camp Lejeune, including the furnishing of information to the individual prior to their departure from their command. Such a system, although desirable, is not feasible for most lower ranking enlisted personnel who are normally assigned straight from entry level training; however, the need for assistance to this group is far greater. They are relatively inexperienced and the initial reception is of the utmost importance in influencing the Marine's future behavior and can result in a corresponding effort on the part of the individual Marine to accept their responsibilities as a member of the command.

b. Summary of Revision. This Order contains a significant number of changes and should be reviewed in its entirety.

4. Execution. In addition to the requirements expressed in reference (a), each organizational commander will provide each newly joined Marine, at a minimum, an orientation briefing which addresses, but is not limited to, the following topics:

a. The mission of the Base and the individual's organization/unit.

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- b. Command responsibilities for the individual.
- c. Individual's responsibilities to the command.
- d. Training requirements.
- e. Additional duties, e.g., guard, DNCO.
- f. Standards of dress and personal appearance.
- g. Conduct expected of the Marine.
- h. Request Mast policy and procedures.
- i. Promotion policies.
- j. Disciplinary procedures.
- k. Leadership training program.
- l. Drug/alcohol abuse program.
- m. Availability of Marine Corps Community Services (MCCS)/club activities.
- n. Utilization of off-Base recreational activities/community relations.
- o. Availability of on-Base and off-Base transportation.
- p. Educational opportunities.
- q. Red Cross/Navy-Marine Corps Relief Society/Chaplain services.
- r. Disbursing facilities/services, including information on Leave and Earnings Statements (LES).
- s. Legal assistance.
- t. Immediate and lasting effects of unauthorized absence/desertion on the individual Marine.
- u. Telephone listing of key personnel to call in the event of a problem/emergency.

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v. Regulations concerning privately owned vehicles (POV's) i.e. speeding, cell phone usage etc. and the consequences.

w. On-Base/off-Base housing.

x. Family services: Childcare, Spouse's support clubs.

5. Administration and Logistics. Not Applicable.

6. Command and Signal

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

b. Command. This Order is applicable to Marine Corps Base, Camp Lejeune.

  
W. A. MEIER  
Chief of Staff

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