



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE NC 28542-0004

BO 1700.27
MCCS
AUG 05 2010

BASE ORDER 1700.27

From: Commanding Officer
To: Distribution List

Subj: EVENTS ADVISORY COUNCIL FOR MARINE CORPS COMMUNITY
SERVICES CAMP LEJEUNE

Ref: (a) MCO P1700.27B w/Ch1

1. Situation. This Order publishes instructions for the operation of an advisory council to coordinate the planning and execution of large-scale Marine Corps Community Services (MCCS), Camp Lejeune special events aboard Marine Corps Base (MCB), Camp Lejeune.

2. Mission. The Events Advisory Council for MCCS, Camp Lejeune (hereafter referred to as the MCCS Events Advisory Council) will ensure that large-scale MCCS events (e.g., the Maynia spring carnival and the July 4th Celebration) are designed and executed first and foremost with the wants, needs, and preferences of our customers (Marines, Sailors, and family members) in mind.

3. Execution

a. Commander's Intent. To solicit advice from the members of the MCCS Events Advisory Council regarding the best use of the Commander's resources in support of large-scale MCCS events for the Camp Lejeune community.

b. Concept of Operations. To ensure that large-scale MCCS events are planned and supported in such a way - with emphasis on coordination between MCB and supported commands - as to maximize participation by Marines, Sailors, and their families.

4. Administration and Logistics

a. Per the reference, commanders of Marine Corps Installations with authorized MCCS programs are responsible for

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establishing and operating customer driven MCCA programs for the benefit of authorized patrons. Commanders are also responsible for program performance and quality of service. In support of these responsibilities, the Commander may establish councils to advise him/her on the overall operation of the MCCA program and make recommendations for its improvement.

b. The Sergeant Major, MCB will chair the MCCA Events Advisory Council. Other standing members include the Sergeants Major, Marine Corps Installations East; II Marine Expeditionary Force (II MEF); 2d Marine Division; 2d Marine Logistics Group; U.S. Marine Corps Forces, Special Operations Command; Marine Corps Engineer School; Marine Corps Combat Service Support Schools; and the School of Infantry East. The Command Master Chief, Naval Hospital, Camp Lejeune will also serve as a standing member. Ex-officio members include the Director, MCCA, Camp Lejeune; Director, Marine and Family Services Division, MCCA; Director, Semper Fit Division, MCCA; Director, Services Division, MCCA; Director, Marketing Division, MCCA; Corporate Sponsorship Specialist, MCCA; MCCA Coordinator, II MEF; and Family Readiness Officer, Command Element, II MEF.

c. The MCCA Events Advisory Council will meet each January for the purpose of reviewing the results of any large-scale MCCA special events that occurred between July and December of the previous calendar year. The Council will provide recommendations for changes and/or improvements to those same or similar events that will take place between July and December of the current calendar year. The Council will meet each July for the purpose of reviewing the results of any large-scale MCCA special events that occurred between the previous January and June. The Council will provide recommendations for changes and/or improvements to those same or similar events that will take place between January and June of the following calendar year. MCCA will provide data to the Council (e.g., patron survey data, attendance numbers, total event cost, and cost per participant) to assist in developing recommendations.

d. The Chairman, MCCA Events Advisory Council will ensure that minutes of each meeting are published to all standing and ex-officio members no later than 5 working days after each meeting.

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5. Command and Signal

a. Command. This Order is applicable to MCB Camp Lejeune and all tenant commands.

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


D. J. LECCE

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