



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

MCIEAST-MCB CAMLEJO 4065.1

G-4

04 JUN 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
4065.1

From: Commanding General
To: Distribution List

Subj: COMMISSARY ADVISORY BOARD

1. Situation. The Commissary Advisory Board (CAB) is an advisory board, not a board of directors. The CAB represents the eligible patrons of the Commissary when providing information to the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) relating to the goods and services provided by the Commissary. The CAB will periodically provide comments to the CG on topics such as customer service, cost of goods sold, days and hours of operation, and other matters that may arise.

2. Mission. The CAB, representing the interests of the commissary patrons, may communicate with the CG, MCIEAST-MCB CAMLEJ on issues such as general Commissary operations, suggestions on special sales and activities of interest to their constituents; and, provide member feedback. As the Commissary does not come under the operational control of the CG, MCIEAST-MCB CAMLEJ, participation of the Commissary Manager or their designated representative is at the discretion of the Director of the Defense Commissary Agency (DeCA).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CAB shall carry out the following specified duties and other such tasks as the CG, MCIEAST-MCB CAMLEJ may request:

(a) Assist the Commissary Management in advertising special events, providing information to all patrons on events, closures, sales, or other important information.

(b) Provide feedback from the Commissary patrons they represent to management.

(c) Assist Commissary Management in setting reasonable customer expectations.

(d) Meet on a regularly scheduled basis and/or at the invitation of the Chair.

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(e) Communicate questions, comments, and concerns from the constituents they represent to the Commissary Manager or their designated representative at CAB meetings.

(f) Provide a "voice" for commissary patrons to the management of the MCB CAMLEJ Commissary and DeCA.

(2) Concept of Operations. The CAB for the Commissary will be composed of officers and dependent spouses from MCIEAST-MCB CAMLEJ subordinate commands of Weapons Training Battalion (WTBn) and Headquarters and Support Battalion (H&S Bn); and the tenant commands of II Marine Expeditionary Force (MEF); 2d Marine Division (MarDiv); 2d Marine Logistics Group (MLG); U.S. Marine Corps Forces, Special Operations Command (MARSOC); Naval Hospital (NavHosp); and the Training and Education Command (TECOM) schools; School of Infantry (SOI), Marine Corps Engineer School (MCES), Marine Corps Combat Service Support Schools (MCCSSS), and Field Medical Training Battalion (FMTBn).

(a) Chairman
Deputy Commander or Chief of Staff, MCIEAST-MCB
CAMLEJ

(b) II MEF
Field Grade Officer (1)
Dependent Spouse (1)

(c) 2d MarDiv
Staff Noncommissioned Officer (SNCO)
Dependent Spouse (1)

(d) 2d MLG
Company Grade Officer (1)
Dependent Spouse (1)

(e) MARSOC
SNCO (1)
Dependent Spouse (1)

(f) TECOM. Requirement will be on a six month rotational schedule between SOI, MCES, MCCSSS, and FMTBn and coordinated between the commands.

Field Grade Officer (1)
Dependent Spouse (1)

(g) NavHosp
Officer (1)
Dependent Spouse (1)

(h) Retired Community
Retired Officer or SNCO (1)

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(i) MCIEAST-MCB CAMLEJ. Requirement will be on a six month rotational schedule between H&S BN and WTBn and coordinated between the commands.

Dependent Spouse (1)

b. Subordinate Element Missions. The DeCA Commissary Manager, MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S) G-4, and the MCIEAST-MCB CAMLEJ Public Affairs Officer tasks follow:

(1) Commissary Manager shall:

(a) Provide updates on DeCa initiatives, upcoming policy changes, or other issues that will have a direct or indirect effect on the patrons and/or customer service.

(b) The Commissary Manager's role on the CAB will be to provide information and clarify Commissary policies and processes for the CAB membership as questions or concerns about Commissary operations arise.

(c) Function as a liaison between the CAB and DeCA.

(2) AC/S, G-4 shall:

(a) Assign the Operations Officer, G-4 Department, as the MCIEAST-MCB CAMLEJ Commissary Liaison Officer.

(b) Ensure the Commissary Liaison Officer provides an information conduit between the command and the Commissary.

(c) Provide administrative support to the CAB, specifically to the Chair.

(3) PAO shall: Provide an information conduit between the command and the authorized patron community.

c. Coordinating Instructions

(1) Appointments

(a) The Chair of the CAB will be appointed in writing by the CG, MCIEAST-MCB CAMLEJ.

(b) Commands appointing CAB members should select personnel on the basis of their interest and motivation to represent their command in securing successful and satisfying Commissary operations.

(c) Commanders are requested to appoint alternate members to attend meetings in the absence of the primary member.

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(d) The dependent spouse selection process is left to the discretion of the command represented and is strictly voluntary.

(2) Meetings

(a) The CAB shall meet monthly as determined by the voting members at the preceding meeting. A special meeting may be conducted at any time called by the Chair and when a quorum is available. A quorum is required to have a valid meeting.

(b) Each member of the CAB, excluding non-voting members, shall have an equal vote on all matters presented at regular and/or special meetings. A majority vote will decide all issues, except that changes to the bylaws will require an affirmative vote by two-thirds of the voting members present, provided a quorum is present. A representative from the major units is required to determine the existence of a quorum. Written minority reports may be attached to the minutes of the CAB.

(c) Appropriate subcommittees may be established from the CAB and the patrons to provide the CAB, as a whole, with recommendations for final approval by the CG, MCIEAST-MCB CAMLEJ. The Chair of the CAB may appoint chairpersons from among the CAB membership.

(d) The proceedings of each meeting of the CAB shall be recorded, signed by the Chair and Recorder, and submitted to the CG. Minutes of the monthly meeting will be published within one week of the conclusion of the meeting. Minority and special committee reports will be attached as enclosures. These minutes will be posted or published in an appropriate location for patrons to view.

(e) Issues that cannot be resolved locally will be forwarded to DeCA via the Commander, Marine Corps Installations Command and the CG, MCIEAST-MCB CAMLEJ.

4. Administration and Logistics. The bylaws of the CAB may be amended by a two-thirds vote of the voting members present at any authorized meeting of the CAB, subject to the approval of the CG, MCIEAST-MCB CAMLEJ. Amendment by two-thirds vote can only be accomplished when a quorum, defined as 67 percent of the total CAB, is present.

5. Command and Signal

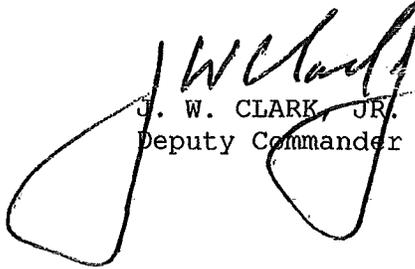
a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ, its General and Special Staff Departments, H&S Bn, WTBn, and the tenant commands and organizations located aboard MCB CAMLEJ.

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b. Signal

(1) This Order is effective the date signed.

(2) This Order has been coordinated and concurred with by all the commands contained herein.



J. W. CLARK, JR.
Deputy Commander

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