



UNITED STATES MARINE CORPS

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

BO 5060.30D

T&O

DEC 20 2006

BASE ORDER 5060.30D

From: Commanding Officer

To: Distribution List

Subj: BEIRUT MEMORIAL SCHEDULING PROCEDURES

Ref: (a) BO P5400.3J

(b) BO 11100.5R

(c) Memorandum of Agreement (MOA) btwn CG, Training and Education Command, MCCDC and CG, MCB, Camp Lejeune, DD 1144 (Agreement Number 29921)

Encl: (1) Beirut Memorial Request Form

1. Situation

a. To publish procedures regarding request for usage of the Beirut Memorial.

b. The Beirut Memorial, at the entrance of Camp Johnson, was developed by the City of Jacksonville and established to honor those U. S. Marines, Soldiers, and Sailors killed in Beirut and Grenada. The monument serves as a site that renews a sense of community care and pride, and is a special place within Onslow County.

2. Cancellation. BO 5060.30C.

3. Mission

a. In view of the special nature of the location, there is more frequent demand for use of the site. Every effort must be made to preserve the integrity of this memorial.

b. Cooperation is the key to ensure the dignity of the site is maintained. Accordingly, any ceremony at the site will be conducted with this in mind.

c. The site will only be used for appropriate ceremonies. Such ceremonies include, but are not limited to: wreath layings, commemorative anniversaries, memorials, or any other ceremony that pays tribute to those who have sacrificed for their Nation.

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d. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

4. Execution

a. Organizations using the memorial site will:

(1) Schedule their ceremony in accordance with the enclosure.

(2) Ensure proper police of the area after the conduct of the ceremony.

b. Under the staff coordination/cognizance of the Director, Training and Operations (Dir, T&O), the Commanding Officer, Marine Corps Combat Service Support Schools (CO, MCCSSS) will:

(1) Act as overall coordinator for all scheduling.

(2) Keep the Dir, T&O, Operations and Plans Division (O&P) advised of approved usage. References (a) through (c) apply.

(3) Forward all support requirements that cannot be met by CO, MCCSSS to Dir, T&O, O&P for coordination.

(4) Safeguard, secure, and process mementos left at the Beirut Memorial. (Flowers and wreathes will remain on-site for (1) one week, then removed and disposed.)

(a) Photograph mementoes before removing from site.

(b) Maintain a log of mementos removed from the Beirut Memorial.

(c) Tag all items with, at the minimum, log #, description of item, photograph of item, date and time of removal.

(d) Secure items in a locked storage area at all times.

(e) Report stolen/lost items immediately to the Provost Marshall's Office (PMO).

(f) Retain items along with the documentation.

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c. Annually, on 23 October, the City of Jacksonville conducts a Beirut Memorial Observance Ceremony at the memorial site. CO, MCCSSS will ensure that no other ceremonies occur within ten days of this annual commemoration.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all personnel/unit utilizing the Beirut Memorial.

b. Signal. This Order is effective date signed.


W. A. MEIER
By direction

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release, distribution is limited.

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BEIRUT MEMORIAL REQUEST FORM

From: (Last Name, First Name, Middle Initial, Rank)
To: Commanding Officer, Marine Corps Combat Service Support
Schools

Subj: REQUEST FOR USAGE OF THE BEIRUT MEMORIAL

1. The Beirut Memorial is requested for:

- a. Date/Time (Start):
- b. Date/Time (Finish):
- c. Purpose of function:
- d. Staff Support Required:
- e. Mailing Address:
- f. E-Mail Address:
- g. Phone Number:
- h. Other:

2. As requestor for use of the Beirut Memorial, I am aware of the policies established in Base Order (BO) 5060.30C. I understand that:

- a. The Beirut Memorial will be used for appropriate ceremonies.
- b. I or my organization am/is responsible for clean-up of debris left by me or my organization.
- c. Any memento left behind will be interned for either disposal or for official use as a historical artifact at the discretion of the Command Historian.
- d. Wreathes, flowers or other perishables will be disposed of after (1) one week.

SIGNATURE

Copy to:
Dir, T&O (O&P)

ENCLOSURE (1)