



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

IN REPLY REFER TO:
5060
CG
16 Aug 10

COMMANDING GENERAL'S POLICY LETTER 002-10

From: Commanding General
To: All Commanders, Marine Corps Installations East
Subj: POLICY ON CHANGE OF COMMAND CEREMONIES

1. Purpose. To establish a Change of Command (CoC) ceremony policy.

2. Action. Commanders will plan all CoC ceremonies to last under one hour, and may tailor their ceremonies to comply with the time limit. Commanders shall:

a. Ensure weather conditions are a major planning factor in all CoC ceremonies, and consider an inclement weather program if weather/heat conditions threaten.

b. Not conduct outdoor ceremonies between the hours of 1100-1700 during the months of June to September. Commanders shall make every effort to arrange the timing of ceremonies when weather conditions are most favorable (early morning/early evening).

c. Comments at CoCs should only be provided by the reviewing official, and incoming and outgoing commanders.

(1) Reviewing officials and outgoing commanders should limit the length of speeches.

(2) Incoming commander's remarks shall not exceed four minutes in length.

d. Commanders desiring to deviate from this policy are required to submit a written request to the Commanding General, Marine Corps Installations East (MCIEAST). Requests must include a rationale for the change, and associated mitigation measures.

e. While the policy outlined herein applies specifically to CoC ceremonies, the spirit and intent also applies to relief and appointments, retirements, memorial services and other such events, to include rehearsals.

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3. This policy is effective the date signed and is applicable to all MCIEAST commands.

A handwritten signature in black ink, appearing to read "C. B. Jensen", with a long horizontal stroke extending to the right.

C. B. JENSEN

Copy to:
AC/S G-3