



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

5000
BPO
27 DEC 2012

COMMANDING GENERAL'S POLICY LETTER 013-12

From: Commanding General
To: All Commanders, Marine Corps Installations East-Marine Corps Base,
Camp Lejeune, and General and Special Staff
Subj: CONTINUOUS PROCESS IMPROVEMENT PROGRAM
Ref: (a) MCO 5220.12
(b) USMC Continuous Process Improvement Program Guidebook of 21 Dec 07
(c) CG MCIEAST G4-G6-G9 291927Z Dec 09

1. Purpose. To establish policy and procedures for the implementation of Continuous Process Improvement (CPI) and deployment of Lean Six Sigma (LSS) for Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ).

2. Cancellation. CG MCIEAST Policy Letter 004-11.

3. Information. References (a) through (c) establish policy and assign responsibilities to institutionalize CPI/LSS as a means to elevate our state of readiness so we can best support our Nation's defense mission.

4. Action. CPI will be conducted within MCIEAST-MCB CAMLEJ, per Marine Corps guidance, policies, and procedures.

a. Installation Commanders. To facilitate the regional implementation of CPI and to maintain cognizance of regional CPI efforts shall:

(1) Provide the name of the Installation Champion and contact information to the MCIEAST-MCB CAMLEJ Director, Business Performance Office (BPO), who will coordinate regional CPI efforts.

(2) Establish and implement a CPI Program.

(3) Ensure all senior leaders (O-6 or civilian equivalent and above) attend the current Headquarters Marine Corps approved CPI/LSS Senior Leader training. Installation Commanders may designate other Senior Leaders representatives, if no equivalent grade/rank exists.

(4) Submit all CPI support requests to the MCIEAST-MCB CAMLEJ Director, BPO to ensure consistency in policy, certification of personnel, and to identify training opportunities throughout the region.

(5) Not later than two weeks prior to initiation of a proposed CPI project, submit notification of the project to the regional Director, BPO. This action will enhance visibility across the region and assist in preventing unnecessary duplication of efforts.

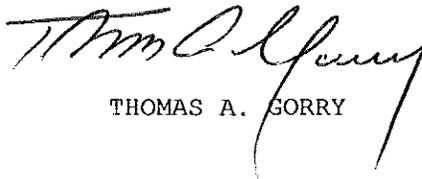
(6) Share installation projects deemed best practices during quarterly Business Manager's teleconference.

Subj: CONTINUOUS PROCESS IMPROVEMENT PROGRAM

(7) Ensure all CPI event information and project status is current in the Continuous Process Improvement Management System.

b. Director, BPO shall: Facilitate the exchange of CPI information regarding policy, projects and training between the subordinate installations and higher headquarters.

5. Point of contact is Director, BPO at DSN 751-5364 or commercial 910-451-5364.

A handwritten signature in cursive script, appearing to read 'Thomas A. Gorry', is written over the typed name.

THOMAS A. GORRY

Copy to:
COMMCICOM