



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

IN REPLY REFER TO:

5500

ADJ

9 MAY 2012

COMMANDING GENERAL'S POLICY LETTER 005-12

From: Commanding General
To: All Commanders, Marine Corps Installations East-Marine Corps
Base Camp Lejeune

Subj: ADMINISTRATIVE PROCEDURES FOR MARINE CORPS INSTALLATIONS
EAST-MARINE CORPS BASE CAMP LEJEUNE (MCIEAST-MCB CAMLEJ)
DURING REDESIGNATION TRANSITION

Ref: (a) MCIEAST-MCB CAMLEJO 1301.1
(b) MCIEASTO 5215.1
(c) MCIEASTO 5210.5
(d) MCIEASTO 5211.5
(e) MCIEASTO 1650.6C
(f) MCIEAST-MCB CAMLEJO 1610.1
(g) MCIEAST-MCB CAMLEJO 2300.1
(h) MCIEAST-MCB CAMLEJO 5000.1
(i) MCIEAST-MCB CAMLEJO 3040.1

Encl: (1) MCIEAST-MCB CAMLEJ Route Sheet

1. Purpose. To establish administrative policy and procedures following the re-designation to MCIEAST-MCB CAMLEJ.

2. Information. Per reference (a), Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) has been re-designated as one Command.

3. Scope. As a result of the re-designation, certain administrative procedures and processes are required.

4. Action

a. Mailing Address. The new mailing address below is the only address that shall be used:

COMMANDING GENERAL
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

b. Acronym. The following acronym shall be used: MCIEAST-MCB CAMLEJ, no variations are authorized.

c. Letterhead. Letterhead for correspondence such as standard letters, endorsements, directives, and policy letters can be found above or at the following link:

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<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/Pages/default.aspx>

d. Directives. Effective immediately, General and Special Staff Department Heads shall review current Base Orders to cancel those that are no longer applicable, or are redundant Orders that exist at the MCIEAST level. Each remaining current MCIEAST and Base Order shall be revised on its annual review date and/or promulgation date, and/or as required by a change in policy. Preparation, approval, distribution, and maintenance of directives shall be in accordance with reference (b). A sample directive can be found at the following link:

<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/Pages/default.aspx>

e. Route Sheet. All correspondence requiring routing to the Commanding General, Deputy Commander, Chief of Staff, or the Sergeant Major shall be accompanied by a completed route sheet. The route sheet shall contain a typed action brief in the "Remarks and Signature" portion of the route sheet and be delivered to the Adjutant for further action. The new route sheet (enclosure (1)) can be found at the following link:

<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/Pages/default.aspx>

f. Records Management. All current Base and MCIEAST correspondence files shall be closed out effective 3 April 2012. All new correspondence shall be filed as MCIEAST-MCB CAMLEJ correspondence files, and maintained and closed out per reference (c). Department Command Designated Records Managers shall ensure files outlines are current, and provide a copy to the Adjutant for review no later than 30 April 2012.

g. Personally Identifiable Information (PII). All correspondence containing (PII) shall be properly handled and protected per reference (d). A Privacy Act Cover Sheet shall be submitted and placed on top of the route sheet. A Privacy Act Cover Sheet can be found at the following link:

<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/Pages/default.aspx>

h. Personal Awards. All personal awards for service members shall be submitted in the improved Awards Processing System (iAPS) per reference (e). Awards will no longer be submitted via MCB CAMLEJ; they shall go directly to the MCIEAST iAPS account for consideration.

i. Awards Board Members and Base iAPS Members. All Base Awards Board Members shall change their current unit to MCIEAST in iAPS. The Adjutant will create new boards based on the combination of both

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Commands. Any originators, endorsers, reviewers, etc., resident in the Base iAPS shall also change their unit to MCIEAST.

j. Fitness Reports. Fitness reports will be processed in accordance with reference (f).

k. Automated Message Handling System (AHMS). All current MCIEAST Naming Conventions resident in AHMS will be revised in accordance with reference (g).

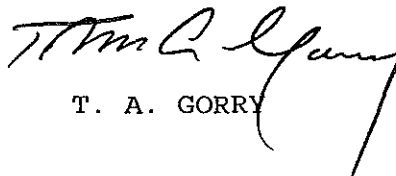
l. "By direction" Signature Authority. Personnel authorized to sign "By direction" for the CG MCIEAST-MCB CAMLEJ are listed by billet, per reference (h).

m. Personnel Casualty Reporting (PCR) and Serious Incident Reporting (OPREP-3 SIR). Notification procedures and processing of PCR's and OPREP-3 SIR's shall be in accordance with reference (i).

n. Information Reports Required. When modifying new orders the identification of all reports shall be made on each order if applicable. All reports (local and Higher Headquarter Requirements) shall be identified within the Command and forwarded to the Command Reports Management Officer once compiled.

o. Forms Management. Not all forms appear in an order; therefore, all identifiers shall be reviewed and changed if applicable. If an order is being revised notify the Command Forms Management Officer to ensure the revision of the form is made prior to staffing the directive.

5. Point of Contact. Point of contact is the Adjutant at 910-451-3033/2414.


T. A. GORRY