



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

5726
MCCS

22 MAY 2025

COMMANDING GENERAL'S POLICY LETTER 002-25

From: Commanding General
To: Distribution List

Subj: MARINE CORPS COMMUNITY SERVICES, LEJEUNE-NEW RIVER DESIGNATED
FRIENDS OF LEJEUNE PROGRAM PARTICIPANTS

Ref: (a) MCIEAST-MCB CAMLEJO 5726.1B
(b) MCIEAST-MCB CAMLEJO 5530.25B
(c) MCIEAST-MCB CAMLEJO 5500.1A
(d) MCCS, Lejeune-New River SOP 1710, Operation of Pistol Range
F-11A, dated 15 Oct 2019

1. Purpose. To publish operating procedures for the inclusion of Marine Corps Community Services (MCCS), Lejeune-New River designated personnel to the Friends of Lejeune Program (FOLP) administered through the Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) Protocol Officer.

2. Background. In association with reference (a) MCCS, Lejeune-New River will identify individuals who are not affiliated with the Department of Defense (DoD) who have expressed and demonstrated an ongoing interest in utilizing select Category C recreation programs aboard MCB CAMLEJ.

3. Information

a. Reference (a) provides operational guidance authorizing non-DoD affiliated community leaders who are designated by the Commanding General, MCIEAST-MCB CAMLEJ access to MCB CAMLEJ to attend official functions, meetings, and to utilize select Category C MCCS, Lejeune-New River facilities.

b. MCCS, Lejeune-New River has the ability to designate nonaffiliated community members to be included in the FOLP. These individuals will be identified by the respective MCCS, Lejeune-New River program managers as customers who have routinely used services as guests of authorized patrons or through other open to the public authorizations.

c. Individuals designated by MCCS, Lejeune-New River for the FOLP shall be authorized to utilize the following activities:

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- (1) Paradise Point Golf Course.
- (2) Bonnyman Bowling Center.
- (3) McIntyre-Parks Recreational Shooting Complex.
- (4) Recreational Pistol Range at Range F-11A.

4. Scope. The Deputy Assistant Chief of Staff (DAC/S) (Business Operations), MCCA, Lejeune-New River will ensure all MCCA, Lejeune-New River program managers working in designated FOLP activities comply with this Policy.

5. Action

a. Patron Tracking

(1) MCCA, Lejeune-New River program managers are required to maintain demographic records through the designated point of sale (POS) systems which includes unaffiliated civilians and authorized guests. Accordingly, MCCA, Lejeune-New River program managers will ensure that FOLP designated patrons are accurately annotated in the POS system in order to quantify utilization, increases to revenue, and business impacts.

(2) Unaffiliated civilians who are not designated as a part of the FOLP are authorized temporary passes for up to 60 days at a time in accordance with reference (b). Unaffiliated civilians may be sponsored by authorized customers or MCCA, Lejeune-New River program managers when appropriate. It is preferred that an authorized customer serve as the sponsoring authority to ensure MCCA, Lejeune-New River program managers are able to focus on their primary duties and avoid traveling to the Camp Lejeune Visitor Center.

b. FOLP Designation Requirements

(1) Unaffiliated civilians identified to be included in the FOLP shall have demonstrated regular patronage of MCCA, Lejeune-New River facilities. Regular ongoing patronage is a requirement for MCCA, Lejeune-New River designated patrons to remain a part of the program. Regular patronage shall be defined as the following:

(a) Paradise Point Golf Course - five visits per calendar quarter.

(b) Bonnyman Bowling Center - five visits per calendar quarter.

(c) McIntyre-Parks Recreational Shooting Complex - three visits per calendar quarter.

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(d) Recreational Pistol Range at Range F-11A - three visits per calendar quarter.

(2) Designated patrons will be subject to a quarterly review of patronage. Customers who are not found to have met the regular patronage requirement for two consecutive quarters may be removed from the FOLP.

(3) Designated patrons will provide MCCS, Lejeune-New River program managers with the following information. Information will be utilized to begin the vetting process and forwarded to the MCIEAST-MCB CAMLEJ Protocol Officer for inclusion in the FOLP. All requests to add or remove designated patrons shall be sent quarterly no later than 1 March, 1 June, 1 September, and 1 December respectively.

(a) First Name, Middle Initial, Last Name.

(b) Home address (including city, state, and zip code).

(c) Home or cell phone number.

(d) E-mail address.

(e) Spouses name (if married).

(4) MCCS, Lejeune-New River program managers shall forward all requests for customer designation to the DAC/S (Business Operations), MCCS, Lejeune-New River for review and concurrence. Final approval to request unaffiliated civilians to be included in the FOLP shall reside with the AC/S, MCCS, MCIEAST-MCB CAMLEJ.

c. Program Requirements

(1) MCCS, Lejeune-New River designated FOLP participants are required to adhere to all policies set forth in references (a) and (b) for Installation access.

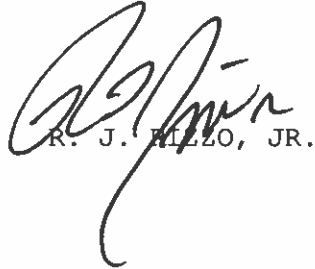
(2) FOLP participants utilizing the McIntyre-Parks Recreational Shooting Complex and the Recreational Pistol Range at Range F-11A shall read and comply with references (c) and (d).

(3) MCCS, Lejeune-New River designated FOLP participants are not permitted to use any other MCCS, Lejeune-New River facilities including (but not limited to) Fitness Centers, Marine Corps Exchanges, Onslow Beach, Recreation Centers, Movie Theaters, or Community Centers. Any MCCS, Lejeune-New River designated FOLP participant found to be utilizing any facility other than those expressly permitted in this document will have their privileges revoked. MCCS, Lejeune-New River designated FOLP participants are not

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permitted to access any portion of the Installation other than those
where authorized activities reside.

6. Point of contact is the MCCS, Lejeune-New River Operations Officer
at (910) 451-9382.



R. J. FILLO, JR.

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