



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
P.O. BOX 20107  
CAMP LEJEUNE NC 28547-0107

4000  
G-7/BPO

05 AUG 2024

COMMANDER'S POLICY LETTER 004-24

From: Commander  
To: All Marine Corps Installations East Commanders and Marine  
Corps Installations East-Marine Corps Base, Camp Lejeune  
General and Special Staff Department Heads

Subj: SUPPORT AGREEMENT APPROVAL AND SIGNATURE AUTHORITY

Ref: (a) DoD Instruction 4000.19 "Support Agreements,"  
December 16, 2020  
(b) MCBUL 4491 "Intragovernmental Transactions (IGT)"  
(c) DoD Directive 1000.26E, "Support for Non-Federal  
Entities Authorized to Operate on DOD Installations"  
(d) U.S. Navy Reg. 1990, art. 1074

1. Purpose. To establish policy for approval and signature  
authority of Marine Corps Installations East-Marine Corps Base,  
Camp Lejeune (MCIEAST-MCB CAMLEJ) support agreements.

2. Cancellation. Commanding General's Policy Letter 011-21.

3. Information

a. Support agreements document the terms of an agreement  
that a Department of Defense (DoD) component enters into with  
another DoD component, a federal agency or Federally-recognized  
Indian tribe, a state or local government, state or local  
government for support of the National Guard, subordinate  
commands, and private organizations. There are different types  
of support agreements: Intragovernmental Transactions (IGT) on  
a Treasury Department Form FS-7600A which identifies the General  
Terms and Conditions for the relationship, Memorandums of  
Agreement, Memorandums of Understanding, Cooperative Agreements,  
Assisted Acquisition Agreements, National Defense Authorization  
Act Agreements under section 331, Partnership Agreements, and  
Operating Agreements for financial institutions.

b. Reference (a) establishes the requirement for DoD  
components to establish the support agreement approval process,  
including delegating responsibilities and approval authority in  
accordance with the concerned component's policy.

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distribution is unlimited.

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c. Approval and signature authority is not commensurate with the grade/rank/title of the other party's signatory.

d. Reference (b) establishes Marine Corps policy and provides guidance for implementing the IGT business process in accordance with DoD mandates. For the purposes of this policy letter, the most recent versions of the references will always guide MCIEAST-MCB CAMLEJ policy, practices, and procedures.

e. Reference (c) updates the provisions for support of Non-Federal Entities authorized to operate aboard DoD Installations.

### 3. Action

a. Approval and signature authority for all MCIEAST-MCB CAMLEJ support agreements shall reside with the Commanding General (CG). During the unavailability of the CG, support agreement approval and signature authority is delegated to the Deputy Commander, MCIEAST-MCB CAMLEJ and the Chief of Staff, MCIEAST-MCB CAMLEJ in accordance with reference (d).

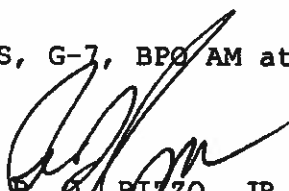
b. Except as delineated below, MCIEAST-MCB CAMLEJ General and Special Staff Department heads will submit all proposed support agreements to the Assistant Chief of Staff (AC/S), G-7, and Business Performance Office Agreements Manager (G-7, BPO AM). Support agreements are not to be approved/signed at the department level.

(1) The AC/S, G-7, and BPO AM will administer and manage MCIEAST-MCB CAMLEJ support agreements to include preparation, facilitating coordination, and approvals/signature.

(2) The AC/S, Marine Corps Community Services Lejeune-New River will administer agreements for all authorized private organizations operating aboard MCB CAMLEJ and Marine Corps Air Station New River to include preparation, facilitating coordination, and approvals/signature.

c. MCIEAST Installation Commanders will establish and publish policy for support agreement approval and signature authority. Delegation of your approval and signature authority is at your discretion.

4. Point of contact is the AC/S, G-7, BPO AM at (910) 449-9754.

  
R. G. RIZZO, JR.  
Acting