



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

5060
CG

04 MAY 2026

COMMANDING GENERAL'S POLICY LETTER 003-26

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

Ref: (a) MCO 5060.20

1. Purpose. To establish policy for Change of Command ceremonies for Marine Corps Installations East (MCIEAST) commands.

2. Cancellation. CG Policy ltr 005-22 of 28 Apr 22.

3. Action. MCIEAST Commanders will plan all Change of Command ceremonies by utilizing Operational Risk Management and the guidance contained within this policy letter.

a. In accordance with the reference, Commanders will plan ceremonies to last no longer than one hour. Commanders have the authority to tailor ceremonies within this time limit while preserving the dignity associated with these symbolic events. As such, Commanders shall:

(1) Ensure weather conditions are a major planning factor in all ceremonies and consider an inclement weather program if conditions may be prohibitive.

(2) Ensure ceremonies are not conducted outdoors or in buildings or structures that are not temperature controlled (e.g. hanger bays) between the hours of 1030-1700 during the months of June through September. Commanders should make every effort to arrange the conduct of ceremonies when the weather conditions are most favorable (i.e., early morning or early evening).

(3) From October through May, commanders may authorize execution of ceremonies during the middle part of the day, but will avoid the early morning period of 0600-0900 to avoid colder temperatures and ensure there is proper daylight.

(4) Conduct a thorough threat assessment for the event to establish physical security procedures for the ceremony. At a minimum, guardian angels will be present for all ceremonies with formations.

b. Reviewing officers for all ceremonies will normally be the next senior Commander of the outgoing Commander.

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(1) Reviewing officer and outgoing Commanders will deliver their comments in a five to seven minute time period.

(2) Incoming Commander's remarks shall not exceed the length of the outgoing Commander.

c. Commanders will make every effort to de-conflict dates for Change of Command ceremonies through their respective Chain of Command and the MCIEAST command deck to ensure ceremonies do not overlap/occur on the same day.

d. Conduct coordination with II MEF Staff Secretary and protocol offices for all ceremonies and events within your formation as a courtesy and situational awareness for II MEF CG/Deputy CG.

e. Honors will be given to all General Officers participating in the ceremony, unless otherwise deferred.

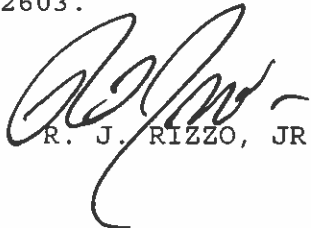
f. Personal awards and Certificates of Appreciation to spouses are authorized to be presented during Change of Command ceremony.

g. MCIEAST Commanders who desire to deviate from this Policy are required to submit a written request to the Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune for consideration.

h. While this Policy applies specifically to Change of Command ceremonies, the spirit and intent also applies to Relief and Appointments, Retirements, Memorial Services, and other similar events conducted during adverse weather conditions.

4. This Policy Letter is applicable to all MCIEAST commands.

5. Point of contact is the MCIEAST-MCB CAMLEJ Sergeant Major at DSN 751-2603 or commercial (910) 451-2603.


R. J. RIZZO, JR.

Copy to:
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