



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

MCIEAST-MCB CAMLEJO 3700.1C  
G-3/5

**13 JUN 2025**

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
3700.1C

From: Commanding General  
To: Distribution List

Subj: AIR INSTALLATION PLANNING BOARD

Encl: (1) Air Installation Planning Board Membership

1. Situation. The continual modernization of aircraft and associated support facilities requires that Installation Commanders ensure compatible use and installation development in accordance with published directives, while minimizing the impact to existing structures and operational capabilities. Air Installation Planning Boards (AIPB) shall be established at all Marine Corps Installations East (MCIEAST) Air Installations to ensure that all directorates and command designated members meet to identify, discuss, and resolve short- and long-term development issues.

2. Cancellation. MCIEAST-MCB CAMLEJO 3700.1B.

3. Mission

a. To establish a uniform process to review, validate, and make recommendations to Commanders regarding future projects contained in the activities' master plan. Overall, the AIPB shall ensure an integrated approach to growth proposals to ensure compatibility across all spectrums of operations.

b. Summary of Revision. This Order has been revised to modify AIPB membership.

4. Execution. This Order promulgates policy and procedures for conduct of the AIPB.

a. Commander's Intent. The AIPB provides a forum for installation-wide dialogue and ensures a comprehensive exchange of information regarding the Installation and related initiatives (e.g., upgrades, construction, anti-terrorism/force protection, safety, environmental, telecommunications, and encroachment), which enables planning for future growth and development, while avoiding negative operational impacts and costly corrective actions.

b. Concept of Operations. Board members will review and validate all related operations, projects, and process improvement

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initiatives to integrate these items with current and future operations. AIPB meetings shall be executed in accordance with the Installation Commander's intent.

c. Tasks

(1) The Installation Commander shall sponsor the AIPB.

(2) At a minimum, the AIPB shall be composed of the members listed in the enclosure.

(3) The AIPB shall engage MCIEAST Directorates and other subject matter experts (e.g., Naval Information Warfare Center, Naval Facilities Engineering Systems Command, Naval Flight Information Group), as necessary.

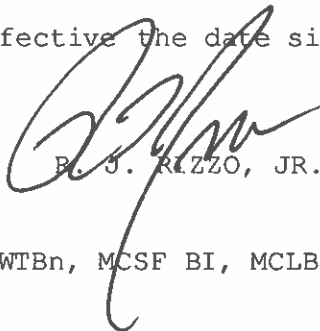
(4) The AIPB shall convene as necessary, but not less than quarterly, to discuss new initiatives/business.

5. Administration and Logistics. All MCIEAST Air Installations and Marine Corps Air Facility (MCAF) Quantico shall execute this Order and provide feedback regarding conduct of the AIPB to the MCIEAST-Marine Corps Base, Camp Lejeune G-3/5 in the form of a written agenda/minutes.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST Air Installations.

b. Signal. This Order is effective the date signed.



P. J. RIZZO, JR.

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Air Installation Planning Board Membership

1. At a minimum the following individuals/staff sections shall be members of the board:

- a. Operations Officer
- b. Facilities Officer
- c. Environmental
- d. Supply Officer (Fuels Department)
- e. Communications Directorate (cell towers)
- f. Comptroller
- g. Community Plans and Liaison Officer
- h. Safety Directorate (include Ordnance Department)
- i. Anti-Terrorism/Force Protection Directorate
- j. Air Traffic Control Facility Officer
- k. Air Traffic Control Maintenance Officer
- l. Air Traffic Control TERPS Coordinator