



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

MCIEAST-MCB CAMLEJO 5726.1A  
MCCS

OCT 10 2018

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
5726.1A

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE AND MARINE CORPS AIR STATION NEW  
RIVER FRIENDS OF LEJEUNE PROGRAM

Ref: (a) MCO P1700.27B Ch 1  
(b) DoD Instruction 1000.13, "Identification (ID) Cards for  
Members of the Uniformed Services, Their Dependents, and  
Other Eligible Individuals," January 23, 2014  
(c) MCIEAST-MCB CAMLEJO 5530.15

Encl: (1) Template for Letter of Appointment to Friends of Lejeune  
Working Group

1. Situation. To publish operating procedures for the subject program that authorizes non-Department of Defense (DoD) affiliated community leaders designated by the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) to utilize five Category-C Marine Corps Community Services (MCCS) facilities aboard MCB CAMLEJ and one aboard Marine Corps Air Station, New River (MCAS NR).

2. Cancellation. MCIEAST-MCB CAMLEJO 5726.1.

3. Mission

a. To assign tasks to conduct the subject program in accordance with the references.

b. Summary of Revision. This Order has been revised to update the system used from a Marine Corps Electronic Security System to the Defense Biometric Identification System (DBIDS) when applying for an identification (ID) card for the Installation.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To authorize, per reference (a), non-DoD affiliated community leaders to utilize the following MCCS facilities: McIntyre-Parks Recreational Shooting Complex, Recreational Pistol Shooting Program at the F-11A Range, Paradise

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Point Golf Course, Bonnyman Bowling Center, New River Bowling Center, and the Camp Lejeune Paintball Park (currently under construction).

(2) Concept of Operations

(a) The CG MCIEAST-MCB CAMLEJ has issued a letter of invitation authorizing those non-DoD affiliated community leaders he has designated to utilize the MCCS facilities listed in paragraph 3a(1).

(b) If they desire to access the Installation, these designated community leaders must apply for a DBIDS ID card at the Contractor Vetting Office, Building TT-13, adjacent to the Wilson Boulevard Gate, in accordance with references (b) and (c).

(c) The DBIDS ID cardholder may bring family members and/or friends if those accompanying family members and/or friends undergo vetting and identity proofing at the Holcomb Boulevard Visitors' Center where they will be issued an authorized and valid access credential (which will be a one-day temporary pass) in order to proceed to the desired MCCS Category-C facility in the company of the DBIDS ID cardholder.

(d) A Friends of Lejeune Working Group (FOLWG) will gather and compile data regarding any resulting increases in patronage, measure any incremental increases in non-appropriated fund revenue and profit, and document any security issues that may arise as a result of the Friends of Lejeune Program. Members of the FOLWG will be appointed in writing no later than 30 days after the publication date of this Order, as noted in paragraph 4. The FOLWG will be chaired by the Operations Officer, MCCS, Lejeune-New River. The FOLWG will meet at least quarterly or more often, as determined by the Chair. A template for a letter of appointment is in enclosure (1).

(e) Those individuals wishing to be designated as community leaders in order to receive an invitation to join the Friends of Lejeune Program should contact the Operations Officer, MCCS at (910) 451-9382 or [william.hildreth@usmc-mccs.org](mailto:william.hildreth@usmc-mccs.org).

b. Tasks

(1) Commanding Officer (CO), MCAS NR shall:

(a) Appoint a member to the FOLWG no later than 30 days after the publication date of this Order using enclosure (1).

(b) Ensure all necessary staff members are thoroughly familiar with the operating procedures necessary to support the Friends of Lejeune Program.

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(2) CO, Headquarters and Support Battalion (H&S Bn) shall:

(a) Appoint a member to the FOLWG no later than 30 days after the publication date of this Order using enclosure (1).

(b) Ensure members of Security Company and any other supporting staff are trained in the execution of this program, including the recognition and acceptance of the DBIDS ID card.

(c) Maintain a record of any security violations or concerns that may arise as a result of the Friends of Lejeune Program and present this record in detail at each meeting of the FOLWG.

(3) Assistant Chief of Staff (AC/S) G-3/5. Appoint a member to the FOLWG no later than 30 days after the publication date of this Order.

(4) AC/S MCCA, Lejeune-New River shall:

(a) Appoint the Operations Officer, MCCA, Lejeune-New River as the Chairman, FOLWG, who will ensure the FOLWG meets at least quarterly.

(b) Provide administrative support for the Friends of Lejeune Program by mailing all letters of invitation on behalf of the CG MCIEAST-MCB CAMLEJ.

(c) Director, Services Division shall:

1. Maintain a detailed record of the number of patrons utilizing the facilities listed in paragraph 3a(1) who are members of the Friends of Lejeune Program and present this data at each meeting of the FOLWG.

2. Maintain a detailed record of any incremental increases in non-appropriated fund revenue and profit that result from the Friends of Lejeune Program and present that data at each meeting of the FOLWG.

(5) Director, Communications Strategy. Appoint a member to the FOLWG no later than 30 days after the publication date of this Order using enclosure (1).

(6) Protocol shall:

(a) Provide the AC/S MCCA and Provost Marshal Officer (Pass and Identification Division) a spreadsheet of those community leaders maintained by the Protocol Officer and designated by the CG MCIEAST-MCB CAMLEJ as Friends of Lejeune and provide updated spreadsheets, as necessary.

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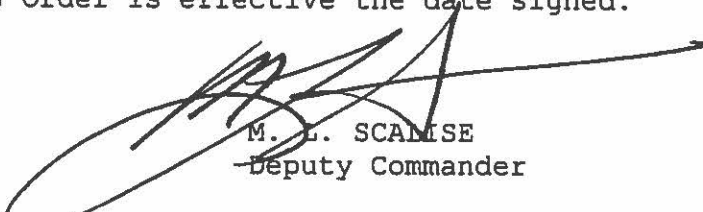
(b) Coordinate with the AC/S MCCS (Operations Officer) on additions and deletions of individuals on the Friends of Lejeune spreadsheet as needed or directed by the CG, Deputy Commander, or Chief of Staff, MCIEAST-MCB CAMLEJ.

5. Administration and Logistics. Recommendations for changes to this Order should be submitted to the CG MCIEAST-MCB CAMLEJ (Attn: Operations Officer, MCCS, Lejeune-New River).

6. Command and Signal

a. Command. This Order is applicable to those General and Special Staff Departments responsible for the execution of this program aboard MCB CAMLEJ, H&S Bn, and MCAS NR.

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



M. L. SCAMSE  
Deputy Commander

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Template for Letter of Appointment to Friends of Lejeune  
Working Group



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

5726  
Code

From: Commander/Assistant Chief of Staff, Unit/Department  
To: Commanding General, Marine Corps Installations East-  
Marine Corps Base Camp Lejeune (Attn: Operations  
Officer, Marine Corps Community Services, Lejeune-New  
River)

Ref: (a) MCIEAST-MCB CAMLEJO 5726.1

Subj: APPOINTMENT TO FRIENDS OF LEJEUNE WORKING GROUP (FOLWG)

1. As directed in the reference, I appoint NAME/BILLET TITLE as a member of the FOLWG.
2. He/she will familiarize himself/herself with the requirements of the reference and will be available to attend all meetings of the FOLWG.
3. He/she may be reached by telephone at (910) 4XX-XXXX and by e-mail at name.name@usmc.mil.

SIGNATURE

Enclosure (1)