



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

MCIEAST-MCB CAMLEJO 5726.1B
PROTOCOL

MAR 08 2022

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

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 5530.15B
(d) MCIEAST-MCB CAMLEJO 5530.25B

Encl: (1) Example Request Letter of Appointment to Friends of Lejeune
Program

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 access MCB CAMLEJ and Marine Corps Air Station, New River (MCAS NR) to attend official functions, meetings and to utilize five Category-C Marine Corps Community Services (MCCS) facilities aboard MCB CAMLEJ and one aboard MCAS NR.

2. Cancellation. MCIEAST-MCB CAMLEJO 5726.1A.

3. Mission

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

b. Summary of Revision. This Order has revised to incorporate updates and procedures for the program and to assign new responsibilities. The Deputy Commander will supervise the Friends of Lejeune Program (FOLP) and the Protocol Office will be the agent/section of responsibility for administration and logistics. This Order should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

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(1) Commander's Intent. This Order and program enables the CG to enhance and foster key leader engagement and to broaden his influence with the local elected officials, organizational leaders and key community partners in the area.

(2) Concept of Operations

(a) The CG MCIEAST-MCB CAMLEJ will issue letters of invitation authorizing those non-DoD affiliated community leaders he has designated to attend official functions, meetings and to utilize the MCCS facilities listed below:

1. McIntyre-Parks Recreational Shooting Complex;
2. Recreational Pistol Range at Range F-11A;
3. Bonnyman Bowling Center;
4. Paradise Point Golf Course; and
5. The Paradise Point Officers Club aboard Camp Lejeune and the New River All Ranks Club "The Landing" or designated alternate sites if under construction.

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

(c) The DBIDS ID cardholder may bring and escort family members aboard the Base to attend official functions, meetings and to utilize the MCCS facilities listed in paragraph 4a(2)(a) above as long as they remain in the company of the DBIDS ID cardholder.

(d) Those individuals wishing to be designated as community leaders in order to receive an invitation to join the Friends of Lejeune Program should fill out Enclosure (1) then contact the MCIEAST-MCB CAMLEJ Protocol Officer, at (910) 451-3489 or julie.robertson@usmc.mil for further instructions.

(e) A Friends of Lejeune Working Group (FOLWG) will be developed to advise the Deputy Commander and when directed compile data regarding any resulting increases in patronage, measure any incremental increases in non-appropriated fund (NAF) 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 by their Command and/or Departments and will serve at the pleasure of the Deputy Commander. FOLWG members will be made

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available to meet individually with the Deputy Commander or as a group when directed.

b. Tasks

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

(a) Recommend appointments of community leaders to the CG, MCIEAST-MCB CAMLEJ FOLP as needed or desired.

(b) Appoint a MCAS NR FOLWG Liaison/POC for the Deputy Commander in regards to all manner of things pertaining to the FOLP, Base and Station Access.

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

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

(a) Appoint a Provost Marshals Officer (PMO) representative as a FOLWG Liaison/POC for the Deputy Commander in regards to all manner of things pertaining to the FOLP, Base and Station Access. Monitor DBID's ID issuing policy and procedures at the Visitors Center and/or the Contract Vetting Office and provide recommendations for changes and adjustments as necessary.

(b) Provide the Deputy Commander quarterly with a listing of all FOLP DBID's passes issued to include card issue date, card expiration date, and yearly electronic security update date.

(c) 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.

(d) Maintain a record of any security violations or concerns that may arise as a result of the FOLP and present this record in detail to the Deputy Commander as needed or directed.

(3) Assistant Chief of Staff (AC/S) G-3/5 shall. Appoint a Physical Security FOLWG Liaison/POC for the Deputy Commander in regards to all manner of things pertaining to the FOLP, Base and Station Access.

(4) AC/S G-7 shall. Appoint a FOLWG Liaison/POC for the Deputy Commander in regards to all manner of thing pertaining to the FOLP. When directed provide updates and input on Elected Officials and the FOLP Listing.

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

(a) Appoint a MCCA FOLWG Liaison/POC for the Deputy Commander in regards to all manner of things pertaining to the FOLP. Update the Chief of Staff as needed or directed on CAT-C facilities available for FOLP members.

(b) When directed be prepared to start:

1. Maintaining a detailed record of the number of patrons utilizing the facilities listed in paragraph 4a(2)(a) who are members of the FOLP and present this data to the Deputy Commander.

2. Maintaining a detailed record of any incremental increases in NAF revenue and profit that result from the FOLP and present that data to the Deputy Commander.

(6) Protocol shall:

(a) Provide administrative support for the FOLP for the Deputy Commander.

(b) Provide the Deputy Commander and PMO (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.

(c) Coordinate with the Chief of Staff, Deputy Commander, and Commanding General on additions and deletions of individuals on the Friends of Lejeune spreadsheet as needed or directed.

5. Administration and Logistics. Recommendations for changes to this Order should be submitted to the CG MCIEAST-MCB CAMLEJ (Attn: Protocol Officer).

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.



ANDREW M. NIEBEL

DISTRIBUTION: A (plus H&S Bn and MCAS NR)

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Example Request Letter of Appointment to Friends of Lejeune
Program

Date:

From: (FName, MI, LName, mailing address, city, state, zip)

To: Commanding General, Marine Corps Installations East-
Marine Corps Base Camp Lejeune (Attn: Protocol
Officer, PSC Box 20005, Camp Lejeune, NC 28542-0005

Subj: REQUEST APPOINTMENT TO THE FRIENDS OF LEJEUNE PROGRAM
(FOLP)

Respectfully request consideration for appointment to the FOLP at
Marine Corps Installations East-Marine Corps Base Camp Lejeune
(MCIEAST-MCB CAMLEJ).

(State reason why)

(Provide your occupation, a listing of elected office(s) held or
currently hold, membership in local civic/community organizations
dates, officer billets held or currently hold.)

{State any special circumstances or past Military experience include,
organization, number of years served, highest rank achieved, etc..}

(Provide, Cell and work phone number, E-Mail contact address, marital
status, if married spouse FName and LName.

SIGNATURE

You can physically mail this signed request to:

Commanding General
(Attn: Protocol Officer)
MCIEAST-MCB
PSC Box 20005
Camp Lejeune, NC 28542-0005

Or you can scan the signed request and send as an E-Mail attachment
to: julie.robertson@usmc.mil