



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

MCIEAST-MCB CAMLEJO 5830.7B
MCCS

25 JUN 2026

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 5830.7B

From: Commander
To: Distribution List

Subj: LEJEUNE AND NEW RIVER INVESTIGATION OF MISSING,
LOST, STOLEN, OR DAMAGED MARINE CORPS COMMUNITY SERVICES
LEJEUNE-NEW RIVER PROPERTY

Ref: (a) MCO 4400.150
(b) JAGINST 5800.7G

Encl: (1) DD Form 200 Financial Liability Investigation of
Property Loss
(2) Certificate of Counsel

1. Situation. Chapter 5, paragraph 2a(1) of reference (a) requires missing, lost, stolen, or damaged property belonging to, or in the custody of, the Marine Corps be made the subject of an investigation, as prescribed in chapter 2 of reference (b), if the cause of the condition is unknown, if an investigation is required to relieve an individual of responsibility, or to determine responsibility. Marine Corps Community Services (MCCS), Lejeune-New River Property accounts are found within both organic and tenant commands and the Responsible Officers (ROs) are members of those commands. This Order establishes the responsibility for convening or waiving any required investigation lies with the RO's Commanding Officer (CO) or MCCS, Lejeune-New River division director.

2. Cancellation. MCIEAST-MCB CAMLEJO 5830.7A.

3. Mission. Establish procedures for the conduct of investigations concerning missing, lost, stolen, or damaged MCCS, Lejeune-New River property on charge to unit/organization/MCCS, Lejeune-New River activity ROs.

4. Execution

a. Commander's Intent. The RO's CO or appropriate MCCS, Lejeune-New River division director will initiate investigative

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action into the circumstances surrounding missing, lost, stolen, or damaged MCCA, Lejeune-New River property. Investigative action is not required when it is the opinion of the CO or MCCA, Lejeune-New River division director that no negligence is indicated in the loss of, or damage to, the property, or for reasons known to the CO or MCCA division director, that no negligence or responsibility can be determined, and an investigation under those conditions would constitute an unnecessary administrative burden. Investigative action is not usually required when an individual accepts responsibility for the loss of, or damage to, MCCA, Lejeune-New River property and voluntarily offers to replace it through in-kind or cash reimbursement.

b. Concept of Operations. All MCCA, Lejeune-New River property to be dropped from an inventory record and not subject to investigation may be placed on a Certificate of Disposition (CofD). The document should show a valid reason, such as missing, lost, or damaged. The CofD should contain a statement that an investigation is waived, per this Order, no carelessness or negligence on the part of any individual charged with responsibility for the item can be determined, and that an investigation would impose an unnecessary administrative burden. The report of investigation submitted by an investigating officer must contain a specific opinion as to fault or negligence, per chapter 5, paragraphs 1d and 7d(1) of reference (a), and a specific recommendation to hold or not hold an individual responsible, except for civilian employees. Items that have been reported stolen to the Provost Marshal Office (PMO) will be put on a CofD and a copy of the report attached. The RO and the CO or MCCA, Lejeune-New River division director must sign the CofD. Using enclosure (1), unit/organization/MCCA, Lejeune-New River activity ROs will report all cases of missing, lost, stolen, or damaged MCCA, Lejeune-New River property to their CO or MCCA, Lejeune-New River division director within 48 hours of discovery/notification and prepare all required documents if the investigation is waived. All losses involving suspected theft will be reported to the PMO.

c. Tasks. The unit/organization CO or MCCA, Lejeune-New River division director will convene an investigation to determine the circumstances of the loss or damage by appointing an officer, staff noncommissioned officer, or civilian employee to conduct the inquiry and submit the required reports. If the investigation is waived, direct the RO to submit a CofD as outlined above. Attach a copy of the PMO report for all suspected thefts. Ensure the RO for the missing, lost, or damaged property is counseled on voluntary replacement in-kind

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or cash reimbursement, per chapter 5, paragraph 11 of reference (a), and that enclosure (2) is completed and attached to the investigation or CofD and waiver of investigation. As per the references and enclosure (2), the employee must not be counseled by a member of their chain of command. When an individual elects to replace an item in-kind, the replacement item will be of equivalent quality and value and procured at the individual's own expense. The replacement item will be turned in to the MCCS, Lejeune-New River property control section to adjust property records as necessary. All cash reimbursements will be made to the MCCS, Lejeune-New River chief financial officer who in turn will make distribution to appropriated funds or nonappropriated funds.

d. Coordinating Instructions

(1) The investigation will be conducted in accordance with chapter 5 of reference (a) and chapter 2 of reference (b). Unit/organization COs or MCCS, Lejeune-New River division directors will review all investigations and be specific in their endorsements regarding approval or disapproval of facts, opinions, and recommendations made by the investigating officer. The endorsement must also include any administrative or disciplinary action taken. Unit/organization COs or MCCS, Lejeune-New River division directors will forward their completed reports through their chains of command to the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) (Attn: chief financial officer, MCCS, Lejeune-New River). Commanders within II Marine Expeditionary Force (II MEF); 2d Marine Division (2d MarDiv); 2d Marine Logistics Group (2d MLG); Training and Education Command (TECOM); U.S Marine Corps Forces, Special Operations Command (MARSOC); and Naval Hospital, Camp Lejeune (NHCL); should route their completed reports through their respective chains of command.

(2) The AC/S, MCCS, MCIEAST-MCB CAMLEJ (Attn: chief financial officer) will review and forward all investigations and waivers of investigation for missing or damaged MCCS, Lejeune-New River property to the MCCS, Lejeune-New River property control section for action. The AC/S, MCCS, MCIEAST-MCB CAMLEJ will request an investigation or approve any waiver of investigation for missing or damaged MCCS, Lejeune-New River property signed for by any MCCS, Lejeune-New River division director who is assigned as an RO.

(3) The CO, Headquarters and Support Battalion, MCIEAST-MCB CAMLEJ will appoint investigating officers to conduct such investigations as may be required by the AC/S, MCCS, MCIEAST-MCB

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CAMLEJ for missing or damaged property on the accounts of ROs assigned to, or employed by, MCCS, Lejeune-New River.

(4) The PMO is responsible for providing assistance, as required, with suspected theft of MCCS, Lejeune-New River property. A copy of all reports will be forwarded to the CO/MCCS, Lejeune-New River division director.

5. Administration and Logistics. This Order has been coordinated with and concurred by the CGs of II MEF; 2d MarDiv; 2d MLG; TECOM; MARSOC; and the COs of Marine Corps Air Station, New River (MCAS NR); NHCL; and Joint Missions Training Center, U.S. Coast Guard.

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ, MCAS NR, their subordinates, and all tenant commands.

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


G. B. PACE

DISTRIBUTION: A/B/C

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FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD)	
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION		6. QUANTITY	7. UNIT COST	8. TOTAL COST
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)			☒ Lost	☐ Damaged	☐ Destroyed
			☐ Organization	☐ Installation	☒ OCIE
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED	
12. (X one) ☐ RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) ☐ REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) ☐ YES ☐ NO		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER	
		f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) ☐ APPROVE ☐ DISAPPROVE		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) ☐ YES ☐ NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one) ☐ APPROVE ☐ DISAPPROVE		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) ☐ YES ☐ NO ☐ N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necessary)*

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED

16. INDIVIDUAL CHARGED

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND *(X one)*

☐ Submit the attached statement of objection. ☐ Do not intend to make such a statement

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. DSN NUMBER
	f. SIGNATURE	g. DATE SIGNED

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

[illegible]

ENCLOSURE (1)

Certificate of Counsel

From:

To: Commanding Officer

Via: Assistant Chief of Staff, Marine Corps Community
Services, Marine Corps Installations East-Marine Corps
Base, Camp Lejeune

Subj: CERTIFICATE OF COUNSEL

Ref: (a) MCO 4400.150

(b) MCIEAST-MCB CAMLEJO 5830.7B

1. As required by the references, I certify that a disinterested party, not in my chain of command, has counseled me, and I acknowledge that:

a. There is no administrative process requiring replacement in-kind or reimbursement for lost, missing, stolen, or damaged property on charge to me.

b. If negligence is involved, action may be taken to require reimbursement for lost, missing, stolen, or damaged property on charge to me.

c. Any offer for replacement in-kind or cash reimbursement must be done freely and voluntarily.

d. Voluntary offer for replacement in-kind or cash reimbursement is not a relief for a wrongful act.

e. Voluntary offer for replacement in-kind or cash reimbursement for lost, missing, stolen, or damaged property will be considered a free act for personal reasons and will not imply admission of responsibility, fault, or negligence for any purpose.

f. I have the right to consult with a judge advocate prior to any replacement in-kind or cash reimbursement.

2. I do/do not waive my right to counsel by a judge advocate.

3. I do/do not accept responsibility for the missing, lost, stolen, or damaged property on charge to me.

Subj: CERTIFICATE OF COUNSEL

Enclosure (2)

4. I do/do not desire to offer replacement in-kind or cash reimbursement for the missing, lost, stolen, or damaged property on charge to me.

Signature

Counselor Signature