



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, D.C. 20350-3000

CMC/CSG  
2 May 17

WHITE LETTER 3-17

From: Commandant of the Marine Corps  
To: All Commanding Generals  
All Commanding Officers  
All Officers-in-Charge  
All Senior Enlisted Leaders

Subj: COMMAND TURNOVER REQUIREMENTS

Ref: (a) MCO 4400.201  
(b) MCO 3000.13

Encl: (1) Status of Command Letter Template

1. In *Message to the Force: Seize the Initiative*, I asked all Marines to confront the internal challenges we face as a Corps in order to improve overall readiness. Operationally, we are as busy as we have ever been. Yet, during the past 15 years of war, our focus on operations caused us to lose focus on time-tested accountability processes, especially during changes of command.

2. Outgoing commanders must provide accountability and status of the entirety of the unit to incoming commanders. Per Ref (a) the Certificate of Relief completed in conjunction with Changes of Command is the minimum standard. Effectively immediately, all units will refocus on proper accountability and overall status of the entire command. All commanders will complete a Status of Command turnover. This turnover will include a Status of Command letter (Encl 1) covering all areas and functions of the command. Commanders will also provide a Status of Command brief to the next higher commander prior to their official change of command. Commanders are encouraged to implement internal inspection programs to align with CGIP checklist requirements and maintain a proactive stance across their commands.

3. I have great trust and confidence in our commanders. Keep doing the great things you're doing. Keep challenging our Marines. Stay engaged and use this process to make your command better every day.

A handwritten signature in black ink, reading "Robert B. Neller".

Robert B. Neller