



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1710.40
MCCS

MAR 11 2011

COMBAT CENTER ORDER 1710.40

From: Commanding General
To: Distribution List

Subj: CIVILIAN USE OF MARINE CORPS COMMUNITY SERVICES (MCCS) FACILITIES

Ref: (a) DODI 1015.10, Programs for Military Morale, Welfare, and
Recreation (MWR)
(b) MCO P1700.27B
(c) CCO 5512.2D
(d) CCO 1020.11P

Encl: (1) MCCS Privileges by Identification Card (ID)

1. Situation. The Commanding General has authorized certain categories of civilian personnel aboard the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center (MCAGCC) to use specific MCCS facilities per references (a) and (b).

2. Mission. Define the access to MCCS Marine Corps Exchange and MWR facilities by authorized Appropriated Fund, Non-Appropriated Fund (NAF), Contract, and family member civilians according to the type of ID card they hold and establish military members' priority in using all facilities.

3. Execution

a. Commanders Intent and Concept of Operations

(1) Commander's Intent. To identify the types of identification cards required to utilize MCCS MWR facilities by civilian personnel in accordance with references (a) through (c). Civilian participation is at the Commanding General's discretion.

(a) Active duty and retired service members have priority over authorized civilians for participation in all MCCS MWR activities. However, during each visit to MCCS MWR activities, once an authorized civilian is granted access and participation, he or she shall not be displaced by an active duty or retired member.

(b) Civilians using MCCS MWR facilities will be held to the highest standards of conduct. While on this military installation, civilians will conduct themselves appropriate with the military environment.

(2) Concept of Operations

(a) Usage of facilities by civilians, active duty, and retired personnel are established per this Order and enclosure (1). Civilian ID cards include the common access card (CAC), with either a blue or green

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stripe on the front of the card; the installation access card (IAC); the civilian retiree card (CRC); and the MCCS privilege card, DD form 2574.

(b) Receiving privileges at MCCS MWR facilities may require individuals to have a CAC, CRC, or IAC, and a MCCS privilege card. Where individuals hold two ID cards, both IDs must be valid and presented together at the time services are requested in order to receive privileges.

(c) Some individuals holding an IAC are considered Department of Defense (DoD) contractors per references (a) and (b) respectively, although they do not meet the standards required to possess a CAC. IAC holders may warrant MCCS MWR privileges if they are employed aboard MCAGCC in a fulltime status with a company that contracts with a DoD entity or instrumentality. Examples include, but are not limited to, employees of fast food chains operating aboard MCAGCC and mess halls. Employees meeting this criterion may receive an MCCS privilege card from the MCCS NAF personnel office.

(d) Individuals who hold a military ID card are not subject to the limits of employee-based ID cards. However, to receive full privileges, presentation of their military ID is required.

(e) Use of facilities will be allowed as follows. Privileges may extend to family members of civilians, active and retired. Specific guidance on the limits within each division of MCCS may be found in enclosure (1).

1. Business Operations: All activities with limits at the exchange, facility retail shops, and convenience stores.

2. Services Operations: All services.

3. Food and Hospitality: All lodging, restaurants, and snack bars. Club limits are established by members of each club.

4. Semper Fit: All programs with limits in sports and outdoor adventures.

5. Marine and Family Services: All programs with limits and priority restrictions in childcare and library programs.

(f) Per references (a) and (c), when specifically invited and accompanied by an authorized user, civilians who are not otherwise eligible to use MCCS MWR programs will be treated as guests. The number of guests and frequency of use at MCCS MWR facilities is on a space available basis.

(g) Attire for all personnel visiting or utilizing facilities aboard the Combat Center must meet the standards set forth in reference (d).

(h) Non-compliance with these requirements will result in loss of privileges.

b. Subordinate Element Missions

(1) Marine Corps Community Services

(a) Ensure all MCCS MWR personnel are trained in policies concerning civilian use of MCCS MWR facilities in accordance with this Order and individual facility standard operation procedure and desktop procedure

manuals. Ensure procedures are in place at each facility for customer service personnel to handle a civilian's non-compliance with the policies of this Order.

(b) To comply with the enclosure, MCCS MWR management will ensure customer service personnel verify all patrons have valid ID cards on their person prior to receiving service or enrollment in activities.

(c) MCCS MWR customer service personnel will ensure civilian patrons are in compliance with guidelines to include dress code standards, appropriate behavior, and conduct in a variety of venues, per references (b) and (d).

(d) MCCS will issue the MCCS privilege card to those individuals who present their IAC and are listed on the current letter on file with the NAF personnel office from their DoD contracted employer at MCAGCC.

(2) Commanding Officers, Officers In Charge, and Directors

(a) Ensure each civilian member of the command is familiar with the MCCS MWR privileges afforded to civilians according to the ID card held.

(b) Ensure DoD contracted companies under the command are aware of this Order, the guidance on eligibility requirements, and privileges to which employees may be entitled.

(c) Ensure each civilian member of the command is familiar with the dress code standards, behavior, and conduct guidelines required of all persons on a military installation.

(3) DoD Contracted Companies or Entities

(a) Submit a letter to the NAF personnel office that verifies all fulltime status individuals that are employed. Update the letter annually, or as frequently as personnel changes dictate. All eligible employees must be listed on the current letter.

(b) Ensure each eligible individual employed with the company or entity is aware of this Order, the guidance on eligibility requirements, and the privileges afforded them.

(c) Ensure each eligible individual employed with the company or entity is familiar with the dress code standards, behavior, conduct, and sportsmanship guidelines required of all persons on a military installation.

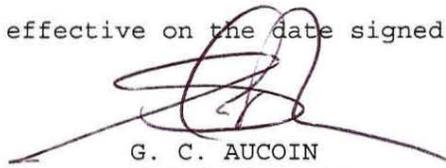
(d) Collect MCCS privilege cards from individuals who resign or terminate and relinquish those cards to the NAF personnel office within 10 days of the employee's departure.

4. Administration and Logistics. Distribution Statement A directives issued by the Commanding General are available electronically and may be viewed at: <http://www.29palms.usmc.mil/base/manpower/adj/ccotoc.asp>.

5. Command and Signal

a. Command. This Order is applicable to all active duty, reserve, and civilian personnel aboard the Combat Center.

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

A handwritten signature in dark ink, consisting of several overlapping loops and a long horizontal stroke extending to the left.

G. C. AUCOIN
Chief of Staff

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MCCS PRIVILEGES BY ID CARD

Individual facilities are governed by this Order, Facility Standard Operating Procedure, and Desk Top Procedure manuals.

MCCS NAF
MCCS APF
DOD APF /
Billeting
Fund
DOD Contractors
MWR - Other
Services

ID Card(s) & Employee Category	Semper Fit	Retail Ops	Service Ops	Marine & Family Srvs	Food & Hospitality
<p>CAC w Blue or Green Stripe w/ Limited MCX Noted on Card¹ or CRC²</p> <p>MCCS NAF Employees 'Active or 'Retiree Extends to Family Members*</p>	All programs, excluding The Zone. Intramural sports limited to active employees only in accordance with rules set forth in reference (b).	All Exchanges, facility retail shops and convenience stores; excluding the purchase of alcohol, tobacco, military clothing and accessories products.	All programs	All programs, except child care, on a space available basis. Child care: Active civilians are eligible; retirees, on a space available basis, providing a waiting list does not exist.	All lodging, restaurants and snack bars. Clubs are included per each club's Constitution and By-Laws.
<p>CAC w Blue or Green Stripe³ or CRC⁴ MCCS Privileges Card DD 2574 - Both IDs Must Be Presented -</p> <p>MCCS APF Employees 'Active or 'Retiree Extends to Family Members*</p>	All programs, excluding The Zone. Intramural sports limited to active employees only in accordance with rules set forth in reference (b).	All Exchanges, facility retail shops and convenience stores; excluding the purchase of alcohol, tobacco, military clothing and accessories products.	All programs	All programs, except child care, on a space available basis. Child care: Active civilians are eligible; retirees, on a space available basis, providing a waiting list does not exist.	All lodging, restaurants and snack bars. Clubs are included per each club's Constitution and By-Laws.
<p>CAC w Blue or Green Stripe or CRC⁴ or IAC and DD 2574, MCCS Privileges Card</p> <p>Non-MCCS APF & NAF Employees Active & Retired Extends Conditionally to Family Members**</p>	All programs, excluding The Zone. Intramural sports limited to active employees only in accordance with rules set forth in reference (b).	Convenience stores only, limited to items for individual personal consumption. Excludes the purchase of alcohol, tobacco, military uniform and accessories products and gasoline.	All programs	All programs, except child care, on a space available basis. Child care: Active civilians are eligible; retirees, on a space available basis, providing a waiting list does not exist.	All lodging, restaurants and snack bars. Clubs are included per each club's Constitution and By-Laws.
<p>CAC w Blue or Green Stripe - or - IAC and DD 2574, MCCS Privileges Card - Both IDs Must Be Presented -</p> <p>Fulltime Status DOD Contractor / Technical Reps Extends Conditionally to Family Members**</p>	All programs, excluding The Zone and Outdoor Adventures; including intramural sports in accordance with rules set forth in reference (b).	Convenience stores only, limited to items for individual personal consumption. Excludes the purchase of alcohol, tobacco, military uniform and accessories products and gasoline.	All programs	All programs, except Library and child care, on a space available basis. Library: Materials check-out excluded. Child care: Active civilians are eligible; retirees, on a space available basis, providing a waiting list does not exist.	All lodging, restaurants and snack bars. Clubs are included per each club's Constitution and By-Laws.
<p>Other Service Photo ID Card - or - Employer's Letter w/ Photo ID</p> <p>MWR APF & NAF Employees Active Employees Only Excludes Family Members</p>	All programs, excluding The Zone and Outdoor Adventures; including intramural sports in accordance with rules set forth in reference (b).	Convenience stores only, limited to items for individual personal consumption. Excludes the purchase of alcohol, tobacco, military uniform and accessories products and gasoline.	All programs	All programs, except Library and child care, on a space available basis. Library: Materials check-out excluded. Child care: Active civilians are eligible; retirees, on a space available basis, providing a waiting list does not exist.	All lodging, restaurants and snack bars. Clubs are included per each club's Constitution and By-Laws.

CAC = Common Access Card CRC = Civilian Retiree Card DD 2574 = MCCS Privilege Card
 * Family member must accompany the DOD employee or be in possession of an MCCS Privilege Card DD 2574.
 ** Family member must be accompanied by the DOD employee at all times while receiving services or participating in programs.
 NOTE: Marine Corps Family Team Building (MCFTB) programs are open to Active Duty and their spouses only; with the exception of the Prevention and Relationship Enhancement Program (PREP) which may be offered to DOD civilian couples via referral.

Enclosure (1)