



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 1710.40A
MCCS

JUL 30 2014

COMBAT CENTER ORDER 1710.40A

From: Commanding General
To: Distribution List

Subj: CIVILIAN USE OF MARINE CORPS COMMUNITY SERVICES FACILITIES

Ref: (a) 10 U.S. CODE § 2481, Defense Commissary and Exchange Systems:
Existence and Purpose
(b) DoD Instruction 1000.13, "Identification (ID) Cards for Members of
the Uniformed Services, Their Dependents and Other Eligible
Individuals," January 23, 2014
(c) DoD Instruction 1015.10, "Military Morale, Welfare, and Recreation
(MWR) Programs," May 6, 2011
(d) MCO P1700.27B w/Ch 1
(e) MCCSINST 7000.1D
(f) CCO 1610.1K
(g) CCO 1020.11R

Encl: (1) Marine Corps Community Services Civilian Privileges by ID Card
(2) Sample Letter for Contracted Companies

1. Situation. Civilian participation within Marine Corps Community Services (MCCS) facilities aboard the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center (MCAGCC) is at the Commanding General's (CG) discretion. Guidance on the specific privileges afforded the various categories of civilians is needed.

2. Cancellation. CCO 1710.40.

3. Mission. Define access and privileges by authorized Non-Appropriated Fund (NAF), Appropriated Fund, Contractor, and civilian family members according to the type of ID card they hold and establish military members' priority in using all MCCS facilities.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Certain categories of civilian personnel aboard the Combat Center are authorized to use MCCS facilities per the references. Civilian personnel will present the appropriate ID card(s) required to utilize MCCS programs and facilities in accordance with the references and this Order.

(a) Active duty and retired Service members have priority over authorized civilians for participation in all MCCS activities.

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(b) While on this installation, civilians will conduct themselves in accordance with the expectations of conduct in a military environment.

(2) Concept of Operations

(a) Usage of facilities by active duty, retired, and civilian personnel are established per this Order and enclosure (1). Civilian ID cards include: the common access card (CAC), the installation access card (IAC), the civilian retiree card (CRC), and the MCCS privilege card (DD form 2574).

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

(c) IAC holders may warrant some MCCS privileges if they are employed in a fulltime status with a company that contracts with a Department of Defense (DoD) entity or instrumentality. Examples include, but are not limited to, employees of fast food chains and mess halls. Companies with employees meeting this criterion may request an MCCS privilege card from the MCCS Personnel and Employment Branch via company letter.

(d) Individuals who hold an active duty or family member military ID card and who are employed on the installation are not subject to the limits of employee-based ID cards. However, to receive full privileges, presentation of their military ID is required.

(e) Family members must be with the authorized employee or possess their own MCCS privilege card, if eligible. Specific guidance, per MCCS Division, on the limits of privileges by ID status is provided in enclosure (1). In general, authorized personnel and family members, where permitted, may use facilities as follows:

1. Business Operations: All activities with limits at Exchanges, Marine Marts, and lodging facilities per federal law; full privileges at restaurants, snack bars, and private vendor businesses regardless of ID category. Club limits per the Constitution and By-Laws of each club. During special events, the Installation Commander may authorize purchase of United States Marine Corps memorabilia and logoed items by all civilians; this would include events such as car shows, open houses, or a civilian appreciation day.

2. Semper Fit: All programs with limits at The Zone, Outdoor Adventures, adult sports, and facility retail shops. The Zone is limited to single, active duty personnel only. Limits within Outdoor Adventures are based on property controls measures for government assets. In keeping with the Marine Corps mission of force readiness, changes to availability or limits of gym hours for use by civilian personnel may be made without advance notice.

3. Marine and Family Programs: All programs with limits and priority restrictions in Family Care, Marine Corps Family Team Building, Behavioral Health, and Personal and Professional Development programs. Limits within the Lifelong Learning Library are based on property control measures for government assets.

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(f) Check cashing privileges at all MCCA establishments will be permitted in accordance with references (d) and (e).

(g) Per references (b) and (c), when specifically invited and accompanied by an authorized patron, civilians who are not otherwise eligible to use MCCA programs will be treated as guests. The number of guests and frequency of use at MCCA facilities is on a space available basis, to be determined by facility managers and at the discretion of the Assistant Chief of Staff (AC/S) MCCA.

(h) Attire for all personnel visiting or utilizing facilities on the installation must meet the standards set forth in reference (f).

(i) Non-compliance with these requirements will result in loss of privileges, at the discretion of the AC/S MCCA.

b. Subordinate Element Missions

(1) MCCA

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

(b) Ensure procedures are in place at each facility for customer service personnel to address an individual's non-compliance with the guidelines of this Order in an appropriate, tactful, and professional manner.

(c) Management will ensure customer service personnel verify all patrons have valid ID on their person and, where two cards are required, ensure both are presented prior to providing services or access to resources.

(d) 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 (c) and (f).

(e) NAF Personnel will issue the MCCA privilege card to those individuals eligible to possess the card.

(2) Commanding Officers, ACs/S, and Special Staff Officers

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

(b) Ensure DoD contracted companies under the cognizance of your command are aware of this Order, the eligibility requirements outlined therein, privileges to which employees may be entitled, and procedures for requesting the MCCA Privilege card when appropriate.

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

(3) DoD Contracted Companies or Entities

(a) Submit a request letter to the MCCA Personnel and Employment Branch that verifies all fulltime status individuals that are employed with

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the company and therefore eligible for MCCS privileges. 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 separate from the company and relinquish those cards to the MCCS Personnel and Employment Branch within 10 days of the employee's departure.

5. Administration and Logistics

a. Distribution Statement A directives issued by the CG are available electronically and may be viewed at: <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

b. Reference (d) may be found on the MCCS website at the following address: <http://mccs29palms.com/index.cfm/links/mccsdirectives/>.

c. A complete listing of the Business Operation Division's private vendors operating on MCAGCC is located on the MCCS website at: <http://www.mymcx.com/index.cfm/locations/29-palms/services/>.

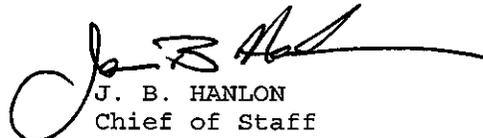
d. An MCCS Guidebook describing all programs and facilities with contact information is available at various facilities and on the website's download page at <http://mccs29palms.com/index.cfm/links/downloads/>.

e. Enclosure (2) is a sample letter for contracted companies' use to request privilege cards for their employees. It is also available on the MCCS website's downloads page. Completed letters must be submitted to the MCCS Personnel and Employment office, Building 1533, located on Sturgis Road between 5th and 6th Streets.

6. Command and Signal

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

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


J. B. HANLON
Chief of Staff

Distribution: A

**MARINE CORPS COMMUNITY SERVICES
CIVILIAN PRIVILEGES BY ID CARD**

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Programs and facilities are governed by this Order, their Standard Operating Procedure, and Desk Top Procedure manuals.

Combat Center and MWTC MCCS Civilian Employees

ID Card(s) & Employee Category		Business Operations	Semper Fit	Marine & Family Programs
MCCS NAF	CAC w 'Limited MCX' on card -or- CRC Active & Retired Family members must be w/ employee or possess DD 2574	All Exchanges, Marine Marts, Ship Store, lodging, restaurants, snack bars, & private vendors*. Excludes alcohol, tobacco, military clothing and accessories. USMC mementos and logoed memorabilia may be purchased when authorized by the AC/S, MCCS. Clubs are included per each club's Constitution and By-Laws.	Recreation programs, facilities and retail shops. The Zone is excluded and intramural sports is limited to active employees only in accordance with rules set forth in reference (d).	Child care: Active civilians are eligible; retirees, space available basis IF a waiting list does not exist. MCFTB: Active Duty & Spouses only. PREP: DOD Civilians by referral. All other programs: space available basis.
	MCCS APF	- Both IDs Required - All lodging, restaurants and snack bars. Clubs are included per each club's Constitution and By-Laws. All Exchanges, Marine Marts, Ship Store & private vendors*. Excludes alcohol, tobacco, military clothing and accessories. USMC mementos and logoed memorabilia may be purchased when authorized by the AC/S, MCCS.	Recreation programs, facilities and retail shops. The Zone is excluded and intramural sports is limited to active employees only in accordance with rules set forth in reference (d).	Child care: Active civilians are eligible; retirees, space available basis IF a waiting list does not exist. MCFTB: Active Duty & Spouses only. PREP: DOD Civilians by referral. All other programs: space available basis.

Combat Center and MWTC Employees:

ID Card(s) & Employee Category		Business Operations	Semper Fit	Marine & Family Programs
DoD APF / NAF Billeting Fund	CAC or IAC w DD 2574** Active & Retired Family members must be w/ employee at all times	All lodging, restaurants and snack bars. Clubs are included per each club's Constitution and By-Laws. Unlimited purchase at private vendors*. Single serving food and beverages at Marine Marts, Ship Store and Exchanges only. Excludes alcohol, tobacco. USMC mementos and logoed memorabilia may be purchased when authorized by the AC/S, MCCS.	Recreation programs, facilities and retail shops. The Zone is excluded and intramural sports is limited to active employees only in accordance with rules set forth in reference (d).	Child care: Active civilians are eligible; retirees, on a space available basis IF a waiting list does not exist. MCFTB: Active Duty & Spouses only. PREP: DOD Civilians by referral. All other programs on a space available basis.
	DoD Contractors	- Employees Must Be FULLTIME & Both IDs Required - Unlimited purchase at private vendors*. Single serving food and beverages at Marine Marts, Ship Store and Exchanges only. Excludes alcohol, tobacco. USMC mementos and logoed memorabilia may be purchased when authorized by the AC/S, MCCS.	Recreation programs, facilities and retail shops. The Zone and Outdoor Adventures is excluded and intramural sports is limited to active employees only in accordance with rules set forth in reference (d).	Child care: Active civilians are eligible; retirees, on a space available basis IF a waiting list does not exist. Library: No check-out privileges. All other programs, on a space available basis.

Enclosure (1)

**MARINE CORPS COMMUNITY SERVICES
CIVILIAN PRIVILEGES BY ID CARD**

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Programs and facilities are governed by this Order, their Standard Operating Procedure, and Desk Top Procedure manuals.

Other Installation MCCS/MWR Employees

ID Card(s) & Employee Category	Business Operations	Semper Fit	Marine & Family Programs
USMC Services: Photo ID Card -or- Employer's Letter w/ Photo ID Family members must be w/ employee or possess DD 2574.	All lodging, restaurants and snack bars. Clubs are included per each club's Constitution and By-Laws. All Exchanges, Marine Marts, Ship Store & private vendors*. Excludes alcohol, tobacco, military clothing and accessories. USMC mementos and logoed memorabilia may be purchased when authorized by the AC/S, MCCS.	Recreation programs, facilities and retail shops. The Zone, Outdoor Adventures and check cashing privileges are excluded. Intramural sports is limited to active employees only in accordance with rules set forth in reference (d).	Child care: Active civilians are eligible; retirees, space available basis IF a waiting list does not exist. MCFTB: Active Duty & Spouses only. PREP: DOD Civilians by referral. Library: No check-out privileges. All other programs: space available basis.
Other Services Services: Photo ID Card -or- Employer's Letter w/ Photo ID Excludes Family Members	All lodging, restaurants and snack bars. Clubs are included per each club's Constitution and By-Laws. Unlimited purchase at private vendors*. Single serving food and beverages at Marine Marts, Ship Store and Exchanges only. Excludes alcohol, tobacco. USMC mementos and logoed memorabilia may be purchased when authorized by the AC/S, MCCS.	Recreation programs, facilities and retail shops. The Zone, Outdoor Adventures and check cashing privileges are excluded. Intramural sports is limited to active employees only in accordance with rules set forth in reference (d).	Child care: Active civilians are eligible; retirees, space available basis IF a waiting list does not exist. MCFTB: Active Duty & Spouses only. PREP: DOD Civilians by referral. Library: No check-out privileges. All other programs: space available basis.

Other Services Employees

ID Card(s) & Employee Category	Business Operations	Semper Fit	Marine & Family Programs
Other Services DoD Services: Photo ID Card -or- Employer's Letter w/ Photo ID Excludes Family Members	All lodging, restaurants and snack bars. Clubs are included per each club's Constitution and By-Laws. Unlimited purchase at private vendors*. Single serving food and beverages at Marine Marts, Ship Store and Exchanges only. Excludes alcohol, tobacco. USMC mementos and logoed memorabilia may be purchased when authorized by the AC/S, MCCS.	Recreation programs, facilities and retail shops. The Zone, Outdoor Adventures and check cashing privileges are excluded. Intramural sports is limited to active employees only in accordance with rules set forth in reference (d).	Child care: Active civilians are eligible; retirees, space available basis IF a waiting list does not exist. MCFTB: Active Duty & Spouses only. PREP: DOD Civilians by referral. Library: No check-out privileges. All other programs: space available basis.

CAC = Common Access Card
IAC = Installation Access Card

CRC = Civilian Retiree Card
DD 2574 = MCCS Privilege Card

*Private Vendors: Barber and Beauty Shops, Cybercade, GNC, Nature's Best Dry Cleaners, Enterprise Car Rental, Plaque Shop, Game Stop, Wireless Advocates, Value Logic IT Services, Fast Food vendors and Fine Dining Restaurant. -NOTE- IDs not required

**Both IDs must be presented to receive privilege where noted above.

Enclosure (1)

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SAMPLE LETTER FOR CONTRACTED COMPANIES

Date:
 From: Signer's Title (Manager or Individual authorized to sign for the company)
 To: Director, Personnel & Employment Branch
 Marine Corps Community Services
 MCAGCC Bldg 1533
 Twentynine Palms, CA 92278-8150

Subj: MARINE CORPS COMMUNITY SERVICES PRIVILEGE CARD

Ref: (a) CCO 1710.40A

1. The XXX company holds a government contract aboard the Marine Corps Air Ground Combat Center, Twentynine Palms, CA. We have employees who wish to participate in Marine Corps Community Services (MCCS) programs to which they are entitled, per reference (a).

2. The following employees maintain full time status under contract no. #xxx, for the period xx date xx through xx date xx made with xx (Base entity - i.e., ROICC, MCCS, etc).

Last Name	First Name	Date of Birth

3. We acknowledge and agree to the following program guidance.

- This letter will be updated annually, or as frequently as personnel changes dictate. Employees listed in this letter are eligible for limited MCCS privileges.
- Each employee has been made aware of this Order, the guidance on eligibility requirements, and the privileges afforded them.
- Each employee has been informed of the dress code standards, behavior, conduct, and sportsmanship guidelines required of all persons on a military installation.
- MCCS privilege cards will be collected from individuals who resign or terminate prior to the end of the contract period; and those cards will be relinquished to the Personnel & Employment Branch within 10 days of the employee's departure.

4. I formally state the above information is correct and I will ensure the above employees will abide by the program guidelines. The point of contact for this company is xx (name, title, phone number) and for xx (Base Entity) that holds the contract, xx (name, title, phone number).

Respectfully,

Full Name, Civilian Company Manager

Enclosure (2)