



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
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CCO 1700.13E
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COMBAT CENTER ORDER 1700.13E

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR RECREATIONAL USE OF THE MARINE CORPS
AIR GROUND COMBAT CENTER OFF HIGHWAY VEHICLE RECREATIONAL RIDING AREA

Ref: (a) MCO 5100.29C, Volume 3
(b) California DMV Requirements for Off-Road Operators Handbook
(Chapter 15)
(c) CCO 1630.8J, Manual

Encl: (1) Map Depicting Off-Road Recreational Area Location and Boundaries
(2) Requirements to Use the OHV Recreational Riding Area
(3) Personal Protective Equipment for Off-Road Recreational Vehicle
Operations

1. Situation. Off-road recreational activities are conducted and approved aboard Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) at the discretion of the Commanding General. Location and boundary limitations are prescribed per enclosure (1). All-Terrain Vehicle (ATV)/Utility Task Vehicle (UTV), Dirt Bike, Light Utility Vehicle (LUV) and Recreational Off-Highway Vehicle (ROHV) recreational activities aboard MAGTFTC, MCAGCC are a privilege, not a right, and as such, are secondary to the official operational use of the off-road recreational riding area. In the event of a conflict of use situation, official training shall maintain priority over recreational use.

2. Cancellation. CCO 1700.13D.

3. Mission. This Order provides applicable policies, responsibilities, and procedures to help protect and preserve MAGTFTC, MCAGCC personnel from hazards normally associated with injuries resulting from mishaps during recreational use of the off-road recreational riding area. Patrons shall ensure safety, continued preservation, and cleanliness in the off-road recreational riding area is well maintained for the benefit of all users.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) For Marines, Sailors, and civilians to be able to use our off-road recreation area in a safe manner. ATV/Dirt Bike/LUV/ROHV activities aboard MAGTFTC, MCAGCC are only open to active duty, reserve, Department of Defense (DoD) civilian personnel, and family members who meet all the off-

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road training requirements specified in the references and this Order for operation aboard a United States Marine Corps installation.

(b) Commanding Officers (COs), Assistant Chiefs of Staff (ACs/S), Division Directors (DivDirs), and Special Staff Officers at all levels will implement this Order to ensure the safe usage of our off-recreation area.

(2) Concept of Operations. This order establishes the procedures by which patrons of the Off-Road Recreational Riding Area can safely use this area for recreational purposes. These procedures ensure that MAGTFTC, MCAGCC is in compliance with California state law and promote safety.

b. Subordinate Element Missions

(1) COs, ACs/S, DivDirs, and Special Staff Officers

(a) Confirm personnel within your operational control meet the requirements in accordance with reference (a) prior to utilization of the off-road recreational riding area.

(b) All active-duty members shall ensure that all mishaps that occur in the off-road recreational riding area are reported, and notifications are made to the command per reference (a).

(c) Ensure that personnel within your command, who utilize the off-road recreational riding area, possess all appropriate personal protective equipment (PPE) as mandated by the references and this Order.

(2) Patrons of the Off-Road Recreational Riding Area

(a) Violators of any portion of the restrictions prescribed within this Order shall immediately and permanently forfeit the privilege to utilize this area. Any witnesses to violations are encouraged to report any incidents or unsafe behaviors to Provost Marshal's Office (PMO).

(b) Per reference (b), if you are a California resident all vehicles designed for off highway travel must be registered. The State of California issues, through the Department of Motor Vehicles (DMV), a green sticker, or a red sticker. Your vehicle must have current stickers displayed. If you are not a resident of California, your OHV must be registered in your home state. If your home state does not register OHVs, then you must apply for and be issued a "California Nonresident OHV Use Permit". Detailed information on these requirements can be found at: <https://www.dmv.ca.gov/portal/vehicle-registration/new-registration/register-an-off-highway-vehicle-ohv/> or https://ohv.parks.ca.gov/?page_id=25669#:~:text=About%20Nonresident%20OHV%20Use%20Permits&text=Purchase%20of%20a%20Calif%20Nonresident,you%20recreate%20on%20public%20lands.

Additionally, regardless of which state the OHV is registered in and per reference (c), OHVs must be registered aboard MAGTFTC, MCAGCC at Vehicle Registration, Building 1408. All vehicles will prominently display their Vehicle Registration sticker on their off-road vehicle as per reference (b). All personally owned OHVs must be covered by an active auto insurance policy. Proof of OHV state registration, MAGTFTC, MCAGCC registration, and insurance shall be always kept with the OHV.

(c) Personnel utilizing this off-road recreational riding area must remain within the identified facility boundary fence line. The areas outside the approved off-road riding area are protected by Environmental Affairs (EA) guidelines. See guidelines at <https://www.29palms.marines.mil/Staff-Offices/G-4-Installation-Support-Directorate/Environmental-Affairs/>.

(d) Per reference (a), Government ATV/UTV operators will complete an approved ATV/UTV training course. The training can be tailored to satisfy specific mission objectives. A certificate of completion and an endorsement on a U.S. Government Motor Vehicle Operator's Identification Card (OF-346) will be issued to each individual upon successful completion of the course. The Safety Office offers classes as needed or as funding allows. Class registration will be completed through Risk Management Information (RMI) at <https://afsas.safety.af.mil/my.policy> or by contacting the current Traffic Safety Manager for MCAGCC 29 Palms.

(e) All patrons operating OHV vehicles must comply with reference (c).

(f) Per references (a) and (b) and enclosure (2), persons 14 to 17 years of age shall not operate an ATV, or an OHV of any kind on the MAGTFTC, MCAGCC OHV recreational riding area, unless they have in their possession an ATV Safety Certification (or card) or is under the direct supervision of an adult (18 years minimum age) who has in their possession an appropriate safety certificate (or card) from a prescribed Off Highway safety training course for the vehicle type they are supervising. Free ATV training can be found at <https://atvsafety.org/> or <https://svia.org/>. Certificates or cards issued under the authority of another state are acceptable. No person under 14 years of age shall operate an ATV on the MAGTFTC, MCAGCC off-road recreational riding area unless the person is accompanied by and under the direct supervision of a parent or guardian or is accompanied by and under the direct supervision of an adult who is authorized by the parent or guardian. Direct supervision means the person can never be out of eyesight of the rider at any time.

(g) All authorized patrons of the MAGTFTC, MCAGCC off-road recreational riding area must utilize the "Two-Man Rule" or "Buddy System" (i.e., a minimum of two individuals). If minors are riding, a parent, guardian, or approved adult must always be present, and may supervise no more than three riders at a time. Authorized or accompanying persons are not required to be riders, if that individual has the capacity and capability to contact emergency personnel.

(h) Per the references the wearing of the minimum safety equipment is always mandated. See enclosure (3) for specific guidance.

(i) Be sure your off-road vehicle is in good operating condition, with good brakes, good tires, and is mechanically sound.

(j) Know and ride within your limitations. Don't execute maneuvers or jumps that are beyond your riding ability or skill level.

(k) Traveling on the dirt road/driveway to the off-road recreational area, your speed shall be limited to 15 miles per hour (MPH). Limit your speed in areas in which you are unfamiliar with. Do not exceed safe operating speeds for the existing environment conditions.

(l) Always walk the track and area prior to riding it to familiarize yourself with the terrain and environmental conditions.

(m) When riding with or parallel to other riders hold your line and maintain courteous distances. DO NOT crisscross the track while maneuvering over jumps or on the ground when riding with other riders. Stay on the existing trails, do not make your own trails. Always be aware of your surroundings.

(n) It is highly recommended that all ATVs and ROHVs install "whips" or "flags" on their vehicles to provide better visibility.

(o) NO Jeeps, sand rails, or other 4x4 off road vehicles are permitted in any area other than the parking area.

(p) Riding is permitted only during daylight hours. Riding ceases at sunset and is unauthorized after dark.

(q) Cars and trucks are authorized from the entrance to the parking area and shall not drive or park beyond the designated parking area per enclosure (1) unless they are rescuing an authorized off-road vehicle or ROHV due to breakdown. Rescue vehicles are limited to five MPH maximum speed and must exit the riding area immediately upon loading the vehicle requiring assistance.

(r) Pets are allowed in the off-road recreational parking area, provided they are not allowed to run free. Pets shall not be left unattended in a vehicle.

(s) No alcoholic beverages of any kind are allowed within or surrounding the off-road recreational riding area and/or parking lot.

(t) No campfires or open burning is allowed within the off-road recreational riding area or parking lot.

(u) Off-road area users must always maintain a good state of police (clean). Users will dispose of all trash and/or recyclables out of the off-road area as no trash receptacles will be provided. If any hazardous materials spill occurs report the spill to the Environmental Affairs (EA) Abatement Chief at (760) 830- 5834/ (760) 401-9841 or their own organizations Environmental Compliance Coordinator for guidance and disposition instructions. Spills shall be reported as soon as it is discovered or when the spill occurs.

(v) Call EA at (760) 830-5369 or (760) 830-5720 to inform them of any possible archeological finds located in the off-road recreational area. Isolate the discovery to the best of your ability to minimize disturbance of the area.

(w) If a desert tortoise or any injured wildlife, such as a bird or bat, is encountered while using the off-road recreation area promptly contact EA at (760) 830-5720, (760) 830-5719, (760) 830-5200, (760) 490-1385 or contact PMO at (760) 830-6800 for response.

(x) Never disturb, kick, or pick up a shiny or unidentifiable item laying on or partially buried in the ground. Dangerous Unexploded

Ordnance (UXO) has been found in all areas of MAGTFTC, MCAGCC. If you do not know what it is, DON'T TOUCH IT!! Immediately report the location of any UXO to PMO at (760) 830-3333, BEARMAT at (760) 830-1981, or Explosive Ordnance Disposal at (760) 830-6885.

(y) Users ensure they have at least one form of communication. In the event of a medical or fire emergency dial (760) 830-3333. Be prepared to provide location and information regarding the emergency.

(3) Director, Mission Assurance, Safety Office. The Safety Office will submit all work request via MAXIMO to ensure signage is in good repair and request area excavation maintenance as necessary, or when requested.

(4) Host-Tenant Relationships. Adherence to safety standards is required to promote safety at this off-road recreational riding area. Tenant commands aboard MAGTFTC, MCAGCC shall adhere to the MAGTFTC, MCAGCC standards set out in the Combat Center Order (CCO).

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of this CCO can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-orders>.

6. Command and Signal

a. Command. This Order is applicable to all active duty, reserve, civilian personnel, and their family members, who utilize the off-road recreational riding area.

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


M. H. CLINGAN

DISTRIBUTION: A

MAP DEPICTING OFF-ROAD RECREATIONAL AREA LOCATION AND BOUNDARIES



REQUIREMENTS TO USE THE OHV RECREATIONAL RIDING AREA

- OHV shall be registered with PMO and have current state OHV decal.
- If your state does not require registration/usage decal, then your vehicle must possess a "California nonresident OHV permit".
- Person(s) under 18 shall be always supervised by an approved adult unless they are in the age group of 14-17 with an approved safety training course certification and that certification /card is in their possession.
- Ages 13 and under shall be always supervised by an adult and the supervising adult must be able to see the rider at all times.
 - o The supervising adult shall possess and have in their possession an approved safety training course certification/card.
 - o The adult supervising is not required to be a rider.
 - o Adult supervision is limited to 3 riders per adult.
- Proper PPE shall be always worn.
- Operators of ROHV (SxS) shall have a current driver's license unless the ROHV (SxS) is designed for persons under the age of 16.
- Sand rails, 4x4 trucks, AWD drive vehicles, jeeps, and buggies are **NOT** permitted in the track/riding area. 4x4 vehicles are permitted in track/riding area only to recover a broken dirt bike, ATV OR ROHV (SxS).
- The two-man rule (buddy system) **IS REQUIRED** when using the area. However, the second person does not have to be a rider or driver, they must simply be able to contact emergency services for assistance if needed.
- Dirt bike, ATV, and ROHV safety training is strongly suggested.
 - o Courses are available at the Safety Office and within the state.
 - o Free ATV training can be found at <https://atvsafety.org/>.
- Users ensure they have at least one form of communication. In the event of a medical or fire emergency dial (760) 830-3333. Be prepared to provide location and information regarding the emergency.

PERSONAL PROTECTIVE EQUIPMENT FOR RECREATIONAL VEHICLE OPERATIONS

Per MCO 5100.29C Vol 3, the below Personal Protective Equipment (PPE) is mandatory for all personnel operating or riding as a passenger on an off-road vehicle aboard Marine Corps installations. This requirement also applies to active-duty military while operating an off-road vehicle both on and off the installation:

DIRT BIKE PPE:

- DOT, SNELL, OR ANSI approved helmet properly fastened under the chin.
- ANSI approved, shatter resistant riding glasses/goggles or a full-face shield attached to the helmet.
- Full fingered riding gloves.
- Long sleeve shirt or jacket that extends past the elbow when the rider's hands are on the hand grips. A riding shirt or jacket shall be constructed of abrasion resistant material.
- Full length pants or trousers that extend past the knee and meet the top of the riding boot when seated on the motorcycle.
- Sturdy, above the ankle shoes or boots.
- PPE for operation of dirt bikes off-road will include knee/shin guards, and/or off-road riding boots and padded full-fingered gloves.

ATV PPE:

- DOT, SNELL, OR ANSI approved helmet properly fastened under the chin.
- ANSI approved, shatter resistant riding glasses/goggles or a full-face shield attached to the helmet.
- Full fingered riding gloves.
- Long sleeve shirt or jacket that extends past the elbow when the rider's hands are on the hand grips. A riding shirt or jacket shall be constructed of abrasion resistant material.
- Full length pants or trousers that extend past the knee and meet the top of the riding boot when seated on the ATV.
- Sturdy, above the ankle shoes or boots.
- PPE for operation of all-terrain vehicles (ATVs) off-road will include knee/shin guards, and/or off-road riding boots and padded full-fingered gloves.

LUV/ROHV PPE:

- DOT, SNELL, OR ANSI approved helmet properly fastened under the chin.
- ANSI approved, shatter resistant riding glasses/goggles or a full-face shield attached to the helmet.
- Full fingered riding gloves.
- Long sleeve shirt or jacket that extends past the elbow when the rider's hands are on the hand grips. A riding shirt or jacket shall be constructed of abrasion resistant material.
- Full length pants or trousers that extend past the knee and meet the top of the riding boot when seated on the LUV or ROHV.
- Sturdy, above the ankle shoes or boots.