



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 1710.40B
ISD 13
JAN 04 2019

COMBAT CENTER ORDER 1710.40B

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) CCO 1630.6C
(c) DoDI 1000.13
(d) DoDI 1015.10
(e) MCO P1700.27B w/Ch 1
(f) MCCSINST 7000.1D
(g) CCO 1610.1K
(h) CCO 1020.11V
(i) CCO 12990.1
(j) CCO 1630.8F

Encl: (1) MCCS Privileges by ID Card
(2) Sample Letter for Contracted Companies

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

2. Cancellation. CCO 1710.40A.

3. Mission. Define access and privileges by authorized Non-Appropriated Fund (NAF), Appropriated Fund, Contractor, and civilian family members according to the type of identification (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 standards of conduct established in a military environment. Specifically, conduct will comply with rules governing the use of alcoholic beverages, possession of identification cards, discipline, and law enforcement regulations aboard the Combat Center per reference (b); standards of dress for civilians per references (h) and (i); and vehicle and traffic regulations per reference (j).

(2) Concept of Operations

(a) Usage of facilities by active duty, retired, and civilian personnel are established per this Order and enclosure (1). Civilian IDs include the following cards: The common access card (CAC), installation access card (IAC), 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 MCCS NAF Human Resources (HR); see sample letter of request, enclosure (2).

(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. Family members eligible for an MCCS privilege card include the spouse and minor children of an MCCS employee. The employee may be full or part time, regular or flexible status.

(f) The MCCS privilege card alone may not be accepted as a means of accessing the installation. The sponsoring employee will be required to bring the family member aboard or make a special request for access from the Provost Marshal's Office, per reference (b). Specific guidance, per MCCS, 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 logo 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 Spike's Place, Outdoor Adventures, adult sports, and facility retail shops. Spike's Place is limited to single, active duty personnel only. Limits within Outdoor Adventures are based on property control 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 Combat Center Library are based on property control measures for government assets.

(g) Per references (c) and (d), 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 Director, MCCA.

(h) Check cashing privileges at all MCCA establishments will be permitted by authorized users only and in accordance with references (e) and (f).

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

(j) Non-compliance with these requirements will result in loss of privileges, at the discretion of the Director, MCCA.

b. Subordinate Element Missions

(1) ISD, 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 understanding for the two cards and that both are presented prior to providing services or access to resources.

(d) Supervisory and management 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 (d), (h) and (i).

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

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(2) Commanding Officers, Assistant Chiefs of Staff, Division Directors, Special Staff Officers, and Officers-In-Charge

(a) Ensure each civilian member of your command is familiar with the MCCS 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 MCCS 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 MCCS NAF HR Office that verifies all fulltime status individuals that are employed with 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 NAF HR Office within 10 days of the employee's departure.

5. Administration and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Orders/>.

b. Reference (f), MCCS Instruction 7000.1D Checks and Other Negotiable Instruments, 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.mccs29palms.com/index.cfm/retail-services/other-base-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://www.mccs29palms.com/29Palms/assets/File/Guide2018_01020218.pdf.

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e. Enclosure (2), Sample Letter for Contracted Companies, may use this letter or one of their own, to request privilege cards for their employees. Completed letters must be submitted to the MCCS NAF HR 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.



R. MARTINEZ
Chief of Staff

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MCCS PRIVILEGES BY ID CARD

Individual facilities are governed by this order, Facility Standard Operating Procedures and Desk Top Procedures manuals.

	ID Card(s) & Employee Category	Semper Fit	Retail Ops	Service Ops	Marine & Family Svcs	Food & Hospitality
MCCS NAF	CAC w White, Blue or Green Stripe w/ Limited MCX Noted on Card ¹ or CRC ² MCCS NAF Employees ¹ Active or ² Retired Extends to Family Members*	All programs, excluding Spike's Place. Intramural sports limited to active employees only in accordance with rules set forth in reference (b).	All Exchanges, Marine Marts, and facility retail shops; includes purchase of beer and wine, excludes hard liquor, 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.
MCCS APF	CAC w Blue or Green Stripe ³ or CRC ⁴ and MCCS Privileges Card DD 2574 - Both IDs Must Be Presented - MCCS APF Employees ³ Active or ⁴ Retired Extends to Family Members*	All programs, excluding Spike's Place. Intramural sports limited to active employees only in accordance with rules set forth in reference (b).	All Exchanges, Marine Marts, and facility retail shops; includes purchase of beer and wine, excludes hard liquor, 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.
DOD APF / Transient Housing Personnel	CAC w White, Blue or Green Stripe or CRC or IAC and DD 2574, MCCS Privileges Card - Both IDs Must Be Presented - Non-MCCS APF & NAF Employees Active & Retired Extends Conditionally to Family Members**	All programs, excluding Spike's Place. Intramural sports limited to active employees only in accordance with rules set forth in reference (b).	Marine Marts only, limited to items for individual personal consumption. Excludes the purchase of all liquor products, 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.
DOD Contractor	CAC w Blue or Green Stripe or IAC and DD 2574, MCCS Privileges Card - Both IDs Must Be Presented - Fulltime Status DOD Contractor / Technical Reps Extends Conditionally to Family Members**	All programs, excluding Spike's Place, and Outdoor Adventures; including intramural sports in accordance with rules set forth in reference (b).	Marine Marts only, limited to items for individual personal consumption. Excludes the purchase of all liquor products, tobacco, military uniform and accessories products and gasoline.	All programs	All programs, except Library and child care. 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.
MWR - Other Services	Other Service Photo ID Card - or - Employer's Letter w/ Photo ID MWR APF & NAF Employees Active Employees Only Excludes Family Members	All programs, excluding Spike's Place, and Outdoor Adventures; including intramural sports in accordance with rules set forth in reference (b).	Marine Marts only, limited to items for individual personal consumption. Excludes the purchase of all liquor products, 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.

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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, Non Appropriated Fund Human Resources

Marine Corps Community Services

MCAGCC Bldg 1533

Twentynine Palms, CA 92278-8100

Subj: MARINE CORPS COMMUNITY SERVICES PRIVILEGE CARD

Ref: (a) CCO 1710.40B

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 Non Appropriated Fund Human Resources office 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)