



**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 5760.3  
ISD 13E

**JUN 03 2019**

COMBAT CENTER ORDER 5760.3

From: Commanding General  
To: Distribution List

Subj: NON-FEDERAL ENTITIES

Ref: (a) DoD Instruction 1000.15  
(b) MCO 5760.4C  
(c) CCO 1740.5C  
(d) 32 C.F.R. 212

Encl: (1) Sample of Revocable License for Non-Federal Use of Real Property

1. Situation. Non-Federal Entities (NFE) offer an array of recreational, professional, and social activities to the community aboard the Combat Center. It is Department of Defense (DoD) policy that procedures be established for the operation of NFEs aboard the Combat Center, reference (a).

2. Mission. Ensure NFEs are provided the necessary documents and guidance to operate aboard the Combat Center in a legal and sound manner in accordance with established Marine Corps policy.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. NFEs may offer activities, which complement, but not compete with those of any non-appropriated funds activity aboard the Combat Center; will follow established procedures as set forth in references (a) and (b), and will be administered under the cognizance of the Director, Marine Corps Community Services (MCCS).

(2) Concept of Operations

(a) An NFE is a self-sustaining organization, incorporated or unincorporated, that is not an agency of the federal government. Individuals who establish, operate, participate as members, and control any aspect of these organizations will not be acting within the scope of any official capacity as officers, employees, or agents of the federal government. This Order addresses only those NFEs authorized to operate aboard the Combat Center.

(b) Approval to operate aboard the Combat Center includes use of sufficient space to conduct organization meetings for no more than four hours per week, with no added maintenance expenses. Extraordinary maintenance, utility, or supply expenses will be the responsibility of the private organization. An out-grant document, or license for non-federal use of real property, enclosure (1), will be required by those organizations wishing to meet for more than four hours per week.

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(c) If available and the Marine Corps mission is not hindered, government-owned property or equipment may be loaned or rented to non-federal entities under strict agreement that damages to government-owned property or equipment by any private organization will be repaired promptly and professionally at the expense of the organization.

(d) Repairs to damaged or lost property or equipment will be completed by the Combat Center and a bill submitted to the organization. Requests of property or equipment will be submitted to individual commands or directorates accountable for items requested and each command or directorate will be responsible for billing and collection of those restitution costs. Use of property under the cognizance of the Naval Hospital Twentynine Palms (NHTP) requires approval by the Commanding Officer (CO), NHTP.

(e) Private organizations will be solely responsible for damages or losses to organization assets, physical, and financial.

(f) Authorized non-federal entities will be self-sustaining, primarily through dues, contributions, and service fees or special assessments of members. Occasional fundraising activities may be conducted in compliance with the provisions of reference (c).

(g) At the discretion of Staff Judge Advocate (SJA), NFEs with complex financial responsibilities, or which appear to put their members at substantial financial risk, may be required to submit to a financial audit by MCCS or an independent third party.

(h) Adequate insurance, when required, shall be secured to protect against public liability, property damages or other legal actions that may arise as a result of the activities of the organization or by one or more of its members acting on its behalf, per references (b) and (d).

(i) NFEs that do not hold insurance must submit a request to waive the insurance requirement. Justification must be included in order for SJA to make a determination for approval or denial for the request.

b. Subordinate Element Missions

(1) Installation Support Directorate

(a) MCCS. Will maintain cognizance over processing NFE requests, managing required documents, and maintaining records of all NFE requests for the appropriate amount of time.

(b) Public Works. Will review all licenses for non-federal use of real property submitted by NFEs; and determine approval or disapproval of the license, enclosure (1).

(2) SJA. The office of the SJA will review select documents of all new or renewing NFEs to determine approval or disapproval of NFEs requesting authorization to operate aboard the Combat Center. Documents for SJA review include the NFE's governing document such as a Constitution and By-Laws; an annual financial statement; insurance certificate; and the request letter, with insurance waiver, if needed.

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(3) COs, Assistant Chiefs of Staff, Division Directors, Special Staff Officers, and Officers-in-Charge. Each directorate or command will process non-federal entities' submitted requests for use of government property or equipment and will be responsible for billing and collection of restitution costs on any damaged or lost property or equipment.

c. Coordinating Instructions

(1) Requests to establish or continue operation of an NFE aboard the Combat Center must be submitted to the Director, MCCS, no later than 1 December of each year or within 30 days of establishment. Failure to reapply for authorization by 1 December of each year will be cause for revocation of authority to operate aboard the Combat Center.

(2) Organizations will submit the following documents electronically:

(a) Constitution and By-Laws.

(b) Request Letter. Includes request to operate, hold harmless statement, and an enclosure of the organization's insurance policy covering the calendar year or a request to waive the insurance requirement, for those organizations that are mainly social or professional in nature, with low risk of liabilities.

(c) Current Officer Roster with Organization Address.

(d) Financial Statement of the previous year's business.

(e) Calendar of events/activities for the current year.

(f) Proof of Insurance.

(g) Revocable License for NFE use of Real Property, GSA Form 1582.

(3) Incomplete packets will delay the review and approval process. Specific information is required to obtain approval to operate aboard this installation as an NFE.

(4) NFEs that revise their constitution and by-laws during the year that the non-federal entities status is granted, will be subject to an additional legal review by the SJA office before continuance of operations aboard the Combat Center is authorized. It will be the responsibility of the non-federal entities to resubmit the revised document(s) to the MCCS management analysis control (MAC) office. Failure to do so will be cause for revocation of authority to operate aboard the Combat Center.

(5) Per references (a) and (b), this Order does not apply to the American Red Cross, military relief societies, banks or credit unions, sports organizations under MCCS Semper Fit, and unit coffee or other personal funds, which are governed by other DoD directives and instructions.

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4. Administration and Logistics

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

(2) Instructions for the NFE request process and templates for the required documents are available on the MCCS Twentynine Palms webpage at <http://www.mccs29palms.com/index.cfm/links/downloads/>. They may be found under > Other Downloads > Forms > Non Federal Entity Request Package.

(3) Members of an authorized NFE must secure their own access to the Combat Center in accordance with the Provost Marshal Office regulations. Guidance on access to the Combat Center can be found at <https://www.29palms.marines.mil/Staff-Offices/Provost-Marshall/Vehicle-Registration/>.

5. Command and Signal

a. Command. This Order is applicable to all private organizations and personnel aboard the Combat Center.

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



R. MARTINEZ  
Chief of Staff

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Sample of Revocable License for Non-Federal Use of Real Property

<b>REVOCABLE LICENSE FOR NON-FEDERAL USE OF REAL PROPERTY</b>		1. LICENSE NO.
A revocable license affecting the property described and for the purpose designated below is hereby granted to the licensee herein named, subject to all of the conditions, special and general, hereinafter enumerated.		
2. NAME OF LICENSEE		3. ADDRESS
4. PROJECT DESIGNATION AND ADDRESS		5. MAXIMUM PERIOD COVERED FROM _____ TO _____
6. CONSIDERATION (\$)		
7. DESCRIPTION OF PROPERTY AFFECTED <i>(As shown on Exhibit _____, attached hereto and made a part hereof.)</i>		
8. PURPOSE OF LICENSE		
9. By the acceptance of this license, the licensee agrees to abide and be bound by the following conditions:		
I. SPECIAL CONDITIONS		
<b>SAMPLE</b>		
That condition(s) No.(s) _____		was/were) deleted before the execution of this license.
<b>GENERAL SERVICES ADMINISTRATION LICENSEE</b>		<b>LICENSEE</b>
DATED (Month, day, year)		ACCEPTED (Month, day, year)
BY (Signature)		BY (Signature)
NAME		NAME
TITLE		TITLE
If License is a Corporation, the following Certificate of Licensee must be executed:		
<b>CERTIFICATE OF CORPORATE LICENSEE</b>		
I certify that I was a Secretary of the corporation named as licensee herein; that the person who signed said license on behalf of the licensee was with said corporation; and that said license was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.		
(CORPORATE SEAL)	NAME OF CERTIFIER	
	TITLE OF CERTIFIER	
	NAME OF LICENSE SIGNER	
	TITLE OF LICENSE SIGNER	
	SIGNATURE OF CERTIFIER	