



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

BO 5760.1
MCCS
JAN 05 2009

BASE ORDER 5760.1

From: Commanding Officer
To: Distribution List

Subj: VISITATION PROCEDURES FOR NON DEPARTMENT OF DEFENSE (DOD)
YOUTH ORGANIZATIONS

Ref: (a) DoD 5500.7-R, Joint Ethics Regulation
(b) Public Law 109-163, 119 Stat. 3442 of Jan 2006,
"Support for Youth Organizations"

Encl: (1) Hold Harmless Agreement (Waiver and Release from
Liability)
(2) Planning Procedures for Visiting Youth Organizations
(3) Outdoor Recreation Information Package

1. Situation. To set forth policy per the references, and provide instruction and guidance regarding the visitation of non-DoD affiliated youth organizations aboard Marine Corps Base (MCB), Camp Lejeune (CamLej), hereafter referred to as MCB CamLej.

2. Mission. To establish procedures and levels of support available for non-DoD affiliated youth organizations requesting to visit MCB CamLej.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To make unmistakably clear the regulations regarding requests from youth organizations to visit MCB.

(2) Concept of Operations

(a) The Outdoor Recreation Coordinator, Marine Corps Community Services (MCCS), has delegated authority to authorize visitation to all non-DoD affiliated youth organizations.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

(b) The Base S-3, Operations and Training Department's Operations Specialists have delegated authority to authorize visitation of all youth organizations with military affiliation to include, but not limited to, young Marines, Junior Reserve Officers' Training Corps (JROTC) and Veteran's Affairs (VA).

4. Administration and Logistics

a. Request Procedures

(1) The Outdoor Recreation (ODR) Office shall assist in the planning and execution of scheduled visits of youth organizations not affiliated with the DoD. Interested organizations may initiate contact with the ODR Office via telephone, e-mail, U.S. mail or in person. Requests should be received 90 days in advance on planned usage to allow for proper time for scheduling. All requests will be handled on a first-come, first-served basis.

(2) Requests must be sent to:

MARINE CORP COMMUNITY SERVICES
ATTN: RECR/ODR
1401 WEST ROAD
CAMP LEJEUNE, NC 28547-2539

(3) Visiting youth organizations may be required to provide adequate insurance, as deemed appropriate by the Eastern Area Counsel Office (EACO) and the Base Staff Judge Advocate (SJA), in order to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the organization or one or more of its members acting on its behalf. Any review of insurance policies is limited solely to determining whether the interests of the U.S. Government are adequately protected.

(4) Each member of the organization must complete a Waiver of Liability and Assumption of Risk Agreement, provided in enclosure (1), along with any other required forms 10 days prior to the arrival date.

b. Planning Procedures

(1) MCCS Outdoor Recreation Coordinator will assist the youth organization in the planning process of their visit. All group visits will be self-guided. MCCS does not provide an escort.

(2) Authorized youth organizations may be permitted to utilize base facilities, services and equipment whenever consistent with the military mission and in compliance with applicable laws, regulations and installation procedures.

c. Overnight Accommodations

(1) Requests for overnight accommodations are subject to availability and must reach the coordinator at least 90 days prior to the arrival date.

(2) Brewster Recreation Area offers primitive camping. User fees apply.

(3) Onslow Beach offers limited tent camping or RV accommodations. User fees apply.

(4) Quarters may be provided by MCB CamLej at no cost to the visiting youth organization based upon availability. A complete list of visitors, specifying male and female members, must be provided with the request. Linen will be provided; towels and toiletries will be the responsibility of the visiting organization.

d. Dining

(1) Use of the Exchange Food Court or other MCCS contracted facilities on the base is authorized. Applicable prices will apply.

(2) Dining at the Mess Hall may be arranged based upon availability. Requests for use of the Mess Hall must be submitted to the coordinator at least 90 days prior to the arrival date. The cost per meal is dictated by current Mess Hall pricing. A complete list of visitors, specifying youth and adult members, must be provided with the request. Only organized non-profit youth groups are authorized to eat in Enlisted Appropriated Fund Mess Halls (Boy/Girl scouts, JROTC's Young Marines, etc.).

e. Transportation

(1) Access to MCB CamLej is restricted.

(2) All vehicles must check in at the Visitors' Center and receive a temporary pass. Requests for vehicle passes must be submitted to the coordinator at least 10 days prior to the

arrival date. A complete list of drivers' full names, vehicle models and license plate information must be provided with the request. Government transportation will not be available.

f. Exchange Privileges

(1) Use of the 7-Day Store is authorized to purchase food, drinks and personal items (excluding Tobacco or Alcohol purchases).

(2) Exchange privileges are available upon request for the purpose of purchasing Marine Corps souvenirs and memorabilia.

(3) Requests must be submitted to the coordinator at least 10 days prior to the arrival date. A complete list of visitors' full names must be provided with the request.

g. Opportunities

(1) Youth organizations may use MCCS facilities and will pay the posted fees. Facilities available are: the Bonnyman Bowling Center, Base Theater, Skeet Range, Marinas, Swimming Pools, Land Navigation Course, Mountain Bike Trail, Hiking and Running Trails, Recreation Areas, and Onslow Beach. Safety courses and instructions may be required.

(2) Youth organizations are not authorized usage of the Single Marine Recreation Centers.

(3) Prior authorization is required for most facilities and can be arranged by the coordinator.

(4) Due to the operational tempo of military units at CamLej, requests for use of, participation in, or observation of CamLej training equipment and military exercises are not accepted from non-DoD affiliated youth organizations.

h. Safety

(1) The safety of all visitors aboard CamLej is paramount. All safety and health issues will be directed to the Base Safety Office at 451-7450.

(2) In the event of medical emergencies, the DoD medical staff will respond and provide emergency care, as necessary.

The injured will be transported at the participant's expense to the local medical facilities when stable.

i. Coordinating Instructions

(1) The Outdoor Recreation Coordinator will use the Planning Procedures for Visiting Youth Organizations, per enclosure (2), for coordinating youth group visits.

(2) The Outdoor Recreation Coordinator will provide an Information Package for potential visiting non-DoD affiliated youth groups, per enclosure (3).

5. Command and Signal

a. Command. This Order is applicable to all personnel aboard MCB CamLej.

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


W. A. MEIER
By direction

DISTRIBUTION: A

HOLD HARMLESS AGREEMENT
(Waiver and Release from Liability)

Please read and sign. (If under 18 years of age, parent or guardian must sign.)

I, _____
(Print Full Name)

freely and voluntarily accept the opportunity to come aboard Marine Corps Base, Camp Lejeune, NC on

_____ to _____, with _____
(Time & Date) (Time & Date) (Unit/Group)
per Base Order 5760.1.

I hereby assume all risks associated with this event and shall indemnify, waive, release, and forever discharge the United States Marine Corps and any other individuals or entities connected in any way with the event from any and all claims for damages, death, personal injury or property damage and litigation cost/attorney/fees, arising from or contributed to, in whole or in part, by an act, omission, fault or mistake of the above named persons or entities and their employees or agents, resulting from my participation in this event. This waiver and release shall be binding on my heirs and assigns and shall run in favor of the above named persons or entities and any individuals in any way connected with the aforementioned event.

Print: _____
(Print Full Name)

Relationship: (circle one) Self/Parent/Legal Guardian

Signature: _____ Date: _____

Unit/Senior Representative: _____ Date: _____
(Sign)

Indicate your health insurance coverage by initialing the appropriate line: Yes ___ No ___

Name of Insurance Provider: _____

Policy Number: _____

PLANNING PROCEDURES FOR VISITING YOUTH ORGANIZATIONS

1. The Outdoor Recreation (ODR) Office shall assist in the planning and execution of scheduled visits of Youth Organizations not affiliated with the DoD. Interested organizations may initiate contact with the ODR Office via telephone, e-mail, U.S. Mail or in person. All requests will be handled on a first-come, first-served basis. Once the ODR office is contacted, the following steps shall be taken to expedite and record the action:

a. All requests must be received by the ODR Office 90 days before the anticipated visit to allow proper time for scheduling. They may be accepted after that date; however, due to time restraints, operational commitments and reservation requirements, some may not be allowed.

b. Personal contact will be made by an ODR Office representative within 5 business days of receiving a requested visit. Specific information concerning the request shall be obtained from the organization and recorded utilizing enclosure (1).

c. Arrangements for the visit shall commence immediately using the following contacts:

(1) Visitor's Vehicle Pass, call the Department of Public Safety's Operations Section at 451-1450/0146. Drivers must have a valid license, registration and proof of insurance.

(2) Dining, Base S-4 at 451-4562.

(3) Billeting in a Barracks, call Reserve Support Unit (RSU), 451-5328. ODR handles camping at Brewster or Oak Grove. Arrangements for camping or RV park usage at Onslow Beach can be made by calling the reservation line at 450-7502.

(4) Exchange authorization, MCCS Retail Division at 451-2481, ext. 6340.

d. Training opportunities are determined by operational commitments. Requests for use of training facilities are forwarded to the Base S-3, Operations and Training Department for consideration.

e. Collection of fees may be accomplished after the arrival of the group at MCB CamLej.

e. Collection of fees may be accomplished after the arrival of the group at MCB CamLej.

f. All waivers must be received no later than 10 days before the expected arrival date. Mailed, faxed or e-mailed copies are accepted.

g. Use of some MCCA facilities and programs are open to youth organizations. All fees apply. Approval and/or special arrangements may be required. Always contact facility or program managers to obtain details prior to each visit. Visitors are not allowed use of the Recreation or Community Centers.

h. MCCA does not provide an individual guide for organizations; however, every effort shall be made to ensure the visiting group has all the necessary information and proper directions and/or maps to ensure they can comfortably navigate MCB CamLej and the surrounding area.

OUTDOOR RECREATION INFORMATION PACKAGE

Thank you for your interest in Marine Corps Base, Camp Lejeune. We welcome your visit. Youth Organizations considered for group visitation must be nationally recognized organizations not directly associated with the Department of Defense. The Marine Corps Community Services' (MCCS) Outdoor Recreation Coordinator will accommodate every request based upon operational commitments and space available. Please direct all requests to the address, e-mail or telephone number provided below:

MARINE CORPS COMMUNITY SERVICES
1401 WEST ROAD
ATTN: RECR/ODR
CAMP LEJEUNE, NC 28547-2539

Point of Contact: MCCS Recreation Specialist at 451-1440.

The Coordinator will assist the Youth Organization in the planning process of their visit. All group visits will be self-guided. MCCS does not provide an escort. A Participants' Information Page and a Waiver of Liability must be completed for each visiting member and returned to the Coordinator via mail, e-mail or fax at (910) 451-1415 at least 10 days prior to the arrival date.

Overnight Accommodations. Requests for overnight accommodations are subject to availability and must reach the Coordinator at least 90 days prior to the arrival date. Please provide a list of visitors and specify male and female members. Brewster Recreation Area offers primitive camping and Onslow Beach offers limited tent camping or R/V accommodations for a fee. Quarters may be provided by MCB CamLej at no cost to the visiting youth organization based upon availability. Linens will be provided; towels and toiletries will not be.

Dining. Use of the Exchange Food Court or other MCCS and contracted facilities around the base is authorized without reservation. Applicable prices will apply. Dining at the Mess Hall may be arranged based upon availability. Requests for use of the Mess Hall must be submitted to the Coordinator at least 90 days prior to the arrival date. Please provide a list of visitors and specify youth and adult members. The cost per meal is subject to current fiscal year (FY) prices.

Transportation. Access to Marine Corps Base, Camp Lejeune is restricted. All vehicles must be checked in and receive a temporary pass. Requests for vehicle passes must be submitted to the Outdoor Recreation Coordinator at least 12 days prior to the arrival date. Please provide a list of drivers which includes their full names, valid drivers' license numbers, and vehicle registration information. The Outdoor Recreation Coordinator will submit the list to the appropriate point of contact in the Department of Public Safety (Operations Chief), per enclosure (2). Once passes are approved, the Outdoor Recreation Coordinator will be notified to pick up the passes issued to the requestor. Passes will not be left at any gates or at the Visitors' Center. Any additional passes required above and beyond those requested in advance will be issued at the front gate Visitors' Center only. Government transportation will not be available.

Exchange Privileges. Exchange privileges are available upon request for the purpose of purchasing Marine Corps souvenirs and memorabilia. Requests must be submitted to the Coordinator at least 10 days prior to the arrival date. Please provide a complete list of visitors that wish entry, which includes both the first and last names. Use of the 7-Day Convenience Stores is authorized for purchase of food, drinks and personal items but not for tobacco or alcohol purchases.

Opportunities. Youth Organizations may use MCCS facilities and will pay the posted fees. Some of the MCCS facilities approved for usage are the Bowling Center, Base Theater, Skeet Range, Marinas, Swimming Pools, Land Navigation Course, Mountain Bike Trail, Hiking and Running Trails, Recreation Areas, and Onslow Beach. Organizations are not authorized usage of the Single Marine Recreation Centers. Safety courses and instruction may be required. Prior authorization is required for most facilities and can be arranged by the Coordinator. The Marine Corps Base Self-Guided Tour is highly recommended.

Safety. The safety of all visitors aboard Camp Lejeune is paramount. We wish all of our visitors an enjoyable stay. Please discuss travel safety and anti-terrorism before your visit. In the event of a medical emergency, Department of Defense Medical Staff will respond and provide emergency care, as necessary. The injured will be transported at the participant's expense to local medical facilities when stable. The Medical Staff is not authorized to issue medications, inhalers and insulin, etc. The Marine Corps has high standards

for its active duty members and civilian staff. Visiting Youth Organizations are required to wear an appropriate uniform or civilian attire while participating in activities aboard Camp Lejeune.