



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5760.5A  
MCCS  
FEB 06 2020

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
5760.5A

From: Commanding General  
To: Distribution List

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

Ref: (a) DoD 5500.07-R Ch 7, "Joint Ethics Regulation (JER),"  
August 30, 1993  
(b) Public Law 109-163, 119 §3442 "National Defense  
Authorization Act for Fiscal Year 2006," January 6, 2006  
(c) MCO 5760.4C

Encl: (1) Planning Procedures for Visiting Youth Organizations  
(2) Outdoor Recreation (ODR) Information Package  
(3) Waiver of Liability and Assumption of Risk Agreement  
with the United States Marine Corps

1. Situation. To set forth policy, instructions, and guidance regarding the visitation of non-DoD affiliated youth organizations aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ) per references (a) through (c).

2. Cancellation. MCIEAST-MCB CAMLEJO 5760.5.

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

4. Execution

a. Commander's Intent. To issue policy regarding requests from youth organizations visiting MCB CAMLEJ.

b. Concept of Operations. The ODR Coordinator, Marine Corps Community Services (MCCS), has delegated authority to authorize visitation to all non-DoD affiliated youth organizations. The Assistant Chief of Staff (AC/S), G-3/5, Operations, Plans, 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 Veterans' Affairs.

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

5. Administration and Logistics

a. Request Procedures

(1) The ODR office shall assist in the planning and execution of scheduled visits of youth organizations not affiliated with the DoD, as detailed in enclosures (1) and (2). 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 of planned usage to allow proper time for scheduling. All requests shall be handled on a first-come, first-served basis.

(2) Send requests to:

MARINE CORPS 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 and the Staff Judge Advocate, 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 enclosure (3), along with any other required forms, no later than 10 days prior to the arrival date.

b. Planning Procedures

(1) The MCCS ODR Coordinator shall assist the youth organization in the planning process of their visit. MCCS does not provide escort services for group visits.

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

(3) Quarters may be provided 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, excluding towels and toiletries, which are the responsibility of the visiting organization.

d. Dining

(1) Use of snack bars or other MCCS contracted facilities on the base is authorized. Standard published prices shall apply.

(2) Dining at a mess hall may be arranged based upon availability. Requests for use of mess hall must be submitted to the ODR 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 (Boy/Girl Scouts, JROTC, and Young Marines are authorized to eat in enlisted appropriated fund mess halls).

e. Transportation

(1) Access to MCB CAMLEJ is restricted.

(2) All vehicles must check in at the Camp Lejeune Visitors' Center and receive a temporary pass. Requests for vehicle passes must be submitted to the ODR 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. Government transportation will not be available.

f. Exchange Privileges. Exchange privileges are available upon request for the purpose of purchasing Marine Corps souvenirs and memorabilia. Requests must be submitted to the ODR Coordinator at least 10 days prior to the arrival date. A complete list of visitors' full names must be provided with the request. Use of the seven day store is authorized to purchase food, drinks, and personal items (excluding tobacco or alcohol purchases).

g. Opportunities

(1) Youth organizations may use MCCS facilities and shall pay the posted fees. MCCS facilities available are: the bowling center, base theater, skeet range, marinas, swimming pools, 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, requests for use of, participation in, or observation of training equipment and military exercises are not accepted from non-DoD affiliated youth organizations.

h. Safety

(1) The safety of all visitors is paramount.

(2) In the event of medical emergencies, the DoD medical staff shall respond and provide emergency care. The injured shall be transported at the participant's expense to local medical facilities when stable.

i. Coordinating Instructions. The ODR Coordinator shall use enclosure (2) for coordinating youth group visits and ODR information package for potential visiting non-DoD affiliated youth groups per enclosure (2).

6. Command and Signal

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

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



N. E. DAVIS  
Chief of Staff

DISTRIBUTION: A/C

Planning Procedures for Visiting Youth Organizations

1. The 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 shall 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 requests may not be approved.

b. Personal contact shall be made by an ODR office representative within five business days of receiving a requested visit. Specific information concerning the request shall be obtained from the organization and recorded using enclosure (1) of this Order.

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

(1) Visitor's Vehicle Pass: call the Security and Emergency Services Operation Section at (910) 451-1604/0146. Drivers must have a valid license, registration, and proof of insurance.

(2) Dining: point of contact is the Regional Garrison Food Service Contract, Base Food Service Division, G-4 at (910) 451-0926/6272.

(3) Billeting in barracks: call the Reserve Support Unit, (910) 451-5328. ODR handles camping at Oak Grove. Arrangements for camping or RV park usage at Onslow Beach can be made by calling the reservation line at (910) 440-7502.

d. Training opportunities: determined by operational commitments. Requests for use of training facilities shall be forwarded to the AC/S, G-3/5 Operations, Plans, and Training Department, Operations Specialists at (910) 451-1714/5276/5746 for consideration.

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 designated arrival date. Copies may be mailed, faxed, or emailed.

g. Use of some MCCA facilities and programs may be available 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 the installation and the surrounding area.

Outdoor Recreation (ODR) 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 (DoD). The Marine Corps Community Services' (MCCS) ODR office 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: Ms. Marybeth LeMaire (910) 451-1440/449-6934 or via email at [lemairema@usmc-mccs.org](mailto:lemairema@usmc-mccs.org).

The ODR Coordinator shall assist the youth organization in the planning process of their visit. All group visits shall be self-guided. MCCS does not provide escorts. Each visiting member must complete the participant's information page and waiver of liability and return to the ODR 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. Onslow Beach offers limited tent camping or recreational vehicle accommodations for a fee. Quarters may be provided at no cost to the visiting youth organization based upon availability. Linens shall be provided, excluding towels and toiletries, which are the responsibility of the visiting organization.

Dining. Use of snack bars or other MCCS and contracted facilities around the base is authorized without reservation. Standard published prices shall apply. Dining at a mess hall may be arranged based upon availability. Requests for use of the mess hall must be submitted to the ODR 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 prices.

Transportation. Access to MCB CAMLEJ is restricted. All vehicles must be checked in and receive a temporary pass. Requests for vehicle passes must be submitted to the coordinator at least 10 days prior to the arrival date. Please provide a list of drivers which includes their full names. Passes shall be issued at the front gate of the Camp Lejeune Visitors' Center. Government transportation shall 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 Seven-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 MCCA facilities and shall pay the posted fees. Some of the MCCA facilities approved for usage are the bowling center, base theater, skeet range, marinas, swimming pools, 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.

Safety. The safety of all visitors 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, DoD medical staff shall respond and provide emergency care. The injured shall be transported at the participant's expense to local medical facilities when stable. The medical staff is not authorized to issue medications, such as inhalers, 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. Paperwork must be complete and in the Coordinator's office 10 days prior to your designated arrival date.



### Organized Event Waiver of Liability and Assumption of Risk Agreement with the United States Marine Corps

In consideration of the privilege of participation in an organized event aboard Camp Lejeune, and further recognizing the voluntary nature of my participation in this event ( \_\_\_\_\_ on yr/mo/day \_\_\_\_\_ ), I, the undersigned person, intending to be legally bound, hereby promise to waive for myself, my guardians, heirs, executor, administrators, legal representatives and any other persons on my behalf, any and all rights and claims for damages, demands, and any other actions whatsoever, include those attributable to simple negligence, which I may have against any of the following persons or entities: the United States of America; the Department of Defense; the Department of the Navy; the United States Marine Corps; Marine Corps Installations East-Marine Corps Base Camp Lejeune; any and all individuals assigned to or employed by the United States, including but not limited to the Secretary of Defense; the Secretary of the Navy; the Commandant of the Marine Corps; Commanding General, Marine Corps Installation East-Marine Corps Base Camp Lejeune; in both their official and personal capacities; any medical support personnel assigned thereto; and these persons' or entities' representatives, successors, and assigns; which said injuries arise out of my participation in the activities comprising the aforesaid event; as well as any use by me of any Marine Corps Installation East-Marine Corps Base Camp Lejeune, or government equipment or facilities in conjunction with and furtherance of such participation by me. I **FURTHER VERIFY THAT I HAVE FULL KNOWLEDGE OF THE RISK ASSOCIATED WITH ATTENDING THIS EVENT. I EXPRESSLY, KNOWINGLY, AND VOLUNTARILY ASSUME THE RISK INVOLVED IN THE PLANNED ACTIVITIES INCLUDING TRANSPORTATION TO AND FROM THE EVENT, AND AGREE TO HOLD THE UNITED STATES HARMLESS FOR ANY RESULTING INJURY.** I understand that this assumption of risk agreement shall remain in effect until notice of cancellation is received by the Commanding General, Marine Corps Installation East-Marine Corps Base Camp Lejeune, North Carolina. I understand that, should I decline to execute this agreement, I will not be permitted to attend the organized event.

		
---	--	---

Signature of Participant

Printed Name of Participant

Date

		
---	--	---

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

On Behalf Of: 

Printed Name of Minor/Family Member