



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

MCBO 5050.1C  
B 03  
13 Feb 14

### MARINE CORPS BASE ORDER 5050.1C

From: Commander  
To: Distribution List  
Subj: COMMAND VISIT PROGRAM

Ref: (a) MCO P1533.6E  
(b) OPNAV 1533.5C  
(c) MCO 5760.4C  
(d) MCO P1020.34G w/Ch 1-5  
(e) MCBO 5530.1

Encl: (1) Visitor Support Request  
(2) List of Tours & Briefs  
(3) Waiver of Liability and Agreement to Indemnity  
(4) Cost Breakdown and Logistical Support Information

1. Situation. Due to the various and unique activities that take place aboard Marine Corps Base Quantico (MCBQ), and its close proximity to Washington, DC, this installation hosts numerous visits by a variety of groups and organizations throughout the year. These visits usually consist of a standard orientation tour program. In addition, per references (a), (b), and (c) MCBQ supports visits for training and education by the Naval Reserve Officer Training Corps, the Marine Corps Junior Reserve Officers' Training Corps, and the Young Marines of the Marine Corps League.

2. Mission. MCBQ conducts a Command Visit Program in order to showcase United States Marine Corps (USMC) capabilities and facilities to the benefit of the Command and the Marine Corps and to improve and reinforce our community relations and public affairs efforts.

### 3. Execution

a. Commander's Intent. To ensure all visits aboard MCBQ are conducted in a safe and efficient manner and all participants leave with a greater appreciation and understanding of the missions of the commands aboard the Base and the Marine Corps. Visits are planned, coordinated, and executed by the Command Visit Coordinator and are supported to the maximum extent possible.

b. Concept of Operations. Command directed visits are normally planned, coordinated, and executed by the MCBQ G-3 (Command Visit Coordinator) and are supported like any other operational commitment upon receipt of tasking. Groups seeking

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to visit the installation must request approval to do so. Each request is reviewed and either approved or denied at the discretion of the Commander MCBQ for security and mission requirements. Other commands and tenant activities aboard Quantico may conduct their own command visit programs but should do so consistent with this Order and advise the Command Visit Coordinator of any visits.

c. Tasks

(1) Director, Manpower Division, G-1. Source personnel to serve as escorts and or administrative support augments as determined by the Command Visit Coordinator. Provide the names of the personnel to the Command Visit Coordinator no later than two weeks prior to the visit.

(2) Director, Operations Division, G-3. Maintain overall staff cognizance of the Command Visit Program and oversee the activities of the Command Visit Coordinator. The Command Visit Coordinator will:

(a) Plan and execute all command visits in accordance with this Order and other appropriate directives and policy. Ensure that proper and timely coordination is conducted with the appropriate commands and tenant activities aboard the installation when necessary.

(b) Request and prepare escorts to meet, greet, brief and accompany groups for the duration of the visit. Prior to the visit, brief the escorts on the itinerary on all pertinent information.

(c) Collect Waivers of Liability and Agreement to Indemnify (enclosure (3)) prior to the start of the visit.

(d) Maintain a record of each visit for 24 months.

(e) When warranted by security conditions or threat levels, refer individuals or groups to Commanding Officer, Security and Emergency Services Battalion for appropriate background vetting in accordance with reference (e).

(3) Assistant Chief of Staff, G-4. Provide logistics support on a reimbursable basis, as requested by the Command Visit Coordinator.

(4) Director, Marine Corps Community Services (MCCS). Provide authorization for visitors, if requested and appropriate, to utilize the Marine Corps Exchange, when provided an approved "by name" roster from the Command Visit Coordinator.

(5) Office of Counsel (QACO)

(a) Review all requests to conduct events/activities outside of the standard orientation tour program menu. Provide a legal opinion for such special requests.

(b) Periodically review and update the Waivers of Liability Forms and Agreement to Indemnify Forms (enclosure 3).

(c) Make a case-by-case determination of the applicability of enclosure (3) to particular visits.

(6) Commanding Officer, Security Battalion

(a) Provide escorts for VIPs as required.

(b) When required, ensure visitors are properly vetted as per reference (e).

d. Coordinating Instructions. None.

4. Administration and Logistics

a. Administration

(1) The Visitor Support Request (MCBQG3-VRF) form is provided in enclosure (1). The Command Visit Coordinator shall provide a copy of the form upon request to groups desiring to visit the Base. The form can also be accessed on the MCBQ Website at: [www.quantico.usmc.mil/activities/?Section=G3](http://www.quantico.usmc.mil/activities/?Section=G3). Once on the site a link to the form can be found under the G-3 Current Operations Section.

(2) All groups visiting MCBQ must provide a roster consisting of first and last name to the Command Visit Coordinator at least two weeks prior to the visit. Additional visitor personnel information may be required based on security requirements or current threat levels. At a minimum all visitors must be able to comply within installation access requirements in reference (e).

(3) All visitors must sign a Waiver of Liability (enclosure (3)) prior to the start of the visit. The Command Visit Coordinator or the group escort will collect these documents prior to the start of the visit. Furthermore, the group POC must sign an Agreement of Indemnity (enclosure (3)) stating that everyone present for the visit has signed a waiver of liability.

(4) Groups may request temporary Marine Corps Exchange (MCX) passes in order to utilize the MCX during their visit. A roster consisting of first and last names must be submitted to the Command Visit Coordinator for forwarding to the Director, MCCS. MCCS will issue passes to the Command Visit Coordinator who will distribute them to the group. Visitors will not be allowed to purchase alcohol, firearms, uniforms, and tobacco using these MCX passes.

(5) Command approved visiting groups and organizations will be advised to provide customer feedback by completing an Interactive Customer Evaluation (ICE) survey form. This form is available at the MCBQ home website at [www.quantico.usmc.mil](http://www.quantico.usmc.mil) at

the "ICE", tell us how we are doing" link. When linked to the ICE site, select "Operational Support" then click on the Command Visits Office comment card to provide your comments.

b. Logistics

(1) MCBQ buses may be requested for transportation during the visit and provided based upon availability and non interference with mission requirements on a reimbursable basis. Buses may be cancelled if mission requirements dictate. If MCBQ buses are not available, commercial coach buses are authorized aboard the installation.

(2) Multiple privately owned vehicles for groups will typically not be authorized by the Command Visit Coordinator. The transportation plan for groups must be provided to the Command Visit Coordinator.

(3) Groups may request to dine in the dining facility. Requests will be routed through the Food Service Division. A "by-name" roster is required two weeks prior to the visit if the group is authorized to utilize the Dining Facility. Groups larger than fifteen are required to pay with one check (or cash) for the entire group. Checks are to be made out to the "United States Treasury". Credit cards may be used to pay for groups within the dining facilities.

(4) All payments for transportation and or billeting are to be paid by check made out to the "United States Treasury". The cost breakdown of charges for billeting, transportation, and messing is listed in enclosure (4).

(5) The reimbursable cost for transportation is subject to change. For the most current price listing contact the Command Visit Coordinator.

(6) All visitors are to dress in appropriate attire in accordance with Marine Corps regulations. Refer to reference (d), section 1005 for guidance.

(7) Medical emergencies are to be handled via 911. Treatment will usually be provided by local hospital(s) located off the installation. Medical issues, other than emergencies for military beneficiaries, are to be reported to the Naval Health Clinic Quantico Command Deck at 784-1500. All medical issues for non-military beneficiaries are to be addressed by local hospital(s).

5. Command and Signal

a. Command. This Order is applicable to all organizations and groups visiting Marine Corps Base Quantico.

b. Signal

(1) The Command Visit Coordinator, Current Operations Section, G-3 Division can be contacted at (703) 784-5568/4757.

(2) This Order effective the date signed.

/S/  
DAVID W. MAXWELL

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