



**UNITED STATES MARINE CORPS**

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

MCBO 5050.1B  
B 031  
7 Sep 12

MARINE CORPS BASE ORDER 5050.1B

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

Encl: (1) Waiver of Liability and Agreement to Indemnity  
(2) Visitor Request for Support  
(3) Marine Corps Base Quantico Tours & Briefs  
(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. In addition, per references (a), (b), and (c) MCBQ supports visits for training and education by the Naval Reserve Officer Training Corps, Marine Corps Junior Reserve Officers' Training Corps, and Young Marines to the maximum extent possible.

2. Cancellation. MCBO 5050.1A.

3. 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.

4. Execution

a. Concept of Operations. Command directed visits are normally planned, coordinated, and executed by the MCBQ G-3 (Command Visit Coordinator) and are supported as is any other operational commitment upon receipt of tasking. All other groups seeking to visit the installation must request approval to do so. Each request is reviewed and either approved or denied based upon importance, impact, and mission requirements. Other commands and tenant activities aboard Quantico may conduct their own command visit programs but should do so in accordance with this Order.

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b. Commander's Intent

(1) Purpose. The purpose of the Command Visit Program is to showcase Quantico-based USMC capabilities and facilities and to foster positive community relations.

(2) Method. Visits are planned, coordinated, and executed by the Command Visit Coordinator and are supported to the maximum extent possible.

(3) Endstate. 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.

c. Tasks

(1) Director, Manpower Division. 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. Maintain overall staff cognizance of the Command Visit Program and oversee the activities of the Command Visit Coordinator.

(3) Command Visit Coordinator

(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 escort on the itinerary and all other pertinent information.

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

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

(4) Director, Logistics Division. Provide logistics support on a reimbursable basis, as requested by the Command Visit Coordinator.

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(5) 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.

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

(7) Commanding Officer, Security Battalion. Provide escorts for VIPs as required.

d. Coordinating Instructions. None.

#### 4. Administration and Logistics

##### a. Administration

(1) The Visitor Request for Support (MCBQG3-VRF) form can be found in enclosure (1). The Command Visit Coordinator shall provide a copy of the Visitor Request for Support upon request and the form can 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 information may be needed based on changing and updated security requirements.

(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 also prior to the start of the visit. Furthermore, the group POC must sign an Agreement of Indemnity (enclosure (1)) stating that everyone present for the visit has signed a waiver of liability.

(4) Groups may request temporary Post Exchange (PX) passes in order to utilize the PX during their visit. A roster consisting of first and last name is to be submitted to the Command Visit Coordinator and forwarded to MCCS. MCCS is to issue the passes to the Command Visit Coordinator who will distribute them to the group. Visitors will not be allowed to purchase alcohol and tobacco using these PX 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

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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.

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

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 not 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 and messing 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 be provided by the local hospital(s). 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 Marines and Sailors assigned to MCBQ.

b. Signal. This order effective date signed.

/s/  
R. L. ANDERSON  
Chief of Staff

DISTRIBUTION: A

# Visitor Request for Support

## Visitor Request for Support

Please fill out this form and email or FAX it to us, so we can best discern the type of support MCBQ can provide, and if it is available.  
**\*Requests must be received at least 30 days prior to event.**

Points of Contact:	
Mr. John DeBerry Command Visit Coordinator Phone: 703-784-5568/2615 FAX: 703-784-2660 e-mail: <a href="mailto:john.deberry@usmc.mil">john.deberry@usmc.mil</a>	Cpl Oscar Archaga Asst. Visit Coordinator Phone: 703-784-4757 FAX: 703-784-2660 e-mail: <a href="mailto:oscar.archaga@usmc.mil">oscar.archaga@usmc.mil</a>

**Name of Group/Unit:** \_\_\_\_\_  
**Date(s) of Visit:** \_\_\_\_\_  
**Est Time of Arrival (ETA):** \_\_\_\_\_  
**Est Time of Departure(ETD):** \_\_\_\_\_  
**Date(s) of Base Tour (if requested):** \_\_\_\_\_



Interactive Customer Evaluation link  
[http://ice.disa.mil/index.cfm?fa=service\\_provider\\_list&site\\_id=181&service\\_category\\_id=32&dep=\\*DoD](http://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=181&service_category_id=32&dep=*DoD)

**All events requested are at the commands discretion and secondary to military training.**

Brief Description of Requested Visit:

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PRIMARY POINT OF CONTACT INFORMATION			
Name:	Email		
Title:	Address		
WK#			
FAX#			
Cell#			
HM#			
Other			
ALTERNATE POINT OF CONTACT INFORMATION			
Name:	Email		
Title:	Address		
WK#			
FAX#			
Cell#			
HM#			
Other			

GROUP SIZE	MALES	FEMALES	TOTALS
Youths			
Adults			
Totals			
General Age of Group:			

\* Minimum group size is 15.  
 For office use only:  
 DRR-

# Visitor Request for Support

## Visitor Request for Support

**Name of Group/Unit:** \_\_\_\_\_

Will you require Billeting? \*  
(JROTC & Scouts if quarters are available)  
If not, where will your group be staying?

Will you require messing at the Chow Hall? Please indicate which meals you would like to request.

**First and Last Name Roster will be required at least 10 working days prior.**  
(Chow times can be located on the "Cost Breakdown and Chow Information" page.)

Breakfast- M T W T F

Lunch- M T W T F

Dinner- M T W T F

Brunch 1- Sat Sun

Brunch 2- Sat Sun

Will you require Transportation? \* On which day?  
(Very Limited Services - Drivers labor, vehicle hourly and mileage charges apply - no waivers)  
Please list locations and times.

If you are bringing your own transportation, please list type of vehicle(s).

Do you intend to visit the Marine Corps Exchange? **(Pass Required)**

Do you intend to visit the National Museum of the Marine Corps?

Please list any additional information or requests in the space provided:

### **Base Requirements:**

- 1.) Roster- (First/Last Name Only; Please separate Adults from Minors.) at LEAST 10 WORKING DAYS PRIOR.
- 2.) Photo I.D.
- 3.) Appropriate Civilian Attire per MCO P1020.34

\* - The cost of these services are covered by you and not the Marine Corps, with the exception of the Young Marines Program. The Young Marines Program will be governed by MCO 5000.20.

*Please realize again that support is at the commands' discretion and is secondary to all military training.*

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**MARINE CORPS BASE QUANTICO TOUR & BRIEFS**

**NMMC** - National Museum of the Marine Corps: Located outside of the main gate on Route 1. It is open to the public from 0900-1700, 7 days a week; Self-guided tours. For Special Event Planning, including banquets, luncheons, ceremonies, reunion functions and after hour access, please contact Pamela Dodson @ 703-649-2350.

**All MCB events (below) on this list are at the commands' discretion and secondary to military training.**

**MCU** - Marine Corps University: Responsible for all Marine Corps Professional Education. MCU Command brief and PowerPoint presentation (Est. 1 hr)

**OCS** - Officer Candidates School: Responsible for training Officer Candidates. OCS Command brief. (Est. 1 hr)

**TBS** - The Basic School: Trains new Lieutenants and Warrant Officers to be Rifle Platoon Commanders. TBS Command brief and/or video. (Est. 1 hr)

**MCA** - Marine Corps Association: Responsible for Marine Publications such as Leatherneck Magazine and the Marine Corps Gazette. (Est. 15 min)

**AMGRC** - General Alfred M. Gray Research Center: Research center that also houses the unofficial Marine Corps archives. Tour of archives room. (Est. 1 hr)

**MCESG** - Marine Corps Embassy Security Group: Responsible for training and maintaining all records for Marine Security Guards throughout the world is responsible directly to the Department of State. Brief of Battalion Mission and/or video. (Est. 1 hr)

**SNCOA** - Staff Non-Commissioned Officers Academy: Responsible for all training of Staff Noncommissioned Officers. Brief. (Est. 1 hr)

**MCMAP** - Marine Corps Martial Arts Program: Consist of a 15 min brief and demonstration. (15 min)

Note: A very limited Hands-On Lesson is available upon request and if approved. (Est. 1 hr)

ENCLOSURE (2)

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**K-9** - The mission of the Marine Corps Base Quantico K-9 unit first and foremost, is the protection of the base and all personnel aboard the base. We also assist government agencies such as the United States Secret Service and Department of State. Brief & Demo. (Est. 45 min)\*Not available after 1500 or on Mondays or Fridays.

***\*\*\*Please realize that support is at the commands' discretion and is secondary to all military training.***

***No Civilian, non-uniformed groups, or JROTC units will run any of the Obstacle Courses while touring MCB Quantico.***

If there are any further questions about anything on the questionnaire, please feel free to call (703)784-5568/4757. All faxed documents can be sent to (703)784-2660 (ATTN: Visit Coordinator, MCB G-3).

ENCLOSURE (2)

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## WAIVER OF LIABILITY

The event that I am about to observe and/or participate in will be held on Marine Corps Base, Quantico (MCBQ) ranges and/or training areas. I understand the following three cautions with regard to these MCBQ ranges and training areas: first, all such ranges and training areas, including recreational fields, are designed for and used by the Marine Corps for training its personnel in the deadly art of individual and unit combat; second, these ranges and training areas have been subject to countless live fire exercises and may well have involved use of ammunition and placement of manmade or natural obstacles which, if triggered or encountered by or during physical presence on the ranges/training areas, could result in serious bodily injury or death to me; third, range and training area conditions are often aggravated by the weather such that extreme heat, humidity, cold, wind, or wet will increase the likelihood of physical danger and my exposure to serious bodily injury, sickness, accident or death. I further understand that this activity may cause injuries associated with physical fitness training like muscle sprains or strains, tendon pulls, dislocation of joints, broken bones, and injuries associated with physical contact with other participants, and injuries from playing conditions, to include field conditions and the inherent dangers associated with environmental conditions.

Nonetheless, and in spite of my full knowledge of the risks involved in the above named event, I EXPRESSLY AND KNOWINGLY, FREELY AND VOLUNTARILY, ACCEPT AND ASSUME ALL RISKS INVOLVED IN AND ASSOCIATED WITH ALL ASPECTS OF THE ABOVE NAMED EVENT, AND AGREE TO HOLD HARMLESS THE UNITED STATES GOVERNMENT, THE DEPARTMENT OF DEFENSE, THE DEPARTMENT OF THE NAVY, THE UNITED STATES MARINE CORPS, AND THE MARINE CORPS BASE, QUANTICO.

Therefore, and in consideration of the privilege to attend and/or participate in the **Name of Group MCBQ Tour/Visit**. I, the undersigned person, do hereby, freely, voluntarily and intending to be legally bound, accept all risks associated with the above named event and waive any and all rights to any claims or demands or any other actions whatsoever, including those attributable to simple negligence, for damages, due to accident, injury, or my death resulting from my participation in the above named event, or any use I may make of MCBQ, or government equipment or facilities in furtherance of my participation in the **Name of Group Tour/Visit**, for myself, my spouse, my parents or guardians, heirs, executors, administrators of my estate, legal representatives or anyone else on my behalf, which I have against any of the following: The United States of America, the Department of Defense, the Department of the Navy, the United States Marine Corps, MCBQ, or any and all individuals assigned to or employed by the United States, to include but not limited to, the Secretary of the Navy, the Commandant of the Marine Corps, the Commanding General of the Marine Corps Combat Development Command, or the Commanding General of MCBQ, in both their official and personal capabilities, or any medical personnel assigned thereto, or their representatives, successors, or assigns.

ENCLOSURE (3)



**AGREEMENT TO INDEMNIFY**

**BY THE** \_\_\_\_\_ *(insert full name of entity/event)*

**HELD ABOARD**  
**MARINE CORPS BASE**  
**QUANTICO, VIRGINIA**

The signature at the bottom of this Agreement to Indemnify is a certification by the \_\_\_\_\_ *(insert full name of entity)* representative that every participant covered by this agreement has had his/her Waiver of Liability signed by their appropriate parent or legal guardian if that participant is under the age of eighteen (18), or signed by the participant if he/she is over the age of eighteen (18); and, that the \_\_\_\_\_ *(insert full name of entity)* representative has in his/her possession all individual participants' Waivers of Liability, available for inspection on demand. The \_\_\_\_\_ *(insert full name of entity)* understands that there are inherent risks involved in participation in the \_\_\_\_\_ *(insert event, i.e., game of soccer)*, and that injury or death could arise from, but not limited to, physical contact with other participants, physical exertion, or from playing conditions, to include field conditions. The \_\_\_\_\_ *(insert full name of entity)* understands that by signing this agreement, it expressly assumes any and all risks involved in the \_\_\_\_\_ *(insert entity name and event)* held aboard MCBQ, Virginia including, but not limited to, injury or death caused to participants, volunteers, or spectators, and any damage to property.

In consideration for the use of various open fields aboard MCBQ, Virginia, for the conduct of the \_\_\_\_\_ *(insert entity name and event)* during the period \_\_\_\_\_ *(insert days, month and year)*, the \_\_\_\_\_ *(insert full name of entity)* agrees to indemnify the United States Government, the United States Navy, the United States Marine Corps, its officers, military personnel, employees and agents, and all agencies and instrumentalities thereof, against any and all claims, whether for damage, loss, injury, or death, brought by any person, group, or organization, as a result of, or in connection with, the conduct of the \_\_\_\_\_ *(insert full name of entity and event)*..

\_\_\_\_\_ *(Insert full name of entity and event)* Authorized Representative

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

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## Cost Breakdown and Logistics Support Information

### Billeting @ Camp Upshur (for JROTC & Scouts if available):

*Open-Bay Quonset Huts and Open Head Facilities.*

Cost: \$4.68/person, per day; this should be paid in advance (no linen available, bring your own). Reservation confirmation will not be made until 30 days prior.

### Transportation (limited services if approved):

The bus maintenance prices are: \$7.19 per hour plus .46 per mile (the amount per mile is subject to change). Driver's labor charge ranges from \$22.00 to \$34.47 per hour. Current fuel charges are \$1.39 per gallon.

\* Motor-T will provide a cost estimate. This should be paid in advance. Motor-T will contact you after your visit with your final invoice. Any adjustments will be discussed then.

Check should be made out to: U.S. Treasury

Mail check to:

Commander  
Marine Corps Base (B-031)  
3250 Catlin Avenue - Suite 211  
Quantico, VA 22134-5001

Messing: The current meal prices are:

<u>Meal</u>	<u>Price Kids/Adults</u>	<u>Times</u>
Breakfast	\$2.10/\$2.45	0600-0800
Lunch	\$3.90/\$4.55	1130-1300
Dinner	\$3.90/\$4.55	1630-1800

On the weekend, there are only 2 Meals:

Breakfast Brunch	\$4.50/\$5.25	0900-1130
Dinner Brunch	\$5.30/\$6.40	1600-1800

ENCLOSURE (4)

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\*Payments should be made by cash or check at the time of the meal. If paying with cash, please do not use bills larger than \$20. Groups of 15 or more require one payment and one signature.

NOTE: You must cancel a meal no less than 72 hours prior or you will be charged for the meal.

ENCLOSURE (4)