



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

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B 373
14 Apr 11

MARINE CORPS BASE ORDER 1700.2

From: Commander

To: Distribution List

Subj: RECREATION BUSINESS ACTIVITIES POLICY

Ref: (a) MCO P1700.27B

Encl: (1) Recreation Business Activities Policies, Regulations
and Procedures

1. Purpose. To publish policies, regulations, and procedures for the Recreation Business programs in accordance with the reference.
2. Cancellation. MCBO P1700.1.
3. Information. The Director, Marine Corps Community Services Division is responsible for the operation of the Recreation Business programs. This Manual serves as a guide and introduces policies and procedures to support Semper Fit Programs aboard Marine Corps Base, Quantico (MCBQ).
4. Recommendations. Recommendations concerning the contents of this Order are invited. Submit recommendations for changes to the Commander, MCBQ (B 37) via the appropriate chain of command.
5. Certification. Reviewed and approved this date.

/s/

D. J. CHOIKE

DISTRIBUTION: A

LOCATOR SHEET

Subj: RECREATION BUSINESS ACTIVITIES POLICY

Location: _____
(Indicate the location(s) of the copies of this
Order.)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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CHAPTER 1

GENERAL

1. Purpose. The Marine Corps Community Services (MCCS) Division, Recreation Business Operations Section was established to assist in promoting and maintaining the well-being and morale of the Quantico military community. The Recreation Business Operation Program is designed to fulfill the recreational needs and interests of authorized participants by providing maximum opportunities for activities that contribute to their mental, physical and social well-being. Participation in the program is open to all authorized patrons on a voluntary basis. (See chapter 2 paragraph 2, authorized patrons, for a list of authorized patrons.)

2. Objectives

a. To provide an opportunity for authorized patrons to participate in a variety of interesting recreational programs established for personal enjoyment as well as social, educational and/or physical development.

b. To provide a socially acceptable outlet from mental tensions, nervous fatigue and release from monotony.

c. To provide social contacts with others having like interests.

d. To provide entertainment such as spectator sport activities, music, art and stage events.

e. To develop individual coordination, competitive spirit, instructive and cheerful reaction to leadership, and a spirit of cooperation.

f. Category C Activities should be self-sustaining.

3. Responsibilitya. The Director, MCCS Division

(1) Coordinates implementation of programs and delivery of services with operational commanders.

(2) Develops budget requirements relative to the program objective memorandum for all recreation business activities.

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These requirements are submitted via the Commander, Marine Corps Base, Quantico (MCBQ) and to Commandant of the Marine Corps.

(3) Coordinate services as appropriate between bases within close proximity, and when practicable, encourages partnerships with the local community to optimize resources for the delivery of services.

b. The Director, Semper Fit Branch

(1) Coordinates and supervises all Semper Fit and Recreation Business Activity Programs.

(2) Responsible to the Director, MCCS Division and operates under the orders and policies prescribed by the Director, MCCS Division on the organization and conduct of the recreation business activities.

(3) Through continual analysis of patron interests, resources and facilities available, develops annual program plans with stated objectives.

(4) Ensures the preparation and timely submission of all required budgets and reports concerning Semper Fit Recreation Business Activity Programs.

c. The Director, Recreation Business Activities

(1) Responsible to the Director, Semper Fit Branch, MCCS Division, and operates under the policies prescribed by the Director, MCCS on the organization and conduct of recreational programs for the Quantico military community.

(2) Responsible for the development and administration of an active program of authorized activities designed to improve morale and welfare.

(3) Coordinates and supervises the Recreation Business Activity Programs.

(4) Ensures the preparation and timely submission of all required budgets and reports concerning recreation business activities.

(5) Furnishes technical assistance and advice to the Director of Semper Fit and the Director, MCCS on policy, procedures and proposed fees and charges. Advises the Director, MCCS on requirements for recreation facilities.

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d. The Recreation Business Operating Section includes the following activities:

- (1) Auto Hobby Skills Center.
- (2) Bowling Center.
- (3) Golf Course.
- (4) Marina.
- (5) Recreation Information Ticket and Tours.
- (6) Theater.

CHAPTER 2

POLICIES AND PROCEDURES

1. Use of Recreational Facilities and Areas

a. Use of recreational facilities or areas, exclusive of admission free spectator events, of which any portion is supported by non-appropriated funds, is restricted to authorized patrons, their houseguests or other bona fide guests only. Bona fide guests are occasional guests who are actually invited and accompanied by authorized participants while using the facility or participating in the program. The requirement that persons participating in recreation programs have exchange privileges does not apply to these guests. Guests other than those described above, may be permitted use of these facilities or areas on a nonrecurring basis, provided they possess approval from the Director, Marine Corps Community Services (MCCS) Division and do not interfere with or displace authorized participant usage.

b. If additional non-appropriated funds are required as a result of the guests' usage, reimbursements to MCCS Division are made through user fees. If fees or admission are normally charged to authorized patrons for use of a specific facility or area, the patron sponsoring the guests for like usage will pay equal or greater admission fees for the sponsored guests in accordance with the approved Fees and Charges Bulletin.

c. Civilians in the community may attend admission-free Recreation Business Operations Section events as spectators subject to the following:

(1) Attendance does not compete with similar entertainment in the community.

(2) Attendance does not interfere with attendance by authorized patrons.

(3) Attendance is approved by the Base Commander.

d. All authorized participants not assigned to this Command or Headquarters Marine Corps (HQMC) may use all facilities on a "space available" basis.

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e. Prior to using certain equipment or facilities, patrons may be asked to demonstrate an acceptable skill level. This restriction does not preclude those personnel with limited knowledge from acquiring skills to participate under proper supervision.

f. The privilege of using Recreation Business Operation Section facilities and programs may be further limited by reason of age, safety, overcrowded conditions, and by other factors that may occur. Necessary restrictions are indicated within the chapters concerned.

2. Authorized Patrons. Subject to the specific restrictions contained in this Order and the availability of facilities, the following personnel are authorized to participate in the MCCS recreation programs and facilities in the priorities listed below. In no instance is participation to be authorized for individuals in a priority group listed below, without the participants in all higher priority groups having first been authorized. In those circumstances where participants' privileges are extended to guests, the guests are assumed the priority of and must be accompanied by their sponsors.

a. Priority 1. Military active duty members and their family members assigned to MCBQ or supported directly through intraservice or interservice support agreements. Includes military personnel assigned to units attached to the installation for logistical support where MCCS support has been identified in the host tenant agreement. Should the Commander, MCBQ determine that participation in MCCS activities by family members prevents participation by military personnel; military personnel is given first priority.

b. Priority 2. Military Active Duty members and their family members not assigned to MCBQ (including members of Reserve components when on active duty for training in excess of 72 hours).

c. Priority 3. Armed forces members and their families of other services; Army, Navy, Air Force, Coast Guard including:

(1) Members of the Reserve Components (Ready Reserve and National Guard; Reservists in training or hospitalized) and Delayed Entry Program personnel.

(2) Cadets of Service Academies.

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d. Priority 4. Other uniformed services members and their families: Members of the Coast Guard, Commissioned Corps of the Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA) on active duty.

e. Priority 5. Armed forces and other uniformed services and their families:

(1) Retired from active duty.

(2) Retired from the Reserves with pay, and retired without pay (gray area).

f. Priority 6. Others separated from the armed forces and their family members:

(1) Honorably discharged veterans with 100 percent service-connected disability and involuntarily separated service members under the Transition Assistance Management Program. Personnel separated under the Voluntary Separation Incentive and Special Separation Benefit Programs for 2 years after separation.

(2) Medal of Honor recipients.

g. Priority 7. Former and/or surviving spouses and family members:

(1) Un-remarried surviving spouses of personnel who died while on active duty or retired status.

(2) Un-remarried former spouses who were married to military members for at least 20 years while the military member was on active duty to the armed forces.

(3) Orphans of military members, when not adopted by new parents, under 21 years old (or over if they are incapable of supporting themselves), or up to 23 years old if they are in full-time study.

h. Priority 8. U.S. Department of Defense (DoD) civilians and their family members (with limitations): when stationed or on temporary additional duty (TAD) outside the U.S., or on TAD in the U.S. if staying on base. Also, MCCS/Morale, Welfare, and Recreation (MWR) civilian employees, both active and retired, may use all exchanges. Purchase limitations are that no military uniforms or state tax-free items may be purchased.

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i. Priority 9. Other supporters of DoD:

(1) Commanders may also allow government departments or agencies outside DoD to buy supplies and services if not conveniently available elsewhere and do not unduly impair service to exchange patrons.

(2) Medical personnel under contract to a military DoD Component during periods when they are residing on MCBQ.

(3) Military personnel of foreign nations and their family members when on orders from the U.S. Armed Forces. Purchases are limited to quantities for their own use for foreign military members not on U.S. Armed Forces orders.

j. Priority 10. U.S. DoD civilians and family members both appropriated and non-appropriated and retired DoD civilians, with limitations. FBI and DEA employees of the Federal Government assigned to MCBQ working full time on the installation. These civilian and retired employees may use recreational facilities with the following restrictions:

(1) Civilians may not use the following MCCS services if there are any authorized patrons of a higher priority on a waiting list to use the same facilities. Any civilian using the below services must relinquish their space at the annual review of contracts if an authorized patron of higher priority is applying for use.

(a) Marina wet berthing is reviewed each season in November.

(b) Dry berthing or recreational vehicle (RV) storage is reviewed each March.

(2) Immediate family members of DoD civilians may use facilities when accompanied by their sponsor or when enrolled in a specific program. Family members may play golf unaccompanied by their sponsor.

(3) Patrons may host guests on a space available basis. Their sponsor must accompany guests. Civilian patrons may not host guests at the Auto Hobby Skills Center or for any storage or long-term service.

k. Priority 11. DoD civilians and civilian employees of the Coast Guard both active and retired, who are not assigned to

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MCBQ or HQMC, but who work or reside within a 35-mile radius of this Base, may use the following recreational activities: Bowling Center, Recreation ITT Ticket Service, Golf Course, and Marina on a space available basis. Patrons in this category may submit a special request to use other MCCA recreation facilities. Patrons in this category may not contract to use the Marina wet storage or dry storage. These patrons may use overnight berthing on a space available basis.

1. Priority 12. DoD contract personnel working full-time aboard MCBQ may use the Medal of Honor Golf Course on a space available basis. MCBQ has been granted a waiver of Marine Corps Order P1700.27B to allow civilians to use the Medal of Honor Golf Course on a space available basis.

3. Identification of Eligible Users

a. Any individual who seeks to use MCCA facilities or services is positively identified as an authorized patron prior to the use of a facility or service or consummation of a sale. The credentials of non-uniformed users are carefully checked to ensure that each individual is entitled to the privileges which that person seeks. Sales and services are made only to authorized patrons or their authorized guest.

b. Authorized patrons at MCCA activities are be identified as follows, except that identification is not be required at the snack bars and restaurant facilities when these facilities are made available to visitors.

(1) Members of the uniformed services who are in regulation uniform need not be further identified, except all patrons may be required to show identification for cashing personal checks, for Social Security Number verification, or to purchase alcohol and tobacco products.

(2) Members of the uniformed services not in regulation uniform are identified by DD Form 2, Active Armed Forces Identification Card (AFIC) or by an official identification card issued by the service of which the patron is a member; e.g., commissioned officers of the Public Health Service and commissioned officers of the NOAA. DD Form 1173, Uniformed Services Identification and Privilege Card are identifying military family members.

(3) Members of the Reserves who have authorized privileges can be identified by the DD Form 2, Reserve AFIC. Delayed Entry Program personnel are present a copy of their

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enlistment papers along with a photo ID card. Retired reservists, including those under age 60, are identified by the DD Form 2 (Retired) to AFIC. Family members of reserve members are identified by DD Form 2S (Reserve) or Service specific ID cards. Family member ID cards may be temporarily substituted with a photo ID and a copy of their sponsor's Leave and Earning Statement or retirement orders.

(4) Personnel who have been involuntarily separated from the Armed Forces and are entitled to transition assistance can be identified by a modified DD 1173 (dependent's ID card) with red one-inch "TA" letters stamped on the face and an eligibility date indicated on the back. Special attention must be on the eligibility date since exchange privileges are only authorized for a 2-year period.

(5) MCCS employees and family members who are not otherwise entitled to retail privileges are identified by DD Form 2574. This form is issued for a specific period not to exceed 3 years.

(6) MWR employees of other services are identified by a letter from their employer stating that they are MWR employees along with a photo ID, or if their Service issues a photo ID card this is adequate as long as it positively identifies the individual as an MWR employee.

(7) DoD contractors and other civilians granted golfing privileges will display a driver's license or other valid identification at check-in at the Pro Shop.

4. Responsibility of Patrons

a. Patrons using Recreation Business Operations Section activities and equipment:

(1) Has read, understand, and abide by the instructions for the activity.

(2) Signs the register receipt or sign-in document each time the activity is used, where appropriate.

(3) Is to report any injuries incurred at the activity immediately to the person in charge.

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(4) Are responsible for the proper conduct and safety of minors and guests brought into the activity.

(5) Is to inform family members and guests on the importance of obeying the regulations for each activity and the instructions of the person in charge.

(6) Are responsible for damage caused by themselves, their family members and guests.

(7) Are responsible for their personal belongings during use of MCCA facilities or participation in MCCA activities. MCCA Division will not be responsible for any loss of or damage to personal property occurring while personnel are using the equipment or facilities.

(8) Is to treat equipment and supplies in a responsible manner.

(9) Is to return the equipment in the same or reasonably near the same condition as when checked out.

(10) Is to turn in equipment by the date due to ensure an equitable distribution of available items to all personnel.

b. Patrons who lose, damage, or destroy Recreation Business Operation Section equipment due to negligence may be required to replace the equipment or make cash reimbursement to MCCA Division.

5. Responsibility for Proper Decorum

a. Proper conduct and decorum is expected of all personnel using Semper Fit and Recreation Section facilities.

b. Unsportsmanlike conduct, vulgar language, and abuse of the facilities are examples of improper conduct which may result in loss of privileges. Recreation Business Operations Section facility managers are empowered to remove from the facility

those patrons who display improper conduct. When necessary, duty managers will notify the Provost Marshal for assistance in removing personnel and make a full report to the Director, Recreation Business Operations Section and MCCA Division.

c. Alcoholic beverages, with the exception of beer, are prohibited at all Recreation Business Operation Section

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facilities except the Golf Course Clubhouse and on private boats at the Marina. Beer is authorized for consumption at the Marina, the Golf Course, and the Bowling Center. The consumption of beer at any other Recreation Business Operation Section facility requires authorization from the Director, MCCS Division. Patrons under the influence of alcohol will not be authorized to use Recreation Business Operations Section equipment.

d. Violators of this Order are reported to the Director, Recreation Business Operation Section and MCCS Division for appropriate action. Repeated violations may result in administrative (i.e., forfeiture of facility and program privileges), or disciplinary action, or both. The Director, Recreation Business Operation Section, MCCS Division will refer extreme or unusual violations to the Base Commander via the Director, MCCS Division, and the Command Inspector for appropriate administrative action.

6. Uniform and Dress Requirements

a. The uniform of the day or appropriate civilian attire is worn at Recreation activities. The wearing of bathing suits and similar athletic attire are confined to the appropriate areas.

b. Safety equipment is worn when required (boat docks, Auto Hobby Skills Center, etc.). The Director, Recreation Business Operations Section, MCCS Division will have safety apparel requirements posted in all necessary spaces.

7. Standards of Conduct

a. MCCS personnel representing the Director, Recreation Business Operations Section, MCCS Division before non-Federal entities are placed in positions of trust and responsibility. Many practices that may be normal and generally acceptable in the private business world are not acceptable for MCCS employees while conducting MCCS business.

b. MCCS Recreation Business Operations Section personnel will maintain the highest standards of personal conduct in their relations with business firms and their representatives, thereby ensuring that such relations are above reproach in all respects. Acceptance of entertainment, gifts or favors of any kind (including discounts on personal purchases), no matter how innocently tendered and received, may compromise and embarrass both the Marine Corps and the individual. Acceptance impairs

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public confidence in the integrity of our business relationships and may be a violation under the Joint Ethics Regulation subjecting the M CCS employee to administrative sanction or termination.

c. No persons are allowed themselves to be placed in a position in which conflicts of interest might arise or might justifiably be suspected. Such conflicts of interest may arise or appear to arise by reason of the acceptance of favors, gratuities, or entertainment of any kind. Favors, gratuities, or entertainment bestowed upon members of the immediate household of Recreation Business Operations Section personnel, based on the M CCS employees official position or status, are to be considered in the same light as those bestowed upon them directly.

(1) Refusals of gifts and favors is to be made in a courteous, but conclusive manner.

(2) The individual making the offer is to be informed of the policy regarding this practice and the standards of conduct imposed upon Recreation Business Operation Section personnel doing business with outside interests.

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CHAPTER 3

COUNCILS, BOARDS AND COMMITTEES

1. Advisory Committees

a. Special Committees. Special committees may be appointed by the Commander MCBQ to recommend policy and provide operational guidance. Committees are appointed by separate correspondence.

b. Composition/Membership

(1) The recommended chairperson of each special advisory committee is submitted to the Commander, MCBQ, for approval. Personnel nominated for chairpersons of special advisory committees should possess specific interest in the activity concerned.

(2) The chairperson of each committee will make recommendations for membership on the special advisory committee to the Commander, MCBQ, via the Director, MCCA. The chairperson will exercise care to provide adequate representation on the committee for all authorized participants in the activity concerned.

c. Meetings

(1) Special advisory committees will meet at the call of the chairperson and on order of the Commander, MCBQ.

(2) Chairpersons on the special advisory committees, or their authorized representatives, may be invited to attend policy board meetings when the agenda includes matters of interest to their committees.

d. Quorum. A simple majority of any committee will constitute a quorum and is authorized to conduct committee duties and functions as provided below.

e. Duties and Functions. Special advisory committees will:

(1) Advise and make recommendations to the MCCA Policy Board on matters concerning the special interest represented.

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(2) Assist the Director, MCCS, and/or Director, Recreation Business Operations Section in planning and developing programs and recommending improvements within their scope of interest.

(3) Function through the Director, MCCS Division and/or the Director, Recreation Business Operations Section, MCCS Division.

(4) Provide in writing, signed by the chairperson, their meeting minutes and recommendations for consideration by the MCCS Director, MCBQ.

f. Record of Proceedings. The original monthly record of proceedings of special advisory committee meetings are prepared and forwarded to the Commander, MCBQ via the Director, MCCS.

2. Responsibilities of Inventory Boards. Boards are guided by MCO 1700.30, Marine Corps Community Services Business Operations Manual. The senior member of an appointed inventory board will ensure that a complete physical inventory is conducted upon relief of the Director, Recreation Business Operations Section, MCCS Division.

3. Private Organizations for Recreational Purposes. Special interest groups and private organizations as desired and/or required, is authorized and administered under direct cognizance of the Director, MCCS Division.

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CHAPTER 4

AUTO HOBBY SKILLS CENTER

1. Purpose. The Auto Hobby Skills Center, located in Building 2080 on Anderson Avenue, behind Pruitt Hall Barracks, provides a temporary storage facility, work space and tools for authorized patrons to do their own automotive repair work.

a. Available to patrons are seven hydraulic lifts, six flat stalls, a welding room, an engine storage room, and a fenced storage lot. Types of equipment available are a brake lathe, a glass bead machine, various specialty tools and general tools.

b. The Auto Hobby Skills Center also provides some authorized services for patrons that are identified in the current Fees and Charges Bulletin. The types of services provided are: air conditioning services, tire mounting and balancing, brake lathe, front-end alignment, engine trouble code retrieval, and fuel system cleaning.

c. Resale automotive merchandise which is not in stock at the Auto Hobby Skills Center may be special ordered from commercial vendors via the Manager.

2. Eligibility. All patrons outlined in chapter 2 Paragraph 2, authorized patrons, are authorized to use the Auto Hobby Skills Center. Positive identification and vehicle registration must be shown at the time of sign in.

3. Hours of Operation. Hours of operation are posted at the Auto Hobby Skills Center. Changes to the normal hours of operation required by special events are published in the Quantico Sentry and on the M CCS website (<http://www.quantico.usmc-mccs.org/>).

4. Fees and Charges. Fees and charges are set as recommended and approved by the Commander, MCBQ.

5. Restrictions

a. Family members under the age of 12 will not be permitted in the Shop, unless they remain in the lounge with a parent or guardian.

1. Family members under the age of 12 will not be permitted in the Shop, unless they remain in the lounge with a parent.

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b. Family members 12 through 16 years of age are permitted in the Auto Hobby Skills Center provided an adult accompanies them. Youths who engage in "horseplay" or otherwise interfere with the operation of the facility are requested to leave.

c. Employees can perform only those services on patrons' automobiles that are authorized services identified in the current Fees and Charges Bulletin and that produce revenue for the Auto Hobby Skills Center.

d. Patrons are restricted from using the Auto Hobby Skills Center for private gain or from accepting compensation to fix other patrons' cars. All transactions are handled through the Auto Hobby Skills Center cash register.

e. Active duty military patrons may use the Auto Hobby Skills Center for short-term repairs to a vehicle belonging to a friend or relative; however, the friend or relative must present a valid vehicle registration and accompany the military patron. DoD civilians are not allowed to repair a vehicle belonging to a friend or relative.

f. Patrons may not use the Auto Hobby Skills Center for a long-term restoration or long-term storage for a vehicle belonging to a friend or relative. Such projects must be the property of an authorized patron.

6. Safety Regulations

a. Safety goggles must be worn when operating all machinery.

b. Safety stands must be properly used when working beneath all vehicles.

c. Rings, watches, bands, etc. must be removed when working around batteries and engines.

d. Shirts and shoes must be worn by all patrons working on vehicles. Full-length trousers and long sleeve shirts are highly recommended; however, shorts and short sleeves are permitted by the manager in excessive heat. Shower shoes and sandals are prohibited.

e. Bumper jacks are prohibited.

f. Ear protectors are worn where prescribed.

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g. There is no smoking allowed in the Auto Hobby Skills Center.

7. Resale Merchandise. The Auto Hobby Skills Center resale merchandise is available for sale. The manager is authorized to special order parts at a reasonable markup.

a. For the convenience of patrons, the Auto Hobby Skills Center Manager maintains a list of civilian firms offering services or auto parts not available at the Shop. This list is not all inclusive.

b. Patrons are given receipts for all transactions conducted at the Auto Hobby Skills Center.

8. Engine Room

a. The Engine Room is for the use of patrons who have ongoing projects at the Auto Hobby Skills Center and need a place to store and work on their projects.

b. Patrons must fill out an Engine Room Storage Form and pay a stall fee prior to bringing a project into the Engine Room. Two weeks of storage fees must also be paid in advance.

c. The manager controls the operation of the Engine Room. He will determine if there is enough room for a project and whether or not the patron is granted an extension if the project cannot be finished in 30 days or less.

d. Benches are assigned. All parts necessary for the patron's project must have an identification tag. Any project or items not registered or tagged are considered abandoned property. Any patron project that is behind in storage fees is disposed of as abandoned property.

e. Patrons must renew the storage contract or remove their projects at the end of the designated time or the Auto Hobby Skills Center Manager will dispose of them.

f. Projects neglected for over 30 days are disposed of upon approval of the Head, Semper Fit/Recreation Branch, MCCS Division, using any authorized method. The Shop Manager may grant extension of the 30-day limit if space is available.

However, in the event of demand for space, any project over 30 days is removed first.

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g. Patrons must clean up their area and any other areas they have used. Patrons that do not maintain their area in a policed state are asked to remove their projects from the Engine Room.

h. Welding, working and cleaning of parts is accomplished only in areas designated for such activities.

9. Outside Storage Lot

a. The outside storage area is provided to give the patrons of the Auto Hobby Skills Center a place to store their cars while awaiting parts or machine work. Patrons must be actively working on their repair project to obtain storage. Authorized patrons who leave this Base or retired military personnel who are moving outside the 35-mile radius will not be granted storage privileges beyond 30 days.

b. The operation of the outside storage area is controlled by the manager. The manager will determine if there is room in the lot and if a patron is granted an extension on storage time.

c. No repair work is done in the storage lot.

d. A 2-week storage fee is required in advance and all patrons must either renew the storage contract or remove the car at the end of the storage time. Extensions can be obtained only through the manager's written approval.

e. Any vehicle without a storage contract or renewal that is not removed is towed at the owner's expense.

f. Patrons' cars must be properly parked in the designated space and must display a permit in the front windshield. All vehicles will have a current military tag or temporary pass. Registration cards are shown to the manager upon request.

g. All vehicles parked in the Auto Hobby Storage Lots must comply with chapter 4, paragraph 9e and be checked in with the manager. A registration form will be filled out with all pertinent information. All fees must be kept up to date. The Shop Manager will dispose of any vehicle neglected over 30 days.

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10. Overnight Inside Storage

a. Only vehicles that cannot be moved are authorized storage inside the building. This storage is limited to 5 working days, after which the vehicle must be moved to the alternate parking area.

b. Patrons must pay an overnight storage fee in addition to the normal daily stall charges.

c. Vehicles are worked on in numbered space assigned by the Manager.

d. Working spaces is kept policed at all times and are thoroughly cleaned prior to departure. Work will stop for cleanup 30 minutes prior to closing.

11. Disposal of Illegally Parked Vehicles

a. All vehicles illegally parked at the Auto Hobby Skills Center, to include those that have expired storage permits are subject to being towed at the owner's expense.

b. Patrons are liable for all fees owed to MCCS and for all cost or losses incurred as a result of towing and storage by the outside vendors.

c. Patrons parked illegally or whose storage has expired are notified via registered mail to their last known address. Patrons will have 5 days to respond, i.e., to pay back storage fees and remove their vehicle. Patrons who do not respond will have their vehicles referred to the Military Police. Vehicles are towed per MCO 5110.1D.

12. Tire Room

a. The Auto Hobby Skills Center staff will perform all work done in the Tire Room. The door will remain locked at all times unless the staff is working in the Tire Room.

b. No used tires are mounted to include spare transfer.

c. Patrons desiring tire work will first inform the cashier what work is required. The cashier will arrange with staff to do the work.

d. Tire repair will only be done on tubeless tires.

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e. Auto Hobby Skills Center staff will only perform tire mounting on air-operated machines.

f. No tire larger than 10 x 15 inches is mounted on air-operated machines.

g. The Auto Hobby Skills Center will not be held liable for any damage to Mag-type (aluminum) wheels.

h. Only Auto Hobby Skills Center staff will perform spin balancing.

i. No tires larger than 10 x 15 inches or ones requiring more than 4 ounces of weight is balanced.

13. Welding Room

a. The Welding Room will only be used by patrons having the skill and knowledge to operate the equipment in a safe and proper manner as determined by the manager.

b. All patrons will first sign in with the cashier.

c. Patrons will turn off welders and clean up the welding room prior to check out.

14. Lifts. All vehicles are guided onto lifts by Auto Hobby Skills Center staff. Lift arms are placed raised and the stability of lifts are checked by staff for safety purposes. Instruction on lift operation is provided by Auto Hobby Skills Center staff.

15. Engine Scan Tools. Only trained Shop personnel will operate the engine scan tools and front-end alignment equipment. Appointments must be made in advance for their use.

16. Brake Lathe. Only trained Auto Hobby Skills Center staff will operate the brake lathe. When a patron brings a brake drum, rotor or flywheel to be turned; the item will first be inspected and measured by the manager to determine if it can be safely turned and if it will still be within the manufacturer's specifications.

17. Glass Bead Machine. The glass bead machine is kept turned off at the relay box until a patron wishes to use it. The

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manager's trained staff will instruct the patron on the use of the machine prior to the patron using it.

18. Other Equipment. The Auto Hobby Skills Center has a large inventory of equipment for which a fee is not charged, such as grinders, engine stands, hydraulic presses and drill presses. Any patron using this equipment must wear the proper eye and hearing protection.

19. Tool Issue. Patrons may sign out toolboxes. If a patron needs tools not in the stall box, the Counter Attendant will sign out tools to the patron. The cashier controls tools by placing a numbered tag in the slot where the tool was removed from the box. Upon return of the tool, the tag is returned to the patron. All tools are returned before checkout.

a. Tools are available for use within the Shop only.

b. Patrons are responsible for all tools and equipment checked out to them. The Tool Room Attendant must be notified immediately when tools or equipment are missing or damaged. Damaged or lost tools and/or equipment are paid for by the patron who checked them out.

c. Tools and equipment are returned to the tool room 30 minutes prior to closing.

20. Hazardous Waste. All patrons are instructed in the proper control of hazardous materials prior to being permitted use of this facility. It is the responsibility of patrons and Auto Hobby Skills Center staff to ensure hazardous waste is properly disposed of.

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CHAPTER 5

BOWLING CENTER

1. Purpose. The M CCS Bowling Center, located in the lower level of Little Hall, provides facilities for open and/or league bowling, special events, and tournaments to authorized participants.

2. Eligibility. All patrons outlined in Chapter 2, (Paragraph 2) authorized patrons are authorized to use the Bowling Center. Patrons identified in above mentioned paragraph may host guests. Only one lane is issued per patron identification card presented.

3. Hours of Operation. The hours of normal operation are posted on the door to the Center. Changes to normal hours of operation necessitated by holidays and special events are publicized on the M CCS website.

4. Fees and Charges. Fees and charges are set as recommended and approved by the Director, M CCS Division.

5. Facilities. The Bowling Center includes:

a. Twelve lanes with automatic scoring and fully automatic pinsetters. All lanes are also equipped with automated bumpers for young children.

b. Bowling shoe rental.

c. Free use of house bowling balls.

d. Locker rental.

e. A full service Pro Shop is located on the premises with equipment to properly fit and drill balls as well as assist all levels of bowlers.

f. A snack bar that serves a limited menu is operational during the Bowling Center operating hours. Alcohol sales are limited to beer and wine coolers. No outside food or beverage is permitted without prior approval. Patrons purchasing birthday packages are permitted to bring cake and/or ice cream.

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6. Restrictions

- a. An adult must accompany children under 12 years of age.
- b. Family members 12 years of age and older must have identification cards.

7. Uniform/Attire. The uniform of the day or appropriate civilian attire is worn subject to the following:

- a. A copy of the Base dress code requirements are posted at the Bowling Center. The uniform shirt may be removed while bowling.
- b. Bathing suits will not be worn as outer garments.
- c. Outer wear with slogans or graphics of a vulgar, obscene or otherwise objectionable nature will not be permitted in the Bowling Center.
- d. All participants are required to wear approved bowling shoes while bowling. Street shoes, tennis shoes, or sneakers are not permitted on the bowling approaches.

8. GENERAL RULES AND REGULATIONS

- a. The designated duty manager is in charge of all Bowling Center operations and is authorized to take appropriate action on matters that may arise which are not specifically covered herein.
- b. All patrons of the Bowling Center are expected to conduct themselves in a proper and acceptable manner at all times.
- c. Food and drink of any description will not be permitted in the bowlers' settee area.
- d. Lane assignments are made on a first-come, first-served basis. Advance reservations for open bowling will not be permitted on Saturdays and Sundays after 1800. Reservations must be made a minimum of 1 week in advance with a deposit of \$10.00 per lane, paid at the time of reservation. Lane allocation is based on one to five people per lane. Any group requesting eight or more lanes must reserve entire facility for a minimum of 2 hours. Military units wishing to use unit funds

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must submit requests in writing, a minimum of 1 week in advance. Funds are subject to availability.

(1) Personnel requesting lane assignments are required to present their identification cards prior to lane assignment.

(2) Persons accepting lane assignments are responsible for full payment of bowling fees upon completion of bowling.

e. Persons reserving the Bowling Center for a special event will sign a party contract.

9. Open Bowling

a. All lanes will normally be available for open bowling on Saturday evenings and holidays. The Director, Semper Fit/Recreation Branch, MCCS Division may approve exceptions.

b. A limit of three games per person is imposed when a waiting list is being maintained. When a waiting list is in effect, additional bowlers will not be permitted to join in play on lanes already in use.

c. Open bowlers are expected to bowl at normal pace. Unusual delays will not be permitted when others are waiting to bowl.

d. Proper bowling etiquette is observed, i.e., only one person is allowed on the approach at one time, bowlers must stay behind the foul line, etc.

10. League Bowling

a. League bowling will normally be limited to a maximum of 12 lanes each shift, Monday through Friday.

b. League bowlers are limited to a maximum of 7 minutes practice bowling prior to commencement of league play.

c. League starting times are posted at the Bowling Center.

d. Request for league pre-bowl or makeup games must be submitted at least 24 hours in advance of time requested for approval by the Bowling Center Manager. Pre-bowl or makeup games are on a reservation basis, but will not be permitted

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during lunch periods (1100-1300), nor on Saturdays, Sundays or holidays.

e. League sanction is the responsibility of each League's elected officers. It is highly recommended that the United States Bowling Congress sanction all leagues.

f. Each League's President is furnishing the Bowling Center Manager with a copy of their schedule. At the completion of the league season, the League Secretary is furnishing the Bowling Center Manager with a copy of the final league standings and averages.

11. Special Instructions

a. It is mandatory that each bowler becomes familiar with and observes bowling etiquette. Failure to comply is brought to the attention of the individual by management. Repeated infractions will result in being requested to leave the facility. Failure to comply with this request may result in the notification of Provost Marshal's Office as well as the loss of privileges.

b. Lofting of bowling balls is expressly prohibited.

c. Bowlers will not purposely walk beyond the foul line.

d. House balls are returned to the racks upon completion of bowling.

e. The use of profane or abusive language is prohibited and may result in ejection from facility.

f. Rental shoes are returned to the front desk upon completion of bowling.

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CHAPTER 6

RECREATION INFORMATION, TICKETS AND TOURS/
ALL POINTS TRAVEL/RECREATION CLASSES

1. Purpose. Recreation/Information, Tickets and Tours (Rec/ITT) and All Points Travel are located in the Marine Corps Exchange. Rec/ITT provides planned recreational activities throughout the year and discounted tickets to local and out-of-state attractions. Rec/ITT also provides information designed to facilitate opportunities for challenge and enjoyment in leisure-time pursuits. All Points Travel supplements Rec/ITT by arranging tours, cruises, land and air travel as well as vacation packages.
2. Eligibility. See Chapter 2, paragraph 2, authorized patrons of this Order for a list of eligible patrons.
3. Hours of Operation. Hours of operation are posted at the Rec/ITT Office. Any changes to the normal hours of operation necessitated by holidays and special events are publicized in the Quantico Sentry and on the MCCS website (<http://www.quantico.usmc-mccs.org>).
4. Fees and Charges. Fees and charges vary with the service provided.
5. Classes Offered. The types of classes that are normally offered during the year, dependent upon season and availability of qualified instructors are as follows:
 - a. Dance.
 - b. Gymnastics.
 - c. Martial Arts.

In addition to the class areas listed above, classes are offered in any subject where there is sufficient interest, a qualified instructor, and an adequate availability of space.

6. Information. The Rec/ITT Office offers a location to browse through many brochures, pamphlets, and maps of high interest area attractions. Information of a diverse nature, to include recreational areas on Base and in the local area, is available to assist patrons in planning leisure-time activities.

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7. Tickets. Discount tickets are available to several amusement parks and tourist attractions, such as King's Dominion, Busch Gardens, Six Flags, Water Country, the National Aquarium in Baltimore and Colonial Williamsburg. Tickets for many sporting events are available for purchase on occasion.

8. Tours. Private tours are scheduled by request through commercial bus lines. Tours to area attractions are also made through use of available Base transportation.

9. Special Events. Rec/ITT offers numerous recreational programs throughout the year.

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CHAPTER 7

COMMAND THEATER

1. Purpose. The Base Theater, located on the first floor of Little Hall, provides video movie entertainment for authorized personnel as well as facilities for large Base functions.

2. Eligibility. See Chapter 2, paragraph 2, authorized patrons of this Order for a list of eligible patrons. Appropriate identification card proving eligibility must be presented for admission. Family members 10 years of age and older must have identification cards.

3. Hours of Operation. The hours of operation are posted at the Theater in Little Hall. Any changes to the normal hours of operation necessitated by holidays and special events is to be publicized in the Quantico Sentry and on the MCCS website (<http://www.quantico.usmc-mccs.org/>).

4. Fees and Charges. Admission charges are conspicuously posted. Fees and charges are set as recommended and approved by the Director, MCCS.

5. Reservations for the Command Theater

a. Authorized Command representatives may make reservations to use the Command theater for lectures, presentations and training by contacting the theater manager and completing a Reservation Request Form. Each organization will provide a cleanup crew after each function.

b. Reservations will not normally be accepted for an anticipated attendance of less than 50 persons.

c. Reservations are made at least 1 week in advance.

d. Private organizations may schedule the theater for meetings during normal hours of operation without a fee, subject to approval by the Director, MCCS as per MCCS LOI 1700.9A, Scheduling of the Base theater.

6. Restrictions

a. An adult or dependent child 15 years or older will accompany family members under 12 years of age to G and PG rated

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films. A parent or adult guardian will accompany children under 13 years of age to PG-13 rated films. Persons under the age of 14 are denied access to all motion pictures rated "R", in accordance with the rating system of the Motion Picture Association. No exceptions. This policy is applied regardless of whether or not the child is accompanied by a responsible parent or adult. Persons between the ages of 14 and 17 must be accompanied by a parent or legal guardian in order to have access to the theater for any motion picture rated "R", per Base Commander Policy Letter 2-10, dated 23 July 2010.

b. Guests are allowed at a ratio of one guest per valid ID card in accordance with BUPERSINST 1710.15A.

c. Main floor seating is on a first-come, first-served basis.

d. The balcony will only be open for special events or on a case-by-case basis.

e. No food or drinks are allowed in the Base theater during Base functions, such as graduation ceremonies, scheduled classes, and briefings.

f. Food and drinks provided by the theater snack bar may be brought into the theater for movies or special events. No outside food or drinks are permitted. Patrons attempting to bring outside food into the theater are asked to dispose of it prior to gaining entry, or are asked to leave if found inside the theater with outside food or beverage.

g. Use of recording devices during Navy Motion Picture programming is strictly prohibited and may result in removal from the theater, loss of movie privileges, and/or disciplinary or criminal action.

h. Refunds of admission fees are authorized in two forms: coupons and cash. Admission coupons will generally be used when dealing with large crowd management where issuing cash refunds would not be practicable. Cash refunds may be issued on a case-by-case basis, at the Duty Manager's discretion. Cash refunds are generally authorized when offering a free coupon does not satisfy the customer. All refunds must be approved by the Duty Manager.

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7. General Rules and Regulations

a. Authorized Attire. See MCBO 1020.1G

(1) Bathing suits, bare midriffs, and uncovered curlers are not allowed.

(2) Outer wear with obscene, vulgar, or otherwise objectionable graphics is prohibited.

b. Smoking. Smoking is not authorized in the theater.

c. Conduct. Patrons are expected to conduct themselves in a proper and acceptable manner at all times.

(1) Patrons will not talk at a level so as to disturb others, engage in horseplay, throw objects or abuse furnishings.

(2) Vulgar language or gestures will not be allowed.

(3) The Provost Marshal, at the request of the Duty Manager, will remove violators who fail to take corrective action.

8. Ratings. Admission to the movies is restricted according to the rating of the movie being shown. The various ratings are as follows:

a. G - All ages admitted, general audiences.

b. PG - All ages admitted, parental guidance suggested.

c. PG 13 - Under 13 years of age requires accompanying parent or adult guardian.

d. R - See policy statement in Chapter 7, paragraph 6a.

e. NC-17 - No one under 17 admitted.

f. X - No X-rated movies are shown at the Base theater.

g. NRA - No rating available. When no rating is available, the theater manager or an authorized representative will preview the film and a rating for viewing will be established by him or her.

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9. Safety Regulations

a. Only assigned operators are authorized to operate any switches, enter the projection booth, or use the stage.

b. Fire exits are clearly marked and lighted.

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CHAPTER 8

GOLF COURSE

1. Purpose. The Medal of Honor Golf Course, located at Building #3313 at the junction of Fuller Road and Fuller Heights Road, provides various types of golfing activities for eligible patrons. This facility includes an 18-hole golf course, a golf practice range, a practice putting green, golf pro shop, and locker rooms.

2. Eligibility. See Chapter 2, paragraph 2, authorized patrons, of this Order for a list of eligible patrons. Civilians without military status may use the Medal of Honor Golf Course as outlined in paragraph 8 of this chapter.

3. Hours of Operation. Normal operating hours of the golf facility will conform to seasonal changes in weather and daylight hours, taking into consideration course condition and maximum allowable play.

a. Golf Pro Shop normal operating hours are listed below.

(1) In Golf season (Mid-March or first day of Daylight Saving Time to 15 September): Weekdays and Weekends: 0630 - 1930

(2) In Golf season (16 Sep - 31 Oct or last day of Daylight Saving Time): Weekdays and Weekends: 0700 - 1830

(3) Out of Golf season (Mid-November to Mid-March or last day of Daylight Saving Time until first day of Daylight Saving Time): Weekdays and Weekends: 0730 - 1600

b. The Driving Range operating hours will extend to 1900 in the winter and 2200 in the summer. On Sunday, the Driving Range is closed at 1600 until approximately 0900 on Monday in order to allow mowing. The putting green hours generally coincide with Pro Shop hours.

c. The course and practice facilities may be closed or play delayed at the discretion of the Golf Course Superintendent and/or the Golf Pro/Manager to avoid damage to the Golf Course.

d. Changes to the normal hours due to special events or holidays are published on the MCCS/Golf Course Website.

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4. Course Closing, Delay of Play, and Golf Cart Usage. The Golf Superintendent will determine when conditions exist to a degree that play should be suspended, the course closed, play delayed, or when the use of golf carts should be prohibited or restricted. The Superintendent's decision is final. In case of dispute or when deemed necessary by the Golf Pro/Manager, the Head, Recreation Branch, MCCS or the Director, MCCS is contacted.

5. Fees and Charges. Fees and charges are set as recommended to and approved by the Director, MCCS.

a. Free use of the Golf Course or equipment is authorized with the approval of the Director, MCCS to permit Golf Course Managers and appointed Golf Course staff to evaluate the course conditions and playing equipment and to provide better service through increased knowledge of golf.

b. Visiting Golf Association Professionals and Untied States Golf Association Superintendents may be granted occasional playing privileges by the Director, Recreation Business Operations Section to evaluate course-playing conditions.

c. Free use of the Golf Course or equipment may be authorized with prior approval of the Director, MCCS for the purpose of:

(1) Supporting sales promotions for golf course usage.

(2) Introduce golf course to incoming personnel as a welcome aboard service.

d. Annual green fees are available. Personnel holding a valid, current, prepaid green fee card at a Marine Corps installation Golf Course having reciprocal agreement with this Command are offered a discounted green fee.

6. Fee Refunds

a. Refunds of membership fees are authorized if a patron is detached from their Command or permanently moves from the vicinity of Quantico. Patrons who request a refund for medical reasons may be asked to provide supporting information. Patrons whose playing privileges are suspended or revoked for cause will not receive a refund.

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b. Active duty with transfer orders or other patrons who relocate permanently out of the commuting area may request a partial refund. The following formula is applied for refunds: for each missed month, March through October, the patron will receive a refund of 10% of the membership fee; for each month missed, November through February, the patron will receive a 5% refund. Patrons, who are medically unable to play golf for a period longer than 2 months, and provide medical documentation of such, is considered for an extension of their membership expiration date. Extensions granted will take into consideration whether the months lost and the extension months are in prime season or off-season.

c. Refunds for membership are made by the Comptroller, MCCA via the Director, Recreation Business Activities.

d. If the Golf Course is temporarily closed due to weather conditions, patrons may elect to resume play when the Course reopens or accept a rain check. Rain checks for daily fees and golf carts are issued for 9 holes for patrons who have played 12 holes or less. Rain checks will not be issued for patrons who have played over 12 holes. Clerks will make every attempt to advise patrons of pending thunderstorm warnings prior to patrons beginning play.

e. Refunds for green fees can be issued if the patron did not play at all. The Golf Course Manager or assistant has the discretion to give a refund, partial refund or a rain check for a green fee in the circumstance of dispute where resolving the customer's complaint is in the best interest of the Golf Course.

7. Youth Golf

a. Family members and guests under 7 years of age are not permitted on the Golf Course at any time, unless playing golf in a Youth Golf Program, i.e., First Tee Program with signed parental consent.

b. A golf qualified youth is a family member 18 years or younger, and has been certified as proficient by demonstrating ability to move the golf ball in a forward direction. An established handicap will take the place of a local test.

(1) Qualified youth golfers, age 7-12 years, must be accompanied by an adult. Sponsors are responsible for their family members.

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(2) Golf qualified youth over age 12 years may play the Course unaccompanied by an adult with the exception of Saturday, Sunday and holidays before 1300.

(3) Golf qualified youth with a United States Golf Association (USGA) handicap of 18 or less, are allowed to compete for a tee time and play on Saturday, Sunday and holidays.

c. Golf carts are issued only to family members who possess a valid driver's license and are over 16 years of age.

d. Youth ages 8 to 18 years are encouraged to participate in Youth Golf Clinics held each summer.

8. Starting Times. Advanced tee times may be made using the Automated Tee Time System, 7 days per week. Patrons must sign up at the Pro Shop and are assigned a PIN number in accordance with their priority status listed below.

a. Category I. Active duty Marines and their family members assigned to commands in the National Capital Region and all active duty service members and their family members who are assigned to commands at MCBQ, Virginia. This Base directly supports Marines and their family members assigned to the National Capital Region.

b. Category II. Active duty service members, their families including all authorized patrons priority 2 through 4 as outlined in Chapter 2, paragraph 2, Authorized Patrons and patrons who hold an annual advanced green fee ticket.

c. Category III. All other authorized patrons priority 5 through 12, as outlined in Chapter 2, paragraph 2, authorized patrons. DoD Contractors who work aboard MCBQ and Honorably Discharged Veterans.

d. Category IV. Civilians without DoD status, who have been granted a waiver to use the Medal of Honor Golf Course may call the Pro Shop 2 days in advance for weekdays and the day of play for weekends. These patrons will not be assigned a PIN number.

e. Occasional Golfers. Out-of-town eligible patrons or occasional golfers who do not have a PIN number may contact the Pro Shop for a tee time.

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f. Weekdays. Patrons, who wish to make a tee time for more than one foursome on the weekdays, should call the Pro Shop for a block of tee times.

g. The priority of play for participation (listed in paragraph 8 above) is utilized except when the Commander, MCBQ is issued further guidance concerning the priority order and parameters for suspending, terminating, or denying eligible participants. This directed use of the facilities is when such action is determined to be in the best interest of the Base.

h. In no instance is participation be authorized for individuals in a priority group listed in Chapter 2, paragraph 2, authorized patrons without the participants in all higher priority groups having first been authorized.

i. In those instances where participation privileges are extended to guests, the guests are to assume the priority of and be accompanied by their sponsors. The Commander, MCBQ may from time to time prescribe guest privilege limitations. Civilians who are authorized patrons may sponsor guests on a space available basis.

j. In order to maintain the integrity of the priority categories, a Category 1 (an active duty Marine or family member that scheduled a tee time) must be present in the group on the day of play or there must be a substitute Category 1 player to host that group. Should the group scheduled in a Category 1 tee time arrive with no active duty Marine or family member in their group their tee time is forfeited and the group is placed on the waiting list.

9. Automated Tee Time Schedule

a. The Automated Tee Time schedule is posted at the Golf Course and is on the MCCS website. Advanced tee times may be made for two, three or four people.

b. Check-in. Players will check in with the starter 10 minutes before their assigned tee time. Failure to do so will cause them to forfeit their tee time.

c. Waiting List. Unfilled starting times are filled by the starter on a first-come, first-served basis.

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d. Weather Delay. When starting times are delayed by weather, the established order is maintained. In order to facilitate play in this case, the Manager may use a shotgun start or may use both the first and tenth tees.

10. Intramural Golf. Intramural golf matches are coordinated and scheduled by the Head, Semper Fit Branch, Athletics Section, MCCS in conjunction with the Golf Pro/Manager.

11. Golf Lessons. The Golf Course Manager, or assistant manager(s), or a qualified contractor, may be compensated for private lessons within the following conditions:

a. A contractual arrangement must be agreed upon between the instructor and MCCS. The percentage of the instructor's compensation may be negotiated up to 90 percent of the fee collected from the student.

b. All fees are collected at the Pro Shop and rung through the register.

c. All fees for private lessons are consolidated together and must be reported as salary with proper deductions for payroll purposes.

12. Course Regulations

a. Certification. Sponsors are responsible for the behavior and certification of their guests.

b. Registration. All players are registered at the Pro Shop, located in the clubhouse or with the starter, when on duty, prior to commencing play.

c. Attire. All players must be appropriately attired.

(1) The following rules apply to the Golf Course, the putting green and all practice areas.

(a) Minimum appropriate attire consists of garments that are generally sold in golf course pro shops. For men, this includes a collared or mock-neck shirt and Bermuda shorts not more than 6 inches above the knees. No T-shirts or tank tops are allowed. For women, this includes a collared shirt or sleeveless shirt and shorts or skorts no more than 6 inches above the knee. No tank tops or tops showing cleavage are

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allowed. Regulation golf shoes or appropriate rubber or crepe-soled shoes are required at all times on the Course and in the clubhouse area. General-purpose shoes with cleats appropriate for soccer and football, boots or turf-type shoes are not authorized.

(b) The removal of clothing, such as the shirt, for the apparent purpose of sunbathing, will result in a warning to the patron. If the patron fails to comply with the warning, then the patron is asked to leave the Course.

(c) Inappropriate attire consists of any shirt intended to be worn as an under garment but worn as an outer shirt, cutoff shorts, tank tops, short shorts, halters, physical training gear, and worn, soiled or frayed clothing.

(d) If a patron's attire is in question, the Golf Pro/Manager or a designated representative will determine suitability of attire.

(2) The Medal of Honor Golf Course supports and requires the use of nonmetal spikes on golf shoes.

d. Rules of Play. Play is in accordance with the rules of golf established by the USGA as amended by local rules posted at the Golf Course.

e. Etiquette. All players are responsible for the condition of the Course and will practice the policy of caring for and policing the Course in accordance with guidelines posted at the Golf Course.

f. Safety. Safety is paramount at the Medal of Honor Golf Course. All players are extremely careful and practice safety in accordance with local regulations and good judgment.

g. Handicaps. Handicaps are established in accordance with USGA rules. An effective handicap system requires accurate scoring records of all players; therefore, all must faithfully record all rounds played in accordance with current regulations.

h. Clubs. Each player is required to have their own bag of clubs. A limited quantity of MCCS golf clubs are available for a user fee on a first-come, first-served basis and may be obtained through the Golf Course Pro Shop.

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i. Golf Carts

(1) Patrons wishing to use the golf carts must be at least 16 years of age and have a valid motor vehicle license.

(2) Only two riders per cart are allowed.

(3) Carts may not be used as roving bars.

(4) Cart privileges for patrons under the influence of alcohol will be suspended.

(5) Golf carts are permitted to be driven on fairways, but not any closer than 30 yards in any direction from any green. The Golf Superintendent will determine when golf carts need to be restricted to the cart path during periods of excessive wetness, heat stress and/or during dormancy of Bermuda grass. Other limitations are at the discretion of the Golf Superintendent.

13. Enforcement of Regulations

a. It is the responsibility of all golf course patrons to be familiar with the rules and etiquette of golf and to adhere strictly to it. Additionally, all patrons should remind any person not observing the rules to follow correct procedures.

b. Authorized MCCS personnel, the Golf Pro/Manager and duly assigned marshals may remove players from the Course for cause. Deliberate abuse of the rules of golf, golf etiquette and the rules and regulations set forth by the Commander, MCBQ may result in the suspension or revocation of privileges. The Head, Semper Fit/Recreation Branch, MCCS will submit a written report in all cases necessitating suspension or revocation of privileges for review by the Commander, MCBQ or his designee.

c. The Golf Pro/Manager should be informed when practices detrimental to the Course are observed.

14. TOURNAMENTS

a. The Golf Advisory Board (paragraph 15), of this Chapter in conjunction with the Golf Pro/Manager and the Head, Semper Fit/Recreation Branch, MCCS will draft the annual tournament schedule during January of each year and forward it to the Commander, MCBQ or his designee for approval.

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b. Organizational golf tournaments are scheduled at the discretion of the Golf Pro/Manager. Requests for organizational tournaments must be made, in writing, to the Golf Pro/Manager.

c. The Tournament Chairman, in conjunction with the Golf Pro/Manager, will determine if any tournament requires course closing for one-half day or can be held by blocking certain numbers of tee times.

d. The Golf Advisory Board and the Head, Semper Fit/Recreation Branch, MCCS will closely monitor tournament schedules in order to allow adequate open playtime for those personnel listed in paragraph 2 of this Chapter.

e. No more than two tournaments (not open to all categories of players) are scheduled on Saturdays, Sundays or holidays in any given month, with prior approval of the MCCS Director. Twilight or sunset tournaments are exempted.

f. Tournaments and course championships outside the realm of the intramural and sports program to stimulate interest and participation are authorized and encouraged. The following provisions apply to MCCS sponsored tournaments:

(1) The value of the awards are borne by participant entry fees. After direct operations expenses for green fees, supplies, etc., are determined the remainder of the entry fees can be used for awards. Sponsorship funds may also be used for awards and prizes.

(2) Commands must ensure that the amateur status of all participants is protected, and that participation in base sponsored events does not violate the regulations of the national governing body.

g. Fundraising events must be approved by the Commander, MCBQ or a designated representative.

5. Golf Advisory Board. The Chairperson of the Golf Advisory Board is appointed by the Commander, MCBQ to assist and advise the MCCS Policy Board and the Director, Semper Fit/Recreation Branch, MCCS in the administration of the Golf Course. The Advisory Board members are charged with the responsibility of reporting violations to the Course Marshal and/or Golf Pro/Manager.

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a. Functions. The Golf Advisory Board, under the direction of the Chairperson, functions as the advisory body for all MCCDC sponsored golf activities. The Advisory Board may also offer advice and recommendations to the Commander, MCBQ for more efficient operation of the golf facilities via the MCCS Policy Board. The Advisory Board meets, on the call of the Chairperson, at least quarterly and a report of its minutes are forwarded to the Commander, MCBQ via the Director, MCCS. The beginning of each calendar year, the Advisory Board submits for approval:

(1) Program events for the year to include all proposed tournaments.

(2) Projects for the year to include the review and update of the 5-year plan.

b. Composition

(1) Primary Advisory Board (Voting):

- (a) Chairperson;
- (b) Vice Chairperson;
- (c) Active Duty Representative;;
- (d) President, Quantico Golf Association;
- (e) Rules Chairman;
- (f) Handicap Chairman;
- (g) Tournament Chairman;
- (h) Greens Chairman;
- (i) Retired Representative;
- (j) Golf Pro/Manager;
- (k) Superintendent.

(2) Ex Officio Members (Nonvoting):

- (a) Director, Semper Fit/Recreation Branch, MCCS;

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(b) MCCA Representatives.

(3) The above members are present at all formal meetings, except as excused by the Golf Advisory Board Chairperson. However, the presence of six members will constitute a quorum and majority of the members attending are required to approve any recommendation.

c. The previously mentioned members should be at all formal meetings. It should be noted that the Commander, MCBQ may appoint any of the advisory members to serve on the primary committee as well. Such dual membership is often highly advantageous to effective committee functioning.

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CHAPTER 9

MARINA

1. Purpose

a. The Marine Corps Base, Quantico (MCBQ) Marina is located on the Potomac River due east of the Town of Quantico and provides recreational boating and marine support services, limited marine supplies, berthing and dry storage facilities for privately-owned boats, and storage for recreational vehicles and trailers to authorized patrons.

b. Sailboats and powerboats are available for use at the Quantico Marina during boating season 15 May - 15 October.

2. Eligibility. See Chapter 2, paragraph 2, authorized patrons of this Order for a list of eligible patrons.

3. Hours of Operation. The hours of operation for the Marina are posted at the Harbormaster's Office, and will generally comply with the following schedule:

a. Memorial Day to Labor Day: The Marina Office is open 0800 to 1630, 7 days a week.

b. Labor Day to mid-November: The Marina Office will open at 0800 and close at 1630, 6 days a week (Tuesday to Sunday), closed Monday.

c. Mid-November to mid-April: The Marina Office will open at 0800 and close at 1630, Tuesday through Saturday. The Marina Office is closed on Sundays, Mondays and holidays.

d. Mid-April to Memorial Day: The Marina Office is open 0800 to 1630, 6 days a week (Tuesday through Sunday), closed Monday.

e. Changes in the hours of operation due to special events or holidays are published in the Quantico Sentry and on the MCCA website (<http://www.quantico.usmc-mcca.org/>). Closings or delays due to inclement weather are posted at the Harbormaster's Office.

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4. Fees and Charges. A schedule of usage fees and charges are posted at the Harbormaster's Office. The Director, M CCS will approve the fees and charges.

5. Safety Restriction

a. Persons in the Marina area will not be permitted to engage in activities that may create hazardous situations to other persons or equipment.

b. No individual is to store, dispense, or consume alcoholic beverages in any buildings under the control of the Harbormaster. Patrons may consume beer only at the picnic areas. These restrictions do not apply to patrons on private boats.

6. Fishing at Marina Boat Docks. Licensed personnel may fish from the north side of the causeway and the north and east sides of the pier head. No fishing is permitted inside the Marina. Children under 16 must be accompanied by an adult.

7. Boat Launch Ramps. The boat launch ramps located behind the Marine Corps Systems Command area are available for use at no cost. All vehicles and trailers are parked in the area at the owner's risk. Military police will ticket all unauthorized vehicles.

8. Recreation Branch Chase Boats. The Standby Chase Boats are operated only by Marina personnel to perform routine checks or recovery operations for Marina boats or for emergency situations which arise within the boating limits of the Quantico Marina.

9. Marina Personnel

a. Personnel working at the docks are employees of M CCS and will not be required to assist boat owners with repairs or maintenance of privately-owned boats.

b. Marina personnel will not board personally-owned craft unless conditions dictate such boarding for the safety of the craft.

c. In the event of an emergency, employees at the dock may replace broken lines, etc. to prevent boats from drifting about or damaging other boats. In all cases, an attempt is made to call the owner before any action is taken unless it is

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considered absolutely necessary to take immediate action to prevent property damage or personal injury.

d. Neither MCCA personnel nor MCCA boats are employed for recovery actions for personal property when the water conditions pose danger to either the equipment or personnel. In the event of a life-threatening or dangerous situation, the determination of the senior Semper Fit Branch Representative on site will constitute final authority.

10. Guidelines for Use of MCCA Recreation Boats

a. Authorized patrons must have a MCBQ Recreation Branch, MCCA Division, Boat Operator's permit for the specific boat requested. Motorboat operators are to have completed a dockside safety checklist test.

b. Family members must be at least 6 years of age to be passengers aboard Quantico Marina boats.

c. An adult must accompany family members under 16 years of age when using Marina equipment. Any family member 16 years of age and over is considered an adult insofar as these regulations are concerned.

d. Horseplay or rowdy behavior will not be tolerated in or around the boats.

e. Any misuse of the boats or improper conduct by the passengers will result in forfeiture of future privileges.

f. Alcoholic beverages will not be permitted on MCCA Marina boats at any time.

g. Patrons are not permitted to transfer between boats while underway.

h. Abusive or dangerous operation of a Marina boat or dangerous driving practices, including racing of powerboats, will result in permanent disqualification from the use of all boats.

i. Operators may not tow, pull or drag skiers, tubes, air mattresses or other objects behind fishing boats.

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j. A Coast Guard approved life jacket/vest or floatation device is worn at all times when underway by gas power or sail power in rental boats. Life jackets are provided.

k. Swimming is not permitted at the Marina at any time.

l. Marina boats are available on a first-come, first-served basis only.

m. Authorized patrons are responsible for returning Recreation Branch boats at the times specified, barring complications. Based on the circumstances, patrons returning boats to the Marina later than 1/2 hour prior to closing time may be charged an additional \$5 late charge for each 15-minute increment they are late. The late charge is assessed in addition to the normal usage fee charged for the entire time the boat was out.

n. The authorized patron, as sponsor, is responsible for the conduct and safety of all passengers on the Recreation Branch boat.

o. The sponsor is liable for reimbursement for loss or damage to any equipment.

p. Marina personnel, at their discretion, may at any time delay or cancel boat usage due to existing or projected inclement weather, i.e., gusty winds, thunderstorms, or steady winds in excess of 16 knots.

q. Marina personnel have the right to refuse boat usage to anyone who, in their opinion, is not competent to sail, operate a powerboat, or who smells of alcohol or appears to be under the influence of alcohol or drugs.

11. Recreation Branch Powerboats

a. General Regulations

(1) Patrons are provided with an orientation on proper operations and in safety procedures before operating powerboats. A safety test is required.

(2) Powerboats will not be authorized south of Aquia Creek or north of Neabsco Creek without prior written approval from the Harbormaster. As a general rule, it is advisable to

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remain in sight of the Virginia Electric and Power Company (VEPCO) power lines.

b. Bass Boats. No more than three adults (or two adults and two children) are allowed in a bass boat at any time.

(1) Bass boats are provided explicitly for the purpose of fishing and are not to be used for any other purpose.

(2) Under no circumstances, will anyone ride in the raised casting seats while the boat is underway.

12. Recreation Branch Sailboats

a. Authorized patrons must have a Recreation Branch Sailboat Operator's Permit in their possession before checking out a sailboat.

b. The Director, Semper Fit/Recreation Branch, M CCS Division, will ensure that detailed sailing instruction and classes are available for personnel desiring sailing permits. Information regarding such classes are posted in the Harbormaster's Office and advertised through local media. Instruction will only be provided when qualified instructors are available.

c. The local sailing area for sailboats is restricted to the area bounded by the VEPCO power lines to the north and by the green #41 buoy, approximately one mile south of the Marina, unless prior written approval is provided by the Harbormaster.

d. Sailing is permitted only when wind speed is 16 knots or less.

13. BOAT OPERATIONS

a. Operators of Recreation Branch boats will observe Coast Guard approved safety regulations and "Rules of the Road" at all times. Violations are reported to the Harbormaster or the Head, Semper Fit/Recreation Branch, M CCS Division and may result in termination of privileges, disciplinary action or both. A copy of the Coast Guard approved safety regulations is available to patrons at the Harbormaster's Office.

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b. A chart showing authorized and restricted areas for Recreation Branch boats is posted in the Harbormaster's Office for the information of all patrons.

c. The operator of the boat is issued the following equipment: a bailing can, an anchor (except sailboats), a paddle, one throw cushion, and a properly-fitted life preserver for each person prior to departure from the Marina. If Recreation Branch vests do not fit, the operator may provide Coast Guard approved safe life vests for their passengers.

d. The operator of the boat is responsible for the return of all items checked out from the Marina (in clean and usable condition) upon completion of boat use.

14. Assistance for MCCA Boats

a. The dousing of sails (for sailboats) or a raised paddle (for powerboats) signifies a need for assistance.

b. Sails will not be doused nor paddles raised except when assistance of the Chase Boat or other craft is required.

15. Adverse Weather

a. Warnings. Upon receipt of a storm condition warning issued by the Commanding Officer, Marine Corps Air Facility, or upon measuring wind speed at 16 knots or greater, the Harbormaster shall hoist a red flag at the Marina entrance which is visible to boats in the Recreation Branch designated boating areas.

(1) Use of all MCCA boats will cease.

(2) Patrons in MCCA boats are required to watch for a red warning flag hoisted at the Marina entrance and then immediately return to the Quantico Marina Harbor.

b. Evasive Action. If, at any time, MCCA boat is disabled or the weather/water conditions are considered dangerous by the operator of the boat, he/she should immediately pull to shore or pull into any marina and notify the Quantico Harbormaster or Duty Officer by telephone (703-784-2359) when possible.

(1) No late charges are made for boats forced to shore due to inclement weather, problems with the boat, etc.

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(2) If necessary, a Chase Boat is dispatched to assist in the safe return of the boat and crew, weather permitting.

c. Rule for Adverse Weather/Water Conditions. If in doubt of safe boating conditions for return trip to the Quantico Marina Harbor, pull to shore.

16. Damage to MCCA Equipment. Patrons are responsible for damage to boats, loss of equipment and private property resulting from their use or operation of MCCA boats or equipment. The authorized patron is the person who signs the user's contract; he/she is liable for full repair or replacement costs.

17. Marine Supplies. Marine gas, oil, ice, and other boating supplies are available for purchase by authorized patrons. Additionally, emergency sale of gasoline and oil may be made to other individuals. In the latter case, only as much fuel as will allow the owner to get his boat safely to the nearest accessible civilian marina is sold.

18. Overnight Berthing for Transients. Active duty military personnel and all authorized participants with MCCA privileges may remain in the Marina overnight at a set fee, space permitting. Unusual or peculiar circumstances may warrant a grant of overnight transient berthing to personnel not normally authorized such privileges.

a. The Harbormaster may grant use of the facility on the condition that the boat owner accepts all risks and waives all liability on the part of the government for damage or loss.

b. Transient boats must register at the Marina Office and pay the overnight fee in advance. A current fee schedule is posted in the Marina Office. After hours arrivals may register at the start of business the next day, or in cases where the Marina office is closed, notify the MCCA Duty Officer at 703-784-2707.

c. Transient berthing may not exceed 4 days, i.e., 96 hours, unless there is room available and approval of the extended stay is obtained from the Director, Semper Fit Branch, MCCA Division.

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d. Failure to abide by these regulations will result in chain impoundment of the boat until the owner settles his account with the Harbormaster.

19. Permanent Berthing for Privately-Owned Boats. Limited berthing space for privately-owned boats is available in the Marina. The Quantico Marina accepts boats up to 50 feet for berthing. Use of the facility is granted on the condition that the boat owner accepts all risks and waives all liability on the part of the government for damage or loss.

a. Rates. The rates for permanent berthing is based on a set minimum fee, with additional charges based on the length of the boat involved. Letter may update a rate schedule.

b. Priority. Assignment of permanent berths is in accordance with the priorities established in MCO P1700.27B, local restrictions, and the adequacy of facilities as follows:

(1) Priority 1: Active Duty military personnel, including reservists on active duty for training assigned to this Base, and their family members, and personnel on duty at Headquarters Marine Corps.

(2) Priority 2: All other active duty military personnel within the local geographic area (a 35-mile radius of this Base), as outlined in Chapter 2, paragraphs 26 and 2c.

(3) Priority 3: Military personnel retired with pay and their family members. Retired from reserves with or without pay living in the local geographic area.

(4) Priority 4: All other authorized MCCA Patrons, as outlined in Chapter 2, paragraphs 2d through 2L, living in the local geographic area.

(5) Assignment Ratio. The ratios listed below are utilized, when authorized by the Commander, MCBQ, to provide all authorized participants equitable access to Marina permanent berth facilities.

(a) Eighty percent of the total berths are assigned to active duty military personnel (Priorities 1 and 2).

(b) Twenty percent of the berths are assigned to all other authorized participants (Priorities 3 and 4).

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(c) If personnel are not available, within a category, to fill the assigned ratio, individuals in other categories may be offered a berth.

c. Once offered a permanent berth, the recipient will receive a contract through 31 October. On 1 November, all berthing contracts are reviewed to update status, address, proper ratio and patron desire to continue his/her wet slip contract over the winter months. Category 1 and 2 patrons in good standing will have their contracts renewed. Any patron who chooses to move their boat to dry storage but desires wet storage in the spring are placed on the bottom of the appropriate waiting lists. Patrons who choose to move to dry storage over the winter months will not be guaranteed a wet slip renewal. Once the review is made, the Marina Manager will fill vacancies from the waiting lists. If eighty percent of slips cannot be filled with Priority 1 and 2 patrons, the Marina Manager may contact patrons on Waiting List 3, then on Waiting List 4. These patrons are offered a 1-year contract. Once signed, the contract will remain in effect and the patron may not be "bumped" until the annual review of contracts. These patrons, if bumped at the end of the season, will revert back to the top of their perspective waiting lists. Any Category 3 patrons who are bumped will return at the top of the waiting list in their new category. Priority 4 patrons will not receive an offer to renew if any higher priority patrons are on the waiting list at the annual review of contracts.

d. Electricity. Limited electricity is available to some slips. Billing is on a monthly basis with charges as posted in the Harbormaster's Office. Contracts for use of electric power are available during working hours from the Harbormaster's Office.

20. Unauthorized Berth Use. Chain and lock will impound boats occupying berths without proper authorization from the Harbormaster. The owner is charged a \$10 impoundment fee in addition to daily rental rates for the number of days the boat illegally occupies the space. Additionally, such action is cause for disqualification of that boat for further use of the Marina for a period of 1 year.

21. Liens for Payment Due. Patrons who are delinquent in making payment for slip fees may be subject to authorized debt collection measures and or lien upon their boat. Patrons who do not pay their slip fees in accordance with their contract are

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subject to disqualification for future berthing at the Quantico Marina.

22. Slip Application Procedures

a. Requests for berths must be submitted to the Harbormaster. Application forms are available at the Marina office. Individuals must provide appropriate proof of current qualifying status and proof of boat ownership, state registration and proof of insurance.

b. If there are no personnel on the waiting lists and berthing is available within the assigned priority, a berth may be assigned immediately.

c. If berthing is not available at the time of application, the applicant is placed on a waiting list appropriate to his or her category as of the date of the application.

23. Waiting List Procedures. Current waiting lists are posted at the Marina for each separate category following:

a. Priority 1;

b. Priority 2;

c. Priority 3;

d. Priority 4.

e. Those wishing to continue on the waiting list must keep their address and phone number current.

f. The waiting list is annotated with the size of the boat. The Marina Manager will fill openings based upon boat size and size of slip available as well as position on the waiting list. Those individuals with 28-foot boats or larger are contacted when larger slips become available.

g. When a berth becomes available, the Harbormaster will attempt to contact the first person on the waiting list, three times each workday for 3 consecutive days, to determine whether or not he or she desires the berth. (If two numbers are given, e.g., home and work, both numbers are called.)

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h. Individuals may refuse the first berth offered without losing their position on the waiting list. A second refusal of a berth will result in the individuals name being moved to the bottom of the respective waiting list, effective the date of the second refusal.

i. If the individual cannot be contacted by the third day, he or she is considered to have refused a berth and treated as such. The Harbormaster will then contact the next person on the list and offer the berth to that person.

j. In the event the applicant is Temporary Additional Duty and can be reached, but cannot or will not verify acceptance of the berth, such failure is considered as the first refusal and so recorded.

k. If the applicant's family members can be reached, but will not verify acceptance of the berth; such failure is considered as the first refusal and so recorded.

l. A log of all calls made and person contacted is maintained by the Harbormaster.

m. Personnel who change qualifying status (e.g., retire while on the active duty waiting list, etc.) are placed on the waiting list appropriate for their category in a position relative to the date of their original request for application.

24. Berth Contracts

a. When applying for a contract, the contractor will provide proof of his or her current qualifying status by providing an ID card, proof of insurance, valid state registration or U.S. yacht documentation number.

b. Berth usage fees must be paid 3 months in advance (or from the time of the contract to the next regular payment date) and are due by the first day of April, July, October and January.

c. The boat owner is not allowed to alter, construct, or install any fixtures at their berthing space. Occupants that abandon or store personal equipment or property on MCCA property without authorization are subject to having this equipment disposed of at their own expense.

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25. Initial Entry

a. After signing a contract, the contractor must occupy the assigned berth within 45 days of notification by the Harbormaster. Failure to occupy the berth within this time frame will result in loss of the berth and forfeiture of all fees paid.

b. In the event that an individual is unable to enter an available berth because it is not usable (ice covering the Marina, etc.), the contract is prepared as of the date of

notification. The applicant will not be charged berthing fees until the Harbormaster notifies them that the slip is usable.

26. Renewal

a. Personnel on active duty, assigned at MCBQ, are permitted unrestricted renewal of their contracts for the time they remain on active duty at this Base.

b. The status for all other participants is reviewed annually and is subject to nonrenewable if the Commander, MCBQ rescinds or changes authorized usage or if contracts are not in good standing.

27. Changes in Status

a. Individuals in receipt of Permanent Change Station orders, or who otherwise have a change in qualifying status (i.e., active duty Marine retiring) and leaving the Base area, are to remove their boats from the Marina within 30 days. This is effective either at the status change or at the end of their currently paid quarter, whichever is later.

b. If the individual retiring from active duty is not leaving the Base area, he or she may continue to occupy their berth until the annual review of contracts (31 October). If at that time, the vacancies exist and the twenty percent ratio of Priority 3 and 4 patrons is not filled, their contract is renewed. Otherwise, they would place their name on the top of their respective waiting list in the order of when they were told to leave the Marina.

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c. Failure to notify the Harbormaster about a change in qualifying status is cause for immediate revocation of all berthing rights, removal of the boat from the Marina, and disqualification for eligibility for berthing under any category for a period of 1 year.

28. Extended Absence/Termination

a. When a boat owner desires to remove his or her boat from the Marina for an extended period (24 hours), he or she must inform the Harbormaster of the reason for removal (i.e., trip, repair, dry storage, etc.) and the estimated date of return.

b. Owners who remove their boats from the berth and/or the Marina for a period of 30 days or longer without notifying the Harbormaster, will forfeit all berthing rights and have their contract unilaterally terminated.

c. The Harbormaster has authority to use any vacant berths for transient berthing for the period the berth is vacated. When berths are legally abandoned (with approval of the Harbormaster) for a period of 30 days or more, the Harbormaster may lease said berths to other qualified personnel on a temporary basis. This does not relieve the contracted berth owner of the expense for the berth during the same period and will not reduce the amount of rent he or she must pay for the berth. Refusal to maintain the provisions of the contract while the boat is removed will result in termination of said contract and the individual concerned would be placed on the appropriate waiting list only upon reapplication for it.

d. Under no circumstances may individuals lease, rent or loan their respective berthing slips to other personnel. Such action is cause for termination of berthing rights for the individual concerned and denial of further such rights for a period of 1 year.

e. Personnel terminating their contract before the end of a fee period with written notification to the Harbormaster will receive a refund of their fees (prorated on a monthly basis) upon removal of their boat and formal request for the refund. Such refund is made by check and mailed to the address provided by the individual terminating.

f. Float Plans. Operators of privately-owned boats berthed at the Quantico Marina are required to file a float plan with

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the Harbormaster prior to leaving the harbor for a period in excess of 24 hours. The float plan must provide information about destination(s); time of planned return, description of vessel, etc., in such detail to facilitate a Coast Guard search in extreme overdue situations.

29. Residential Occupancy on Privately Owned Boats

a. The Quantico Marina is not designed as a live-aboard marina.

b. Private boat owners may occasionally stay overnight on their boats. Overnight living should not exceed 48 continuous hours per stay or not exceed 96 hours each month between the months of April through November. Once water is turned off, the Marina cannot support a boat owner's overnight needs.

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