



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
MCINCR-MCBQO 5050.1E
B 031

JUL 10 2019

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS
BASE QUANTICO ORDER 5050.1E

From: Chief of Staff
To: Distribution List
Subj: COMMAND VISIT PROGRAM

Ref: (a) MCO 1533.6E
(b) OPNAVINST 5761.1
(c) MCO 5760.4C
(d) MCO P1020.34H
(e) MCINCR-MCBQO 5530.2

Encl: (1) Visitor Support Request
(2) Marine Corps Base Quantico Tours & Briefs
(3) Notice of Inherently Dangerous Activity Statement
(4) Agreement to Indemnify
(5) Cost Breakdown and Logistical Support Information

1. Situation. Due to the various and unique activities that take place aboard Marine Corps Installations National Capital Region Marine Corps Base Quantico (MCINCR-MCBQ), and its close proximity to Washington, DC, this installation hosts numerous visits by a variety of groups and organizations throughout the year. These visits usually consist of a standard orientation tour program for DoD/Military associated groups. Non-DoD or non-military groups will be directed to the National Museum of the Marine Corps. In addition, per references (a), (b), and (c) MCBQ supports visit requests for training and education by the Naval Reserve Officer Training Corps, the Marine Corps Junior Reserve Officers' Training Corps, and the Young Marines of the Marine Corps League.

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

3. Cancellation. MCBO 5050.1D

4. Execution

a. Commander's Intent. To ensure all visits aboard MCBQ are conducted in a safe and efficient manner and all participants leave with a greater appreciation and understanding of the missions of the commands aboard the Base and the Marine Corps.

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

b. Concept of Operations. Command directed visits are normally planned, coordinated, and executed by the MCINCR-MCBQO G-3 (Command Visit Coordinator) and are supported like any other operational commitment upon receipt of tasking. Groups seeking to visit the installation must request approval to do so. Each request is reviewed and approved or denied at the discretion of the Commander MCINCR-MCBQO. Other commands and tenant activities aboard Quantico may conduct their own command visit programs but should do so consistent with this Order and advise the Command Visit Coordinator of any visits.

c. Tasks

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

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

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

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

(c) For visits that includes a command brief, observation or participation in simulated or live fire range training events, collect the Notice of Inherently Dangerous Activity statements (Enclosure 3) and Agreement to Indemnify statements (Enclosure 4) from the non-Federal entity/private organization and visitors that will be observing/participating in the event prior to the start of the visit. For visits that do not include briefs or observation/participation in live fire range training events, collect the Agreement to Indemnify statement (Enclosure 4) from the participating non-Federal entity/private organization prior to the start of the visit.

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

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

(3) AC/S, G-4. Provide logistics support on a reimbursable basis, as requested by the Command Visit Coordinator.

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

(5) Quantico Area Counsel Office (QACO)

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

(b) Periodically review and update the Notice of Inherently Dangerous Activity Statement and Agreement to Indemnify form in enclosure (3) and (4).

(c) Make a case-by-case determination of the applicability of enclosure (3) and (4) with regard to particular visits.

(6) Commanding Officer, Security Battalion

(a) Provide escorts for VIPs as required.

(b) When required, ensure visitors are properly vetted in accordance with reference (e).

d. Coordinating Instructions. All internal and external coordination efforts with regard to command sponsored and approved visits is via the Command Visits Coordinator, Current Operations Branch, G-3, located at Lejeune Hall, 3250 Catlin Avenue, Suite 211, Quantico, VA, and telephone number (703) 784-5568 [DSN 278].

5. Administration and Logistics

a. Administration

(1) The Visitor Support Request (MCBQG3-VSR) form is provided in enclosure (1). The Command Visit Coordinator shall provide a copy of the form upon request to groups desiring to visit the Base. The form can also be accessed at URL: <http://www.quantico.marines.mil/ContactUs/Visitors.aspx>. On the site a link to the form can be found under the G-3 Current Operations Section.

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

(3) All guests whose tour or visit will include a command brief, observation or participation in live fire training event, must sign a Notice of Inherently Dangerous Activity Statement prior to the start of the visit. The Command Visit Coordinator or the group escort will collect these documents prior to the start of the visit. Furthermore, the group POC must sign an Agreement of Indemnify also provided in enclosure (3) stating that everyone present for the visit has signed a Notice of Inherently Dangerous Activity Statement.

(4) Groups may request temporary Marine Corps Exchange (MCX) passes in order to utilize the MCX during their visit. A roster consisting of first and last names must be submitted to the Command Visit Coordinator for the Director, MCCS who will issue passes. The Command Visit Coordinator will distribute them to the group. Visitors are prohibited from purchasing alcohol, firearms, uniforms, or tobacco using these MCX passes.

(5) Command approved visiting groups and organizations will be advised to provide customer feedback by completing an Interactive Customer Evaluation (ICE) survey form. This form is available at the "ICE" link on the MICNCR-MCBQ home website at <http://www.quantico.usmc.mil>. When linked to the ICE site, select "Operational Support" then click on the Command Visits Office comment card to provide your comments.

b. Logistics

(1) MCBQ buses are not available for requesting groups. Marine Corps buses will only be assigned on Command directed visits.

(2) Commercial coach buses are authorized aboard the installation and are the responsibility of the requesting group. Bus company and driver information must be provided to the Command Visit Coordinator at least three days prior to the visit. An empty seat must be provided for the assigned base escort that will accompany the group during the orientation tour.

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

(4) Groups may request to dine in the dining facility. Requests will be routed through the Food Service Division. A "by-name" roster is required two weeks prior to the visit if the group is authorized to utilize the Dining Facility. Groups are required to make one payment for the entire group. Payment can be made with check, cash, credit card or debit card. Checks are to be made out to the "United States Treasury."

(5) All payments for billeting are to be paid by check made out to the "United States Treasury." The cost breakdown of charges for billeting and messing is listed in enclosure (5) and are subject to change without notice. For the most current price listing contact the Command Visit Coordinator.

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

(7) MCINCR-MCBQ does not have organic emergency treatment facilities. Medical emergencies are to be handled via 911 emergency dispatch services. Treatment will usually be provided by local hospital(s) located off the installation. Medical issues for military beneficiaries, other than emergencies, are to be reported to the Naval Health Clinic Quantico Command Deck at (703) 784-1500. All medical issues for non-military beneficiaries are to be addressed by local hospital(s).

6. Command and Signal

a. Command. This Order is applicable to all organizations and groups visiting MCINCR-MCBQ.

b. Signal

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

(2) This order is effective the date signed.


W. C. BENTLEY III

DISTRIBUTION: A

VISIT SUPPORT REQUEST

Please fill out this form COMPLETELY and e-mail or fax it to us, so we can best discern the type of support MCB Quantico can provide, and if it is available.

Points of Contact:

Mr. John DeBerry
 Command Visit Coordinator
 Phone: 703-784-5568
 FAX: 703-784-2660
 e-mail: john.deberry@usmc.mil

(vacant)
 Asst. Visit Coordinator
 Phone: 703-784-4757
 FAX: 703-784-2660

***Requests must be received at least 30 days prior to event.**

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



Interactive Customer Evaluation link
http://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=181&service_category_id=32&dep=*DoD

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

Brief Description of Requested Visit:

PRIMARY POINT OF CONTACT INFORMATION

Name:	Email:
Title:	Address:
WK#	
FAX#	
Cell#	
HM#	
Other	

ALTERNATE POINT OF CONTACT INFORMATION

Name:	Email:
Title:	Address:
WK#	
FAX#	
Cell#	
HM#	
Other	

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

* Minimum group size is 15.

For office use only:
 DRR-

VISIT SUPPORT REQUEST

Name of Group/Unit: _____

Will you require **Billeting**?

(JROTC & Scouts ONLY if quarters are available)

If not, where will your group be staying?

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

First and Last Name Roster will be required at least 2 weeks prior. Special roster form will be sent to you.

Payment will be made with check, cash, credit card or debit card at sign-in. One payment, one signature for all groups.
(Meal rates and times can be located on the "Meal Rates and Times" page.)

Breakfast- M T W T F

Lunch- M T W T F

Dinner- M T W T F

Brunch 1- Sat Sun

Brunch 2- Sat Sun

Transportation: Is the responsibility of the requesting group. A listing of local commercial bus companies can be provided.

Group POC should provide the Coordinator with bus and driver information at least three days prior for security reasons.

Note: Base Motor Transportation will only support Command Directed visits.

***Base tour will NOT be approved if using more than 3 vehicles. A bus seat for the base assigned escort is required.**

Do you intend to visit the **Marine Corps Exchange**? Yes _____ No _____

(Pass Required; Once visit is approved, passes will be provided to purchase Marine Corps memorabilia.)

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

Are there any group members who have special needs? (Not all buildings on base are handicap accessible.)

Please provide an accurate description of illness/limitations so that we can offer a safe and pleasant visit.

Are there any Non-US citizens in your group? If so, certain restrictions may apply.

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

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

VISIT SUPPORT REQUEST

Name of Group/Unit: _____

Base Requirements:

- 1.) Roster- (First/Last Name Only; Please separate Adults from Minors.) required at **LEAST 2 WEEKS PRIOR**.
- 2.) Photo I.D. (If bringing minors with no I.D., please let us know.) - ID's will be checked at sentry gates.
- 3.) Waivers of Liability (If Applicable) - will be generated by Visit Coordination Section; Group's responsibility to print.
*Waivers of Liability and Agreement to Indemnify will be collected prior to base tour.
- 4.) Appropriate Civilian Attire per MCO P1020.34.

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

All fees associated with chow and billeting are subject to change at any time. The Visit Coordination Section will continue to update Request Packages as necessary.

It is important that we receive a FINAL roster of EVERYONE who will be in attendance for your visit **NO LATER THAN 2 WEEKS PRIOR**. **Chow roster form will be provided**. Security roster should have first and last name. Please plan accordingly.

Please include on the roster: attendees rank at time of retirement and if there are any Silver Star or higher recipients.

Failure to comply with base requirements or policy will greatly complicate your visit. If you have any issues or concerns with requirements or policies, please address them with the Visit Coordination Section **PRIOR** to your visit to Marine Corps Base Quantico.

No Civilian, non-military groups, or JROTC units will run any of the Obstacle Courses or participate in any strenuous activities while aboard MCB Quantico.

All visits will be conducted in accordance with MCBO 5050.1E and other applicable orders and directives.

THERE ARE NO EMERGENCY SERVICES ABOARD MCB QUANTICO.

Agreement:

I have read and understand all documents in this package. I understand all policies related to visiting Marine Corps Base Quantico.

Please sign or type your name in the space provided below to certify that you will comply with all policies as outlined in this package.

Signature:

Date:

MARINE CORPS BASE QUANTICO TOURS & BRIEFS

This list is not all inclusive and is subject to change without notice based on the operational tempo of Marine Corps Base Quantico. Please check with us periodically to find out what will be available at the time of your visit.

MCB Quantico DOES NOT support any tours or briefs on holidays or weekends. Tours and briefs may be requested Monday – Friday 0730-1630 and are subject to command approval.

NMMC – National Museum of the Marine Corps: Located outside of the main gate on Route 1. It is open to the public from 0900-1700, seven days a week except Christmas; both staff and Self-guided tours are available. There is no admissions fee. A restaurant and snack bar is located on the second floor.

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

MCU - Marine Corps University: Responsible for all Marine Corps Professional Education. MCU Command Brief (Approximately 1 hour).

SNCOA - Staff Non-Commissioned Officers Academy (SNCOA): The SNCOA can brief on the Sergeants Course, Career Course and Advanced Course. The Command Brief lasts approximately 1 hour.

OCS - Officer Candidates School: The mission of Officer Candidates School (OCS) is to educate and train officer candidates in Marine Corps knowledge and skills within a controlled and challenging environment in order to evaluate and screen individuals for the leadership, moral, mental, and physical qualities required for commissioning as a Marine Corps officer. OCS Command brief (Approximately 1 hour).

TBS - The Basic School: Train and educate newly commissioned or appointed officers in the high standards of professional knowledge, esprit-de-corps, and leadership in order to prepare them for duty as company grade officers in the operating forces, with particular emphasis on the duties, responsibilities, and warfighting skills required of a rifle platoon commander. TBS Command Brief (Approximately 1 hour). *–requesting groups should have some affiliation to TBS.*

MACE @ Raider Hall - Martial Arts Center of Excellence: Home of the Marine Corps Martial Arts Program (MCMAP) located in Raider Hall, which houses numerous artifacts of the famed Marine Raiders of WWII. Martial Arts Demo and Raider Hall walk through (Approximately 50 minutes – Demo only 30 minutes)

Enclosure (2)

MARINE CORPS BASE QUANTICO TOURS & BRIEFS

MCA - Marine Corps Association: Responsible for Marine Publications such as Leatherneck Magazine and the Marine Corps Gazette. Brief conducted at the Marine Shop. (Approximately 15 minutes)

K-9 – Responsible for the protection of the base and all personnel aboard the base as well as assisting government agencies such as the United States Secret Service and Department of State. Brief & Demo (Approximately 30 minutes).

VCCT @ Camp Upshur – Virtual Combat Convoy Trainer: (VCCT) is a training simulator (age restriction is minimum 15 years old). The VCCT is a suite of four Humvees outfitted with armor and weapons that replicate the vehicle configurations crews actually used in the field. The simulators are housed in 53-foot trailers that can be easily moved from one location to another to provide training for deploying troops. The system uses detailed databases that give students a stunningly realistic depiction of what they will encounter in Iraq. In some cases crews have trained on the actual routes they traveled with their convoys (Approximately 1 ½ hours).

ISMT @ Camp Upshur – Indoor Simulated Marksmanship Trainer (ISMT) is a training simulator. It is used as a tool to train shooters in the fundamentals of marksmanship (Approximately 1 ½ hours).

HMX-1 - Marine Helicopter Squadron One - Responsible for transporting the President of the United States for short trips where there is limited landing space for aircraft. Aircraft Static display and command brief/video. Only two group tours per month (group size 15-55 individuals), if operations & maintenance schedules permits. (Approximately 1 hour).

MCESG - Marine Corps Embassy Security Group: Responsible for training Marine Security Guards throughout the world to protect classified material and personnel at American Embassies, Consulates, and Litigations. Command Brief and/or video (Approximately 30-45 minutes).

Notes:

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

No Civilian, non-military groups, or JROTC units will run any of the Obstacle Courses or participate in any strenuous activities while aboard MCB Quantico.

Driving times from one command to another may vary on traffic conditions and other scheduled events on base and in the surrounding area.

Enclosure (2)

NOTICE OF INHERENTLY DANGEROUS ACTIVITY

**OBSERVANCE/PARTICIPATION IN LIVE-FIRE RANGES/TRAINING ABOARD
MARINE CORPS INSTALLATIONS, NATIONAL CAPITAL REGION (MCINCR)-
MARINE CORPS BASE, QUANTICO (MCBQ), VIRGINIA**

I am about to observe/participate in training to be conducted under the direction of the [name of government organization], hereinafter the "Organization", using various ranges and/or training areas aboard Marine Corps Installation, National Capital Region - Marine Corps Base (MCINCR-MCBQ), Quantico, Virginia.

The training, which I am about to observe/participate in, will be held on or associated with MCINCR-MCBQ live-fire ranges and/or training areas on ***date of visit***. I understand the following **four** cautions with regard to these MCINCR-MCBQ live-fire ranges and/or training areas: **first**, all such live-fire ranges and/or training areas are designed for and used by the Marine Corps for training its personnel in the deadly art of individual and unit combat; **second**, these live-fire ranges and/or training areas have been subject to countless live-fire training exercises and may well contain a variety of unexploded ordnance which, if triggered or encountered by me or during my physical presence on the live-fire ranges and/or training areas, could result in serious bodily injury or death; **third**, these live-fire ranges and/or training areas contain manmade or natural obstacles, some of which may be hidden, which could cause me to stumble, fall, and otherwise suffer serious bodily injury or death; **fourth**, live-fire range and training area conditions are often aggravated by the weather such that extreme heat, humidity, cold, wind, or wet will increase the likelihood of physical danger and exposure to serious bodily injury, sickness, accident or death. **Finally**, the training events may involve use of live ammunition and weapons by both instructors and students, including myself, who have varying levels of proficiency in the use of weapons and tactics. **I further understand** that this training may cause injuries associated with physical fitness training like muscle sprains or strains, tendon pulls, dislocation of joints, broken bones; injuries accompanying physical contact with other participants, and the inherent dangers associated with environmental conditions. **Observation of and/or participation in this event are inherently dangerous and could result in property damage as well as serious bodily injury or death to me and to others.**

Consent to Observe/Participate:

As an observer/participant in the training conducted under the direction of the Organization, I agree to obey ***all directions and instructions*** issued by the instructors and representatives of the host agency (USMC) for the protection of myself, the instructors, and any other observers/participants. I understand that failure to adhere to such directions may result in my immediate and complete removal from the Organization directed training.

I understand that I may withdraw my consent to observe/participate in the Organization directed training at any time by notifying any member of the instructor staff. I further understand that such withdrawal of consent after having given same will require my exclusion from all further Organization directed training.

I understand that observation of/participation in this Organization directed training is voluntary and that by undertaking this training, there are risks attended with observation of/participation in an inherently dangerous training that could result in destruction of my personal property as well as serious personal injury or death to me, instructors, other observers/ participants in the training.

Printed Name of Participant	Signature	Date
Printed Name of Parent or Legal Guardian	Signature of Parent or Legal Guardian (Required if participant is under the age of 18)	Date

Enclosure (3)

AGREEMENT TO INDEMNIFY

BY THE _____ (insert full name of entity/event)
FOR PARTICIPATION IN THE
MARINE CORPS INSTALLATIONS NATION CAPITAL REGION (MCINCNR) –
MARINE CORPS BASE QUANTICO (MCBQ), VIRGINIA
COMMAND VISIT PROGRAM

The signature at the bottom of this Agreement to Indemnify (i.e., not to sue for damages and reimburse the Federal government for costs associated with a lawsuit should anyone else so sue) is a certification by the authorized **[insert full name of entity]** _____, hereinafter the "Organization," official with authority to bind the Organization that the Organization understands that there are inherent risks involved in participation in the MCINCR-MCBQ Command Visit Program, and that injuries or accidents could occur to its participants. The official further confirms that when required for live fire training observation or participation, that every organization participant or participant representative has read and signed a Notice of Inherently Dangerous Activity Statement and that each statement is in his/her possession and is available upon request. The Organization agrees to obey *all directions and instructions* issued by the instructors and representatives of the host agency (USMC) for the protection of the Organization's participants, the instructors, and any other participants. Failure to adhere to such directions may result in the Organization's and its participants' immediate and complete removal from the event on **date of event**.

In consideration for participation in the MCINCR-MCBQ Command Visit Program, to the extent permitted by law, the Organization agrees to indemnify the United States Government, the Department of Defense, the Department of the Navy, the United States Marine Corps, its officers, military personnel, employees and agents, and all agencies and instrumentalities thereof, against any and all claims, whether for damage, loss, injury, or death (including all incidental costs and expenses), brought by any person, group, or organization, as a result of, or in connection with, the Organization training being conducted. Nothing contained within this Agreement will, however, relieve or be construed as relieving the United States, (including it agencies and instrumentalities) and their officers, agents and employees from any liability growing out of its or their negligence, nor will anything contained within this Agreement be construed as an assumption of indemnification on the part of the United States Government, the Department of Defense, the Department of the Navy, the United States Marine Corps, its officers, military personnel, employees and agents, and all agencies and instrumentalities thereof, as against any such liability arising from or growing out of any such negligence.

PLEASE PRINT CLEARLY

Complete Organization Name

Complete Organization Mailing Address

Phone Number

Name of Organization Official

Signature of Organization Official

Date

Enclosure (4)

Cost Breakdown and Logistics Support Information**Billeting @ Camp Upshur (for JROTC & Scouts if available):***Open-Bay Quonset Huts and Open Head Facilities.*

Cost: \$9.39/person, per day; no linen available, bring your own. Invoice will be sent one week prior based on final numbers on the security roster. Payment should be paid in advance or upon arrival with a check addressed to **U.S. Treasury**. Reservation confirmation will not be made until 30 days prior.

Advanced payment

Mail check to: Commander
 MCINCR-MCB Quantico (B 031)
 3250 Catlin Avenue, Suite 211
 Quantico, VA 22134-5001

Transportation: There is no available military bus transportation services aboard MCB Quantico for visiting groups.

- Visiting Groups must contract their own commercial bus or rental transportation.
- MCB Quantico provides escorts/guides on base ONLY. We do NOT provide escorts/guides to any off base locations.

Messing: The current (adjusted annually) meal prices are:

<u>Meal</u>	<u>Discounted Rate/Adults</u>	<u>Times</u>
Breakfast	\$2.60/\$3.45	0600-0800
Lunch	\$4.25/\$5.60	1100-1300
Dinner	\$3.65/\$4.85	1630-1800

*Meal times may vary slightly depending on which facility.

On weekends and holidays, there are only 2 meals served:

Breakfast Brunch	\$4.70/\$6.25	0900-1130
Dinner Brunch	\$5.75/\$7.65	1630-1800

*Payments can be made by cash, check, credit card or debit card at the time of the meal. If paying with cash, please do not use bills larger than \$20.

**Groups are required to make one payment and one signature.

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

Enclosure (5)