



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

MCINCR-MCBQO 1710.1

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JUN 28 2010

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS BASE  
QUANTICO ORDER 1710.1

From: Commander, Marine Corps Installations National Capital Region - Marine  
Corps Base Quantico

To: Distribution List

Subj: MARINE CORPS MARATHON ORGANIZATION (MCMO)

Encl: (1) List of References

(2) Marine Corps Marathon Standard Operating Procedures

1. Situation. The MCMO conducts a series of races and events held throughout the year that includes the Marine Corps Marathon (MCM) which is the largest, single day public relations event for the Marine Corps, held each year during October. The MCM is the fourth largest marathon in the United States and the ninth largest in the world, annually welcoming more than 30,000 runners and 150,000 spectators from all 50 states and more than 52 countries to the Washington, D.C. metropolitan area.

2. Mission. In accordance with the references and enclosure (1), Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) conducts the MCM through a series of events organized around the sport of running, showcasing physical fitness and generating community goodwill in order to promote the high standards and discipline of the Marine Corps.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of this order is to establish the MCMO program by formalizing the purpose, authorities, procedures, administration, and responsibilities involved with planning and executing the MCMO program.

(2) Concept of Operations. In accordance with references (d) and (e), the MCMO is classified as a Program Group I, Military Morale, Welfare, and Recreation (MWR) Program, and a Category C, Revenue Generating Activity. The MCMO is designed to be self-sufficient with an operating budget/revolving/capital fund is maintained to cover contingent and foreseeable liabilities and to ensure the timely payment of operating expenses, employee salaries and benefits, contracted services, equipment procurement and maintenance.

b. Tasks. The MCMO shall manage the MCM and other events pursuant to the list of references and in accordance with this order. Commanders, staff, and tenant activities and divisions assigned to MCINCR-MCBQ and within the National Capital Region (NCR) will support planning and execution of the MCM and the other events as directed in an annual Director, Marine Corps Staff (DMCS) execution message.

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4. Administration and Logistics

a. MCINCR-MCBQ will exercise staff cognizance and is responsible for the periodic review of this order.

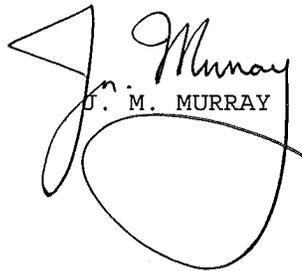
b. Records shall be managed according to National Archives and Records Administration approved dispositions per reference (a) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. The generation, collection, or distribution of personally identifiable information and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (b) and (c). Any unauthorized review, use, disclosure, or distribution is prohibited.

5. Command and Signal

a. Command. This Order is applicable to U.S. Marine Corps Forces assigned to the Commander, MCINCR-MCBQ and those organizations and activities assigned to support the MCMO.

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



J. M. MURRAY

Distribution: A

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List of References

- Ref: (a) SECNAV M-5210.1  
(b) SECNAVINST 5211.5E (DON Privacy Program)  
(c) 5 U.S.C. 552a  
(d) DoDI 1015.10  
(e) DoDI 1015.15  
(f) 5 U.S.C. § 301  
(g) 10 U.S.C. §5041  
(h) MCO 7010.19 (MCCS Financial Management Procedures)  
(i) MCO 7010.20 (MCCS NAF Procurement Policy)  
(j) Commandant, ltr 1710/43 of 29 Jun 1998  
(k) 18 U.S.C. § 1385  
(l) DoDI 2000.16  
(m) DODI 1400.25  
(n) MCO P12000.11A (MCNAF Personnel Policy Manual)  
(o) MOA between BUMED and MCICOM dtd Aug 2014  
(p) MCO 5380.2, Draft Marine Corps Volunteer Services Management (MC Volunteers Services Agreement)  
(q) MOA between Marine Corps Marathon and MCCS 27 Apr 2009 (MCMIC Program)  
(s) MCO P1700.27B (MCCS Policy Manual)  
(t) 10 U.S.C. §2260  
(u) DoDD 5535.09  
(v) DoDI 5535.12  
(w) NAVMC Dir 5210.11E  
(x) DoD FMR 7000.14-R, Vol 13  
(y) Joint Travel Regulations Change 313 dtd Jan 2013  
(z) DoD 4000.25-1-M  
(aa) DoD 4160.21M  
(bb) MCO 7510.2E (NAFI's by the MCNAFAS)  
(cc) MCCDC ltr 1700 Ser B052, Marine Corps Marathon (MCM) Charter dtd 3 May 07  
(dd) 10 U.S.C. §2783(a)  
(ee) 10 U.S.C. § 5013  
(ff) DoDI 7700.20  
(gg) SECNAVINST 5401.2A (Establishment, Management and Control of NAFI and Financial Mgt of support in Resources)  
(ii) SECNAVINST 7043.5B (NAF Procurement Policy)  
(jj) MCO 1700.26C (Appointing Order for MC MWR Policy Review Board)  
(kk) MCO 7510.2E (Internal NAFI by MCNAFAS)  
(ll) MCO 3302.1E (USMC AT Program)  
(mm) MCO 5380.2 (MC Volunteer Services Management)  
(nn) Marine Corps Marathon Operations Manual  
(oo) MR ltr 1700/MR of 27 March 17

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## Marine Corps Marathon Standard Operating Procedures

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## Chapter 1

Background and Overview

1. Chapter Overview. This chapter provides the background and history of the MCMO and the statutory, Department of Defense (DoD), Secretary of the Navy (DON), and Marine Corps (USMC) authorities that define the status and authorize the conduct and operation of the MCM Program.
2. Background. The MCMO conducts a series of races and events held throughout that year that includes the MCM which is the largest, single day public relations event for the USMC, held each year in October. The MCM is the fourth largest marathon in the United States and the ninth largest in the world, annually welcoming more than 30,000 runners and 150,000 spectators from all 50 states and more than 52 countries to the Washington, D.C. metropolitan area. The MCMO's primary goals are to promote physical fitness, general community goodwill, and showcase the organizational skill of the USMC.
3. History/Legal Authority to Operate.
  - a. In November 1975, the Commandant of the Marine Corps issued Memo RESP-1-mjr which granted authority to host a Marine Reserve Marathon to be held in Washington, D.C., in November 1976, open to all interested entrants, including military and civilians.
  - b. In May of 1978, CMC ltr FDR-10/eey over 7010 dtd 3 May 78 was issued which transferred the responsibility for conducting and organizing the MCM to Marine Barracks 8th & I.
  - c. In 1981, responsibility for MCM was transferred to Marine Corps Combat Development Command (MCCDC) per the issuance of CMC ltr 1710 Ser MSMS-1: dtd of 5 Jan 82.
  - d. In 1994, CMC ltr 1710/02 MWM/E of 5 Oct 94 was issued which authorized the MCM to enter into commercial sponsorship activities as a "CMC Open House" event conducted by the Commanding General, Marine Corps Base Quantico, on behalf of the Marine Corps.
  - e. In 1998, the Commandant issued CMC ltr 1710/43 MWD of 29 June 1998 which established a MCM running team which was designated as "Team Marine" and which operated independently of the All-Marine Sports Program, with the MCMO providing operational/administrative management and control to include financial support and team selection.
  - f. In December 1998, the Commandant approved, via CMC ltr 4066 MRX of 21 Dec 1998, an MCM Program request for authority to sell marathon-related products which created brand awareness. MCM store items were not to be in competition with any items sold by the Marine Corps Exchange (MCX). This approval allowed the MCM to protect its trademarks and copyrights from being used by unauthorized vendors.
  - g. Through the 2001 Commissary Surcharge and Nonappropriated Fund (NAF) Major Construction Program, Congress approved construction of a separate MCMO facility. The authorization stipulated that the MCMO facility would be funded solely with MCM NAF funds and not be supplemented with other Marine Corps NAF funds. On 23 February 2005, the MCM facility was dedicated at MCB Quantico.

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h. In 2007, MCCDC issued the Marine Corps Marathon Charter, which directed that the Commanding Officer, MCB Quantico, assume responsibility for the annual conduct of the MCM program.

i. Upon the establishment of Marine Corps Installations Command (MCICOM) in October, 2011, the Commanding General MCICOM, who also serves as the Commanding General, Marine Corps National Capital Region, assumed overall responsibility for the execution of the MCM and the other events.

4. Authorities. The MCMO is subject to the applicable rules, regulations and laws established within various U.S. Codes, DoD directives, Secretary of the Navy (SECNAV) directives, Marine Corps Orders, and applicable USA Track and Field (USATF) Directives listed in the references. The MCMO will ensure its compliances with the applicable laws, rules and regulations by conducting an internal review process and being subject to applicable inspection by outside organizations. More information on the internal control process and inspections can be found in Chapter 4 of this order.

5. MCMO-Nonappropriated Fund Instrumentality.

a. The MCMO is a self-sustaining, separate "company" MWR Program Group 1 NAFI that generates nonappropriated funds from race entrance fees and sponsorship agreements. The MCMO is authorized to retain revenue that is greater than amounts necessary to cover contingent liabilities and the costs of approved programs and facilities. After paying its expenses, excess funds must first be used to rebuild the MCMO's Reserve Fund.

b. In accordance with references (d), (e), and (oo) the MCMO is classified as a Program Group I, MWR Program, and a Category C, Revenue Generating Activity. As a Program I NAFI, the MCMO is authorized to enter in to commercial sponsorship agreements, discussed in greater detail in Chapter 3.

c. The MCMO will follow financial management procedures per reference (h) and in conjunction with other applicable MCCS policies and Department of Defense (DOD) Instructions with the intend to facilitate sound business decisions.

6. Collection, Storage, and Dissemination of Information subject to the Privacy Act. As authorized under references (c), (f) and (g), and its Systems of Records Notice (SORN), the MCMO is authorized to collect, store, and disseminate MCM and its other events' participant information subject to the Privacy Act. The information collected is stored under lock and key in secure containers or on electronic media devices that contain intrusion safeguards. Access to the information is role-based and limited to individuals who require access in the performance of their official duties. In addition to disclosures generally permitted under the Privacy Act, the MCMO may disclose information outside of the DoD in accordance with its SORN.

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## Chapter 2

Operations

1. Chapter Overview. This chapter describes the MCMO's planning, organization and execution process for the MCMO's events. This chapter also discusses the safety, security and force protection requirements for events conducted under the purview of the MCMO.

2. Program Planning and Execution.

a. The MCMO establishes a five (5) year strategic plan that outlines all races and activities pertaining to each race. The strategic plan encompasses details about each race, and related events, to include course descriptions, race field dimension, pricing and outreach and media program. An example of the 5-year strategic plan can be found in figure 2-1.

b. Based on the strategic plan, cost analyses are established and budgets proposed/approved in accordance with reference (h). Additionally, a contracting timeline and execution plan is submitted and outlined. Contracting and purchasing planning phases are coordinated with MCINCR-MCBQO and Marine Corps Community Services (MCCS) Contracting, per reference (i). In order to execute each event successfully, an operations manual, an operations order, or Letter of Instruction (LOI) will be produced, per event, to layout the tactical planning milestones, coordination and execution phases, and detailed manpower requirements required to execute each event.

3. MCM and Related Events. The annual MCM includes the MCM 10K and MCM Kids Run, traditionally executed on the last weekend in October in the Washington DC Metropolitan Area with a finish line positioned at the Marine Corps War Memorial.

a. MCM. The MCM is a USATF-certified 26.2 mile marathon course and is held the last Sunday in October. The MCM is known as "The People's Marathon" and includes participants from around the world.

b. MCM 10K. The MCM 10K is held in conjunction with the MCM, however the participants in the 6.2 mile race will start at a separate location than the MCM but will also finish at the Marine Corps War Memorial.

c. MCM Kids Run. The MCM Kids Run, a one mile race, is held the Saturday prior to MCM. The race field consists of children ages 5-12.

d. Several other events may be incorporated with the above listed races, to include but not limited to a runner's expo, various receptions, award ceremonies and a press conference.

4. Marine Corps Historic Half (MCHH) and Related Events. In May of each year, the MCMO produces the MCHH, Semper Five, and Devil Dog Double (DDD) held in the city of Fredericksburg, VA.

a. MCHH. The MCHH, is a 13.1 mile USATF-certified course, and is utilized as a training exercise for the MCM, with the entirety of the course held within the city limits of Fredericksburg, VA.

b. Semper Five. In conjunction with the MCHH, the Semper Five, is a 5 mile run that starts in downtown Fredericksburg and finishes at the MCHH finish line.

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c. Devil Dog Double. This race is a combination of both races. Runners run both races to receive a special medal by completing 18.1 miles. The DDD starts with the Semper 5ive and after completing the race finishes at the MCHH finish line.

d. Several other events may be incorporated with the above listed races, to include but not limited to, a runner's expo, various receptions, award ceremonies, and a press conference.

5. MCM Event Series. MCM Event Series is a group of additional events created by the MCMO that promote physical fitness and generate community goodwill currently within the MCINCR-MCBQ area. The authorization to add or remove events within the event series in the MCINCR-MCBQ area resides with the Director, MCMO and Commander, MCINCR-MCBQ. Expanding MCM Event Series events to other bases and stations throughout the Marine Corps will require written approval from the Deputy Commandant, Installations and Logistics (DC I&L) and the Commanding Officer of the desired base or station.

a. Marine Corps 17.75K. The Marine Corps 17.75K, an 11.03 mile run, commemorates the spirit of the U.S. Marine Corps and the year it was established. The event is held in March in Prince William County, VA.

b. Run Amuck and Mini Run Amuck. Run Amuck is a mud and obstacle run held in June aboard MCINCR-MCBQ. A mini course for children, featuring the same terrain, is ran concurrently to the Run Amuck.

c. Quantico Triathlon. The Quantico Triathlon is hosted aboard MCINCR-MCBQ in August of each year. The Quantico Triathlon is a USA Triathlon (USAT) sanctioned event and follows the guidelines per USAT standards.

d. Quantico 12K. The Quantico 12K will take place on the same day as the Quantico Triathlon. It is a USAT sanctioned event and will take place on the trails of Officer Candidate School.

e. Turkey Trot 10K and Turkey Trot Mile. The Turkey Trot 10K and Turkey Trot Mile occur in November aboard MCINCR-MCBQ.

f. Several other events may be incorporated with the above listed races, to include but not limited to a runner's expo, various receptions, award ceremonies and a press conference.

6. Security/Force Protection and Safety. The Commander, MCINCR-MCBQ, is responsible to ensure that appropriate security/force protection and safety measures are included in the planning and execution of all MCMO events. Though authorities and procedures vary, depending on the location (on/off of a military installation), the military commander remains ultimately responsible for ensuring the security/force protection and safety of all MCMO events, to include participants, staff and spectators.

a. Authorities and Limitations.

(1) MCMO events that take place aboard Military Installations. The installation commander is fully responsible for all aspects of safety and security/force protection during the event.

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(2) MCMO events that take place "off-base".

(a) The Commander MCINCR-MCBQ is responsible to coordinate with civilian authorities to ensure the overall safety and security of the MCMO events and protection of DoD personnel.

(b) Due to restrictions on the use of the military to enforce state laws found in reference (k), DoD personnel (to include Marine Corps military/civilian law enforcement officers) are prohibited from performing law enforcement operations during "off-base" MCMO events. Certain security operations such as security screening at access control points, the use of military working dogs for explosive detection, and security of equipment is allowed, but must be closely coordinated with local law enforcement authorities.

b. Risk Assessment. In accordance with reference (l), a Special Event Risk Assessment is required for any event with more than 300 DoD personnel present or where distinguished visitors are involved. The risk assessment shall be completed by a level II trained Antiterrorism Officer.

(1) The risk assessment shall be conducted in advance of all MCMO events in order to shape planning and determine security requirements.

(2) For "off-base" events, the risk assessment must be developed in coordination with local authorities.

(3) The threat portion of the risk assessment requires continuous evaluation/update, prior to and during, execution of the MCMO event.

c. Security/Force Protection.

(1) Security/force protection measures shall be included in all aspects of race/event planning and operations.

(2) For "off-base" events, detailed coordination/planning with civil authorities is required.

(3) A command designated Antiterrorism Level II trained Antiterrorism Officer shall be assigned for each MCMO event.

(4) A law enforcement liaison shall be designated for all "off-base" MCMO events to coordinate with local law enforcement during event planning and execution.

d. Emergency Management.

(1) On-Base MCMO Events. During an emergency/incident, standard USMC installation emergency response protocols shall be utilized to guide the response. Incident command is the responsibility of the senior on-site Fire or Police Department representative, and is supported by the installation Emergency Operations Center (EOC).

(2) Off-Base MCMO Events. During an emergency/incident occurring off-base, incident command is the responsibility of the local jurisdiction. The role of the military commander and MCMO staff is to coordinate with the incident command to facilitate changes to the race/event, account for USMC personnel, and provide situational awareness.

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(3) Prior to all major MCMO events, at a minimum, a Rehearsal of Concept (ROC) drill shall be conducted to ensure awareness of emergency responsibilities and procedures. For "off-base" MCMO events, local fire, police and emergency management personnel shall be included in the drill.

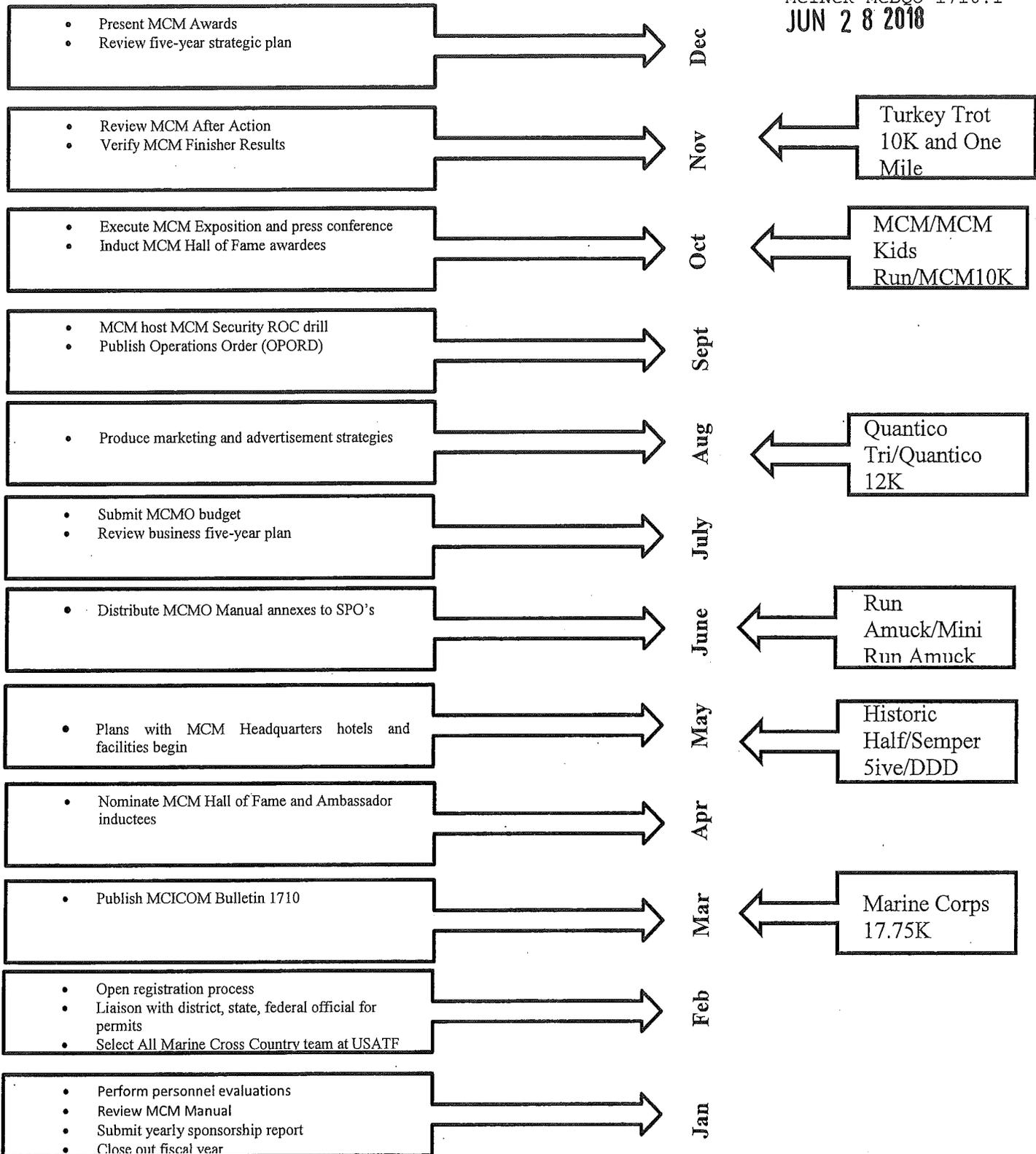
e. Safety.

(1) Safety measures shall be included in all aspects of race/event planning and operations.

(2) A trained safety officer shall be appointed for all MCMO events.

(3) A safety assessment shall be conducted during MCM event planning and utilized to reduce hazards prior to event execution.

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**YEARLY**

- Conduct event projection and planning
- Review capital improvement
- Review income/expense ratio

**FIVE YEAR**

- Secure event headquarter hotels
- Secure exposition venues

Figure 2-1. MCMO Five (5) Year Strategic Plan

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## Chapter 3

Program Support

1. Chapter Overview. This chapter addresses support required for the MCMO to run its day-to-day operations while planning and preparing for the execution of the next MCMO Event. Program support addressed in this chapter includes Manpower, Logistics, Marketing, and Sponsorship support.

2. Manpower. Manpower support addresses the human resources policies and procedures between the Director, Human Resources (HR), MCCA and the Director, MCMO. These procedures ensure that the recruitment, selection, placement, promotion, termination and other related personnel actions involving MCMO NAF employees are in accordance with reference (m) and (n).

a. Program Office. MCCA NAF HR Management provides services for recruitment, personnel actions, employee and supervisor training, and employee and labor relations in accordance with reference (n) and all applicable laws and regulations as related to the hiring of NAF employees and administration of employee benefits. MCMO employee benefit plan administration is conducted in accordance with the benefit plans for Regular NAF employees.

b. Race Operations. The MCMO events are recognized as a unique community service activity, and as such, Director, Marine Corps Staff (DMCS), delegates the Commander, Marine Corps Installations Command (MCICOM), the authority to execute the MCM. Commander, MCICOM, via MCICOM Bulletin 1710, delegates the Commander MCINCR-MCBQ, as the supported commander and provides authorization to task organizations and Marines in the National Capital Region (NCR) to perform duties as required, i.e. supporting the annual MCM. All personnel sourced from these tasks are assigned to ensure personnel efficiency and accountability are maintained for all functional areas of the MCMO events.

(1) Use of MILPERS. As required, the MCINCR-MCBQ, Assistant Chief of Staff (AC/S), G-1, tasks units to provide Marines for augmentation support for the MCM and MCMO events for planning and execution phases. Reference (o), establishes specific responsibilities, roles and fiscal obligations for the planning, coordination, and execution of medical support for the annual MCM and other MCMO events.

(2) Use of Civilian Personnel (CIVPERS). CIVPERS support to the MCMO programs includes Appropriated Fund (APF) and NAF civilian staff. CIVPERS supporting the MCM and its related events are tasked in the bulletin referenced in par 2.b of this chapter.

(3) Use of Contracts and Commercial Sponsorship Agreements. The MCCA NAF Procurement office awards NAF contracts to various contractors, while the MCCA Sponsorship, Events and Operations office awards commercial sponsorship agreements to sponsors to provide products and services for MCMO events.

(4) Use of Volunteers. Volunteer requirements are identified for each area of operations, special events, and projects for all MCMO events. Civilian volunteers are solicited through the MCMO's website. All volunteers must adhere to outlined job requirements and guidelines, and complete a DD form 2793 "Volunteer Agreement" (Figure 3-1) per reference (p).

3. Logistics. Logistics support addresses the processes, resources and systems involved in generating, transporting, sustaining, and reallocating material and personnel for the MCMO.

a. Program Office. MCCA NAF procurement obtains supplies and services in a fair, equitable, and impartial manner to the best advantage for the MCMO in compliance with applicable laws and regulations per reference (i). The MCMO does not have its own contracting authority; however, the MCMO is responsible for identifying requirements and verifying receipt and acceptance of items procured on its behalf.

(1) Contracting/Procurement. NAF contracting and purchasing provides services for procurement, inventory control and reimbursement in accordance with reference (i) and reference (q). All procurement requests and supporting documents are initiated and generated by the MCMO. Figure 3-2 is a flow chart that details the MCMO procurement process.

(2) Facilities. The MCMO conducts day-to-day operations to include inventory, receiving, and warehousing operations aboard MCBQ. Telephone, maintenance, computer, and other communication needs are provided by Commander, MCINCR-MCBQ.

(3) Management Controls. Annual risk management is conducted to ensure compliance and best business practices are adhered to per reference (r).

(4) Transportation. The MCMO is authorized to maintain, dispatch, and operate motor vehicle assets internal to their organization.

(5) Electrical Support. All garrison electrical support is provided by Assistant Chief of Staff (AC/S), G-F, MCINCR-MCBQ.

(6) Property and Equipment. All property and equipment purchased by the MCMO complies with all financial management procedures required per reference (h).

b. Logistical Operations.

(1) Contracting and Procurement procedures are conducted in compliance with reference (q).

(2) Transportation. Movement of personnel and material for all MCMO events is planned by the MCMO and executed by contractor and sponsorship fulfillment and as appropriate, additional support may be requested from Assistant Chief of Staff (AC/S), G-4 MCINCR-MCBQ.

(3) Electrical Support. The MCMO plans for all electrical support for MCMO events which is executed by Assistant Chief of Staff (AC/S), G-F MCINCR-MCBQ.

(4) Property and Equipment. Internally contracted or sponsored material used in support of MCMO events is accounted for and maintained per the requirements of reference (h).

c. Capital Planning. On an annual basis, the MCMO forecasts and budgets for future capital improvements. Planning incorporates depreciation life cycles and complies with reference (h) requirements.

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4. Marketing and Sponsorship. The MCMO engages in active marketing efforts and utilizes commercial sponsorship agreements to enhance the MCMO events through the generation of income, cost avoidance, and/or cost offset. Marketing consists of external promotional efforts, highlighting MCMO events, to generate event/race registration awareness, and sales of MCMO items. References (d) and (s) provide the authorization to enter into commercial sponsorship agreements.

a. Program Office. Figure 3-3 is a flow chart that details the sponsorship process.

(1) Sponsorship. The MCMO manages its commercial sponsorship program with MCINCR-MCBQ Counsel, Quantico Area Counsel Office (QACO), and MCCS Sponsorship approval per reference (q).

(a) The sponsorship process involves the preparation and distribution of solicited and unsolicited sponsorship proposals and a determination of available assets at all MCMO events.

(b) The sponsorship process is a cradle-to-grave process that encompasses proposal generation, negotiation, documentation, invoicing, and the fulfillment and development of affiliations with qualified vendors to generate revenue by selling branded products featuring the licensed trademarks of the organization.

(c) The sponsorship process cultivates sales opportunities for potential vendors and sponsors at expositions held in conjunction with MCMO events, providing sponsors the opportunity to generate significant revenue and brand recognition through sales and giveaways.

(2) Marketing.

(a) Awareness campaigns are constructed to include, but not limited to, print and online advertising, digital campaigns, and on-site promotion efforts, such as attendance at other events.

(b) Advertising campaigns and themes for print and digital promotions in advantageous locations are developed to maximize the amount of exposure to the largest populations of potential participants and the public.

(c) On a quarterly basis, Director MCMO, coordinates with Commanding General, Marine Corps Recruiting Command (CG MCRC) and Director, Office of the U.S. Marine Corps Communications, regarding current themes and messages utilized in advertising campaigns.

b. Policy and Operational Guidance. The MCCS Sponsorship Coordinator serves as the advisor to the MCMO's sponsorship program and has the authority to sign sponsorship agreements per reference (s) and (d). All MCMO sponsorship agreements are reviewed internally prior to being routed for review by QACO. The MCMO records all cash and in-kind support provided by sponsors at the end of January of each given year. A final tabulation of cash and in-kind support generated through this program is reported to the MCCS Sponsorship Coordinator to be included in the MCCS Sponsorship Report.

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c. Trademark and Licensing Office.

(1) Background. The USMC Trademark Licensing Office (TMLO) registers trademarks, licenses commercial companies, conducts enforcement, and educates trademark users worldwide to protect and enhance the Marine Corps brand in the commercial marketplace. Additionally, the TMLO ensures that Marine Corps activities do not enter into or renew license agreements with licensees that sell goods that are likely produced by child or forced labor in violation of international standards.

(2) TMLO support to the MCMO. The TMLO supports the MCMO with clearing, obtaining, enforcing, and renewing proper protective rights for event names and associated terms and logos, i.e., MCM trademarks and service marks (Marks). This support also includes the provision of legal advice associated with the use of MCM Marks in accordance with references (t), (u), and (v). To ensure that the use of MCM Marks meets legal sufficiency, the MCMO will pre-submit to the Trademark Counsel for review and legal approval all documents that contain clauses or other language associated with the use by non-USMC entities of MCM Marks or other USMC intellectual property. Once such clauses or language are approved for legal sufficiency, those clauses and language may be reused without seeking further legal approval; provided, however, that any change to approved clauses or language will require a new legal review and MCMO's receipt of legal sufficiency from the Trademark Counsel.

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VOLUNTEER AGREEMENT FOR			
<input type="checkbox"/> APPROPRIATED FUND ACTIVITIES		<input type="checkbox"/> NONAPPROPRIATED FUND INSTRUMENTALITIES	
<b>PRIVACY ACT STATEMENT</b>			
AUTHORITY: Section 1588 of Title 10, U.S. Code, and E.O. 9397.			
PRINCIPAL PURPOSE(S): To document voluntary services provided by an individual, including the hours of service performed, and to obtain agreement from the volunteer on the conditions for accepting the performance of voluntary service.			
ROUTINE USE(S): None.			
DISCLOSURE: Voluntary; however failure to complete the form may result in an inability to accept voluntary services or an inability to document the type of voluntary services and hours performed.			
<b>PART I - GENERAL INFORMATION</b>			
1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i>		2. SSN	3. DATE OF BIRTH <i>(YYYYMMDD)</i>
4. INSTALLATION		5. ORGANIZATION/UNIT WHERE SERVICE OCCURS	
6. PROGRAM WHERE SERVICE OCCURS		7. ANTICIPATED DAYS OF WEEK	8. ANTICIPATED HOURS
9. DESCRIPTION OF VOLUNTEER SERVICES			
<b>PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES</b>			
10. CERTIFICATION I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.			
a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED <i>(YYYYMMDD)</i>	
11.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED <i>(YYYYMMDD)</i>	
<b>PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES</b>			
12. CERTIFICATION I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.			
a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED <i>(YYYYMMDD)</i>	
13.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED <i>(YYYYMMDD)</i>	
<b>PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR</b>			
14. AMOUNT OF VOLUNTEER TIME DONATED		15. SIGNATURE	16. TERMINATION DATE <i>(YYYYMMDD)</i>
a. YEARS <i>(2, 087 hours = 1 year)</i>	b. WEEKS	c. DAYS	d. HOURS
17.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>		b. SIGNATURE	c. DATE SIGNED <i>(YYYYMMDD)</i>

DD FORM 2793, FEB 2002

PREVIOUS EDITION IS OBSOLETE.

Exception to Standard Form 60 granted by Office of Personnel Management (OPM) waiver.

Figure 3-1. Volunteer Agreement

PROCUREMENT PROCESS

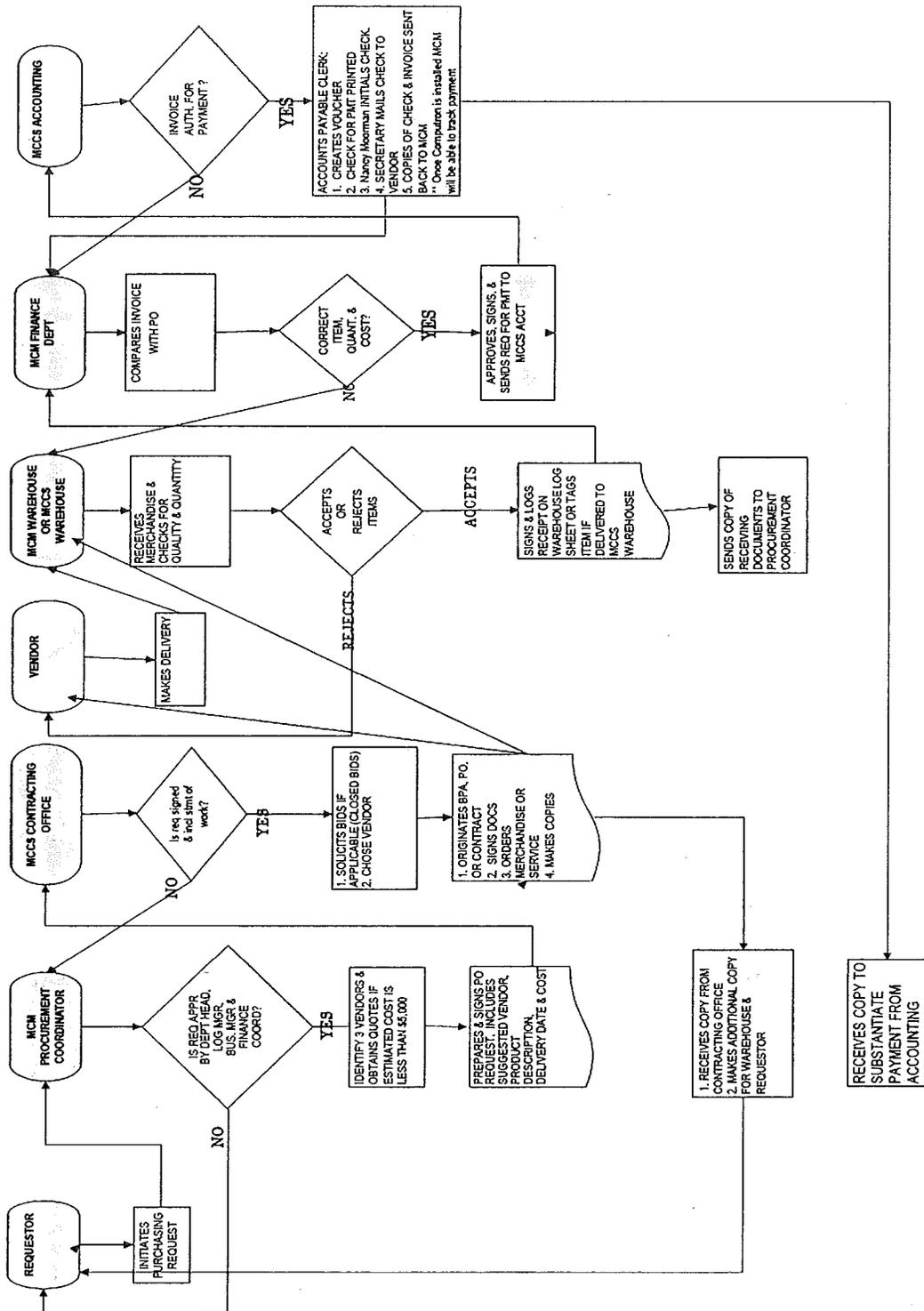


Figure 3-2. Procurement Process

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# Sponsorship

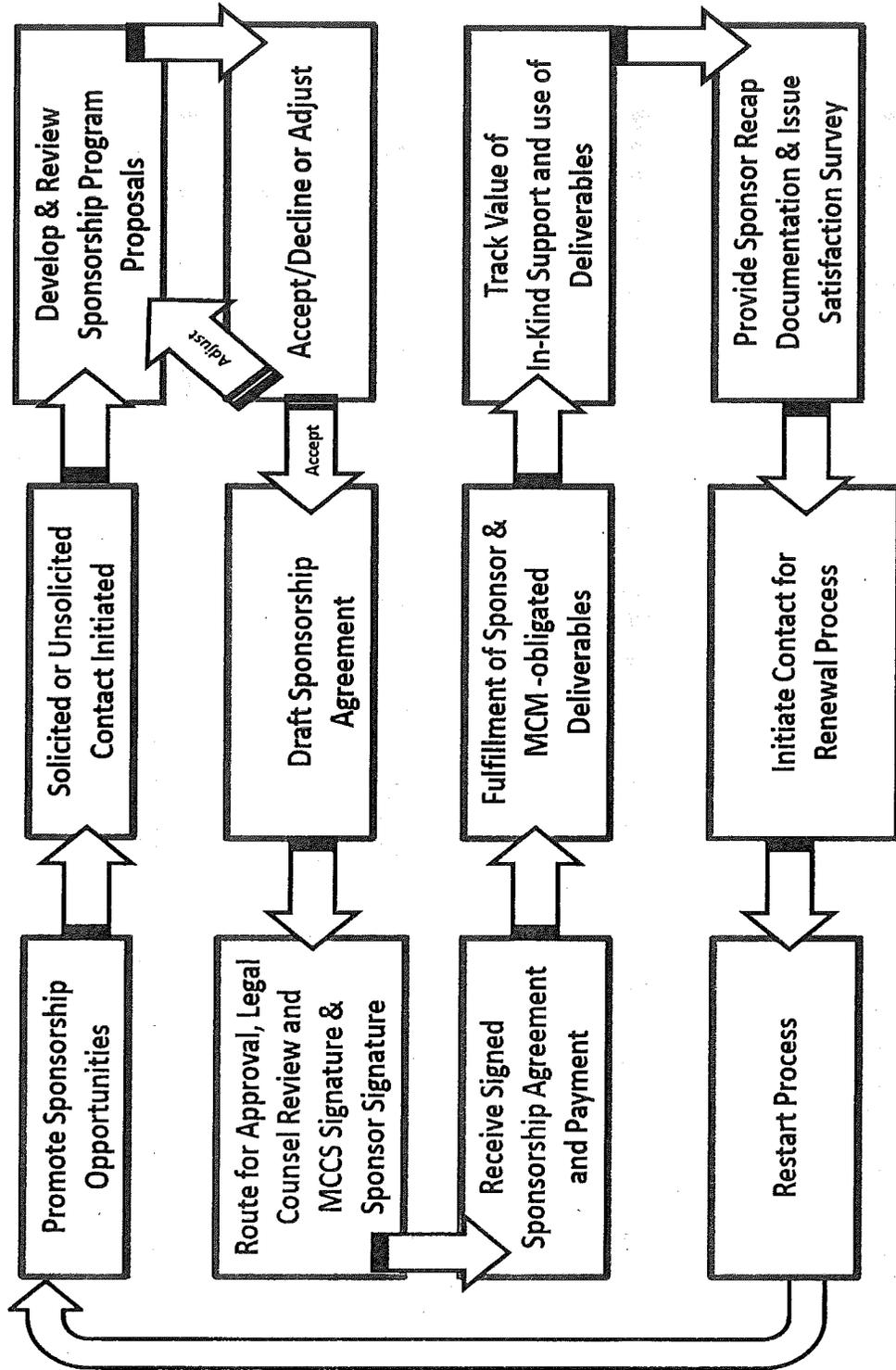


Figure 3-3. Sponsorship Process

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## Appendix A

Abbreviations and Acronyms

AOS	Areas of Operation
CIVPERS	Civilian Personnel
FMS	Financial Management System
GAAP	Generally Accepted Accounting Principles
MCCDC	Marine Corps Combat Development Command
MCCS	Marine Corps Community Services
MCHH	Marine Corps Historic Half
MCICOM	Marine Corps Installations Command
MCINCR	Marine Corps Installations National Capital Region
MCINCR-MCBQ	Marine Corps Installations National Capital Region-Marine Corps Base Quantico
MCM	Marine Corps Marathon
MCNAFAS	Marine Corps NAF Audit Service
MCX	Marine Corps Exchange
MR	Management Resources
MWR	Morale Welfare Recreation
NAF	Nonappropriated Funds
NAFI	Nonappropriated Fund Instrumentality
P&L	Profit and Loss Statements
P&R	Programs and Resources
QACO	Quantico Area Counsel Office
SORN	Systems of Records Notice
TMLO	Trademark Licensing Office
USAT	USA Triathlon
USATF	USA Track and Field