



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CALIFORNIA 92055-5010

MCIWEST-MCB  
CAMPENO 5760.1  
G-3/5

3 OCT 2019

MCIWEST-MCB CAMPEN ORDER 5760.1

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE, CAMP PENDLETON  
REGIONAL POLICY, PROCEDURES AND SUPPORT FOR NON-FEDERAL ENTITIES

Ref: (a) PUBLIC LAW 109-163, SEC. 1058, Support for Youth Organizations  
(b) DoDD 1000.26, Support for Non-Federal Entities Authorized to Operate on DoD Installations  
(c) DoDI 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations  
(d) DoDD 5500.07-R, Joint Ethics Regulation (JER)  
(e) SECDEF Memo, Installation Access and Support Services for Nonprofit Non-Federal Entities of 23 Dec 14  
(f) SECNAVINST 11011.47, Acquisition, Management, and Disposal of Real Property and Real Property Interests by the Department of the Navy  
(g) MCO 5760.4, Procedures and Support for Non-Federal Entities Authorized to Operate on Marine Corps Installations and Informal Funds  
(h) MCO 3570.1, Range Safety  
(i) MCO 3550.10, Policies and Procedures for Range and Training Area Management  
(j) MCO 5530.14, Marine Corps Physical Security Program Manual  
(k) Assistant Deputy Commandant I&L(F) ltr 11000 LF/8008 of 3 Jan 19

Encl: (1) Frequently Asked Questions and Answers on Non-Federal Entities Support  
(2) Example Checklist for Installation Commanders Reviewing Installation Access Requests from Nonprofit Non-Federal Entities  
(3) Example Installation Commander Disapproval Letter Template  
(4) Miscellaneous Real Estate Requirements  
(5) G-3/5 Request for Training Support (Format)  
(6) Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Range and Training Area Requirements  
(7) MCIWEST-MCB CAMPEN Application Questionnaire for Realty Action, Lease, Easement, License  
(8) Installation Access Control

1. Situation

a. Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Installations' support for Non-Federal Entities (NFEs) will be in accordance with relevant statutes and regulations as well as references (a) through (k).

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b. Commander, Marine Corps Installations Command (COMMCICOM). COMMCICOM provides policy on how the United States Marine Corps will address NFEs as tenants on its Installations.

c. Commanding General (CG), I Marine Expeditionary Force (I MEF). I MEF forces are established tenants on MCIWEST-MCB CAMPEN Installations. Request I MEF continues to support MCIWEST-MCB CAMPEN Installations and staff in identifying, establishing, and maintaining accountability of NFEs authorized to operate aboard MCIWEST-MCB CAMPEN Installations.

d. Commander, Third Fleet (COMTHIRDFLT). COMTHIRDFLT units are established tenants on MCIWEST-MCB CAMPEN Installations. Request COMTHIRDFLT continues to support MCIWEST-MCB CAMPEN Installations and staff in identifying, establishing, and maintaining accountability of NFEs authorized to operate aboard MCIWEST-MCB CAMPEN Installations.

e. CG Training and Education Command (TECOM). TECOM organizations and detachments are established tenants on MCIWEST-MCB CAMPEN Installations. Request TECOM continues to support MCIWEST-MCB CAMPEN Installations and the MCIWEST-MCB CAMPEN staff in identifying, establishing, and maintaining accountability of NFEs authorized to operate on MCIWEST-MCB CAMPEN installations.

f. Commander, Navy Medicine West (NAVMEDWEST). NAVMEDWEST facilities, units, and organizations are established tenants on MCIWEST-MCB CAMPEN Installations. Request NAVMEDWEST continues to support MCIWEST-MCB CAMPEN Installations and staff in identifying, establishing, and maintaining accountability of NFEs authorized to operate on MCIWEST-MCB CAMPEN Installations.

2. Cancellation. MCIWEST-MCB CAMPEN FRAGORD 03-19 and MCIWEST-MCB CAMPENO 5720.1.

3. Mission. MCIWEST-MCB CAMPEN provides Regional policy, guidance, and procedures concerning support for NFEs authorized to operate on MCIWEST-MCB CAMPEN Installations within the MCIWEST-MCB CAMPEN Regional Area of Operations (AOR). The purpose of this Order is to maintain accountability for NFEs aboard MCIWEST-MCB CAMPEN Installations, support Installation Commanders' decision making, and avoid improper preferential treatment, endorsement, or the appearance of any official sanction or endorsement of any NFE.

#### 4. Execution

##### a. Commander's Intent

(1) Purpose. MCIWEST-MCB CAMPEN will maintain Regional accountability for NFEs aboard assigned installations and provide Regional policy for support for NFEs authorized to operate on MCIWEST-MCB CAMPEN Installations.

(2) Method. MCIWEST-MCB CAMPEN Regional policy, guidance, and procedures concerning support for NFEs authorized to operate on MCIWEST-MCB CAMPEN Installations will be guided by current references.

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(3) End state. Regional accountability for NFEs aboard MCIWEST-MCB CAMPEN Installations is maintained; and Installation Commanders' decision making is supported: Improper preferential treatment, official sanction or endorsement, unauthorized use of government assets both appropriated and non-appropriated funds, or the appearance of any official sanction or endorsement, of any NFE is prevented.

b. Concept of Operations

(1) MCIWEST-MCB CAMPEN provides Regional guidance, policy, and procedures concerning support for NFEs authorized to operate aboard MCIWEST-MCB CAMPEN Installations within the MCIWEST-MCB CAMPEN Regional AOR to maintain Regional accountability of NFEs that operate on Marine Corps Installations with the express consent of the Installation Commander. Enclosures (1) through (8) of this Order provide amplifying guidance, instructions, and procedures on NFE screening and or support.

(2) NFEs

(a) NFEs are self-sustaining organizations, incorporated, or unincorporated, that are not an agency of the federal government. A NFE may be for profit, a nonprofit, or not for profit organization. They are established, operated, and controlled by individual(s) acting outside the scope of any official capacity as officers, employees, or agents of the federal government. NFEs may include elements of state, interstate, Indian Tribal, local government, as well as private organizations. This Order addresses NFEs that operate on MCIWEST-MCB CAMPEN assigned Installations with the express consent of the CG MCIWEST-MCB CAMPEN and Installation Commanders. Such organizations include spouse organizations, youth organizations, community service organizations, and recreation organizations other than those operated by Marine Corps Community Services (MCCS). Concessionaires and service providers under the cognizance of MCCS and military relief societies are excluded from this Order. Certain NFEs are also controlled by specific laws or separate Department of Defense (DoD)/Marine Corps Memorandum of Understanding (MOU) with these organizations. To the extent this Order conflicts with those higher authorities or laws, those other authorities will have supremacy. Reference (g) contains a list of those NFEs having statutory authorization for particular support.

(b) CG MCIWEST-MCB CAMPEN and Installation Commanders will determine which NFEs may or may not operate aboard assigned installations. Support to NFEs will only be provided to the capacity possible without mission interference and only in accordance with the limitations of references (a) through (k) and applicable law.

(c) NFEs will not compete with MCCS revenue generating businesses/activities or engage in retail activity except with the written consent of the CG MCIWEST-MCB CAMPEN.

c. Tasks

(1) Marine Corps Base, Camp Pendleton (MCB CamPen); Marine Corps Air Station Camp Pendleton (MCAS CamPen); MCAS Miramar; MCAS Yuma; and Marine Corps Logistics Base (MCLB) Barstow

(a) Maintain accountability of NFEs authorized to operate on MCIWEST-MCB CAMPEN Installations.

(b) Publish Installation policy for support for NFEs that operate on MCIWEST-MCB CAMPEN Installations with the express consent of the Installation Commander.

(c) Develop and update command orders on NFE procedures in accordance with references (e) through (k).

(d) Ensure the documentation requirements set out in reference (c), enclosure (2), are met in each NFE case. Obtain a copy of the nonprofit NFE's most recent Internal Revenue Service determination letter and Form 990. If the organization is exempt from filing a Form 990, this requirement may be waived.

(2) Commanding Officer (CO) Headquarters and Support Battalion (HQSPBTBN), CO Security Battalion (Scty Bn), MCB CamPen Area Commanders, and Officer in Charge (OIC) Legal Services Support Section-West

(a) Provide support to the MCIWEST-MCB CAMPEN Staff in identifying, establishing, and maintaining accountability of NFEs authorized to operate aboard MCB CamPen.

(b) Comply with installation policy for support for NFEs that operate on MCIWEST-MCB CAMPEN Installations with the express consent of the Installation Commander.

(3) MCIWEST-MCB CAMPEN Staff

(a) Assistant Chief of Staff (AC/S) G-3/5

1. Provide staff support to MCIWEST-MCB CAMPEN Installations on NFE matters.

2. Coordinate with AC/S G-F to ensure all organizations requesting approval for the use of facilities, ranges, or training areas possess a valid real estate agreement, if required.

3. Coordinate with the AC/S G-8 and service providers to ensure required reimbursements are made for appropriated fund support rendered.

4. Provide all NFEs external to MCB CamPen with support request forms and procedural instructions upon request.

5. Inform the CG MCIWEST-MCB CAMPEN of all major or significant support provided aboard MCB CamPen or when an event aboard MCB CamPen will have very important persons or dignitaries in attendance.

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6. Maintain accountability of NFEs requesting support within the staff designated functional areas and/or lines of operation.

7. Ensure the documentation requirements set out in reference (c), enclosure 2, are met in each case.

(b) AC/S G-F

1. Provide staff support to MCIWEST-MCB CAMPEN Installations on NFE matters.

2. Serve as the authority to approve or endorse real estate requirements for the use of MCB CampPen for all non-training purposes.

3. Coordinate real estate agreements for NFEs authorized to operate on MCIWEST-MCB CAMPEN Installations.

4. Provide billeting, on a space available basis, for NFE training aboard MCB CampPen upon request and approval from the AC/S G-3/5.

5. Coordinate with the AC/S G-8 to ensure all support costs, if any, are reimbursed.

6. Serve as the coordinating staff section for NFEs to obtain real estate agreements for organizations not in possession of an MCCS contract or an AC/S G-3/5 agreement as required by the provision of this Order.

7. Coordinate with AC/S G-3/5, G-4, Environmental Security (ENVSEC), G-7, G-8, MCCS, and the Western Area Counsel Office, as required, to ensure all conditions and installation requirements are identified prior to forwarding real estate requirements for approval action.

8. Coordinate with Naval Facilities Engineering Command (NAVFAC) Southwest during real estate agreement execution to ensure real estate agreements contain all required conditions.

9. Upon NAVFAC Southwest execution of real estate agreement, provide copy to NFE and appropriate staff section, as required.

10. Upon receipt of executed real estate agreement, provide NFE Defense Biometric Identification System (DBIDs) access information, per enclosure (8).

11. Coordinate with AC/S G-4 to ensure all reimbursable items are captured in the appropriate documents.

12. Per enclosure (4), plan and budget for waived administrative fees associated with real estate agreements with the United Service Organizations, American Red Cross, Navy Marine Corps Relief Society, Veteran Support Organizations/Military Support Organizations, U. S. Naval Sea Cadets, Young Marines, and Boy Scouts of America using appropriated funds, as available.

(c) AC/S G-4

1. Provide staff support to MCIWEST-MCB CAMPEN Installations on NFE matters.
2. Provide logistical support, within capabilities, upon request from the AC/S G-3/5.
3. Coordinate with the AC/S G-8 to ensure all support costs are reimbursed.

(d) AC/S MCCS

1. Provide staff support to MCIWEST-MCB CAMPEN Installations on MCCS NFE matters.
2. Serve as the central point of contact (POC) for NFEs desiring MCCS support for recreational and fundraising purposes under the cognizance of MCCS and using MCCS regulated facilities.
3. Coordinate all MCCS recreational activities not occurring in/at established MCCS recreational areas with the AC/S G-3/5.
4. Inform the CO Scty Bn or other Installation security organization of all NFEs under the cognizance of MCCS which will be using facilities aboard the Installation, and the dates and times they will be aboard the Installation.
5. Coordinate with the AC/S G-8 to ensure required reimbursements are made for appropriated fund support rendered.
6. Coordinate with the AC/S G-F to obtain real estate license(s) for NFE's under the cognizance of MCCS not in possession of a contract or agreement with MCCS, per the provisions of this Order.
7. Maintain accountability of NFEs under the cognizance of MCCS.

(e) Director (Dir) ENVSEC

1. Provide staff support to MCIWEST-MCB CAMPEN Installations on NFE matters.
2. Coordinate NFE requests to use MCB CamPen in conjunction with the MCB CamPen Natural Resources Management Plan, i.e., grazing of fields, hunting, fishing, etc.
3. Coordinate all natural resource management uses of ranges and training areas with the AC/S G-3/5.
4. Review environmental documentation submitted by NFEs requesting use of MCB CamPen facilities, ranges, and training areas.
5. Assist action officers in preparing decision memoranda for activities covered by categorical exclusions or by programmatic consultations.

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6. Inform the AC/S MCCA, G-F, G-3/5, and Chaplain of requested activities requiring environmental assessments or those which are not permitted by federal, state, or local environmental laws and regulations.

7. Coordinate with the AC/S G-8 to ensure any costs associated with environmental compliance, such as disposal of hazardous waste, are reimbursed.

(f) Staff Judge Advocate (SJA)

1. Provide staff support to MCIWEST-MCB CAMPEN Installations on NFE matters.

2. Advise the CG MCIWEST-MCB CAMPEN and cognizant staff sections on any legal obligations or ramifications of providing support to NFEs.

(g) AC/S G-7

1. Act as the command single POC for initial coordination and staffing of NFE proposals requiring the use of Installation lands or a real estate agreement.

2. As required, input NFE proposal or design plans, as well as submit a completed NFE MCIWEST-MCB CAMPEN out grant Questionnaire Application in enclosure (8) into MAXIMO for staffing.

3. Provide NFEs with command decisions and if appropriate transition proposal to the appropriate lead staff section for follow-on planning and execution.

4. Provide staff support to MCIWEST-MCB CAMPEN Installations on NFE matters.

5. Coordinate with the AC/S G-8 to ensure all support costs are reimbursed.

6. When appropriate, ensure documentation requirements set out in reference (c), enclosure (2), are met.

(g) AC/S G-8

1. Provide staff support to MCIWEST-MCB CAMPEN Installations on NFE matters.

2. Advise cognizant staff sections regarding reimbursements that are either required or authorized by law and regulation to be collected, and whether such collections may be retained or must be deposited to the United States Treasury.

3. Facilitate the collection of expected reimbursements for goods and services if authorized.

4. Ensure implemented procedures for payment of authorized reimbursable charges are processed and reported to the cognizant Regional staff sections.

(h) Business Performance Office

1. Provide staff support to MCIWEST-MCB CAMPEN Installations on NFE matters.
2. When requested, publish semi-annual usage fees for support to NFEs.

(i) Communication Strategy and Operations

1. Provide staff support to MCIWEST-MCB CAMPEN Installations on NFE matters.
2. Provide release authority for any NFE generated media documented aboard MCIWEST-MCB CAMPEN Installations.
3. Review Entertainment Media Liaison Office (EMLO) requirements and production agreements to determine value added to the command.
4. Oversee installation related EMLO coordination with the AC/S G-3/5 for the use of ranges and training areas by the media, e.g., filming for movies, television programs, etc.
5. Oversee installation related EMLO coordination with the AC/S G-8 to ensure any/all appropriate costs are reimbursed.
6. Serve as coordinating staff section for all civilian media requesting to conduct installation related media operations.

(j) Chaplain

1. Provide staff support to MCIWEST-MCB CAMPEN Installations on NFE matters.
2. Serve as the coordinating and screening staff section for all religious based NFEs desiring to use MCIWEST-MCB CAMPEN for business and recreational purposes.
3. Inform CO Scty Bn of all religious NFEs which will be utilizing MCIWEST-MCB CAMPEN facilities for recreational purposes, and the dates and times they will be aboard MCIWEST-MCB CAMPEN Installations.
4. Coordinate with the AC/S G-8 to ensure required reimbursements are made for appropriated fund support rendered.
5. Coordinate with the AC/S G-F to obtain real estate agreements for organizations not in possession of a contract with MCCS and licensing is required per the provisions of this Order.
6. Maintain accountability of NFEs requesting support within the staff designated functional areas and/or lines of operation.
7. Ensure the documentation requirements set out in reference (c), enclosure (2), are met in each case.



8. Provide NFE DBIDS access information, per enclosure (8).

d. Coordinating Instructions

(1) To prevent the appearance of official sanction or endorsement by the DoD or the Marine Corps:

(a) NFEs may not use the seals, logos, or insignia of the DoD, or any DoD component, DoD organizational unit, or any DoD installations on the organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities. This prohibition includes the use of the Marine Corps Emblem (consisting of the Eagle, Globe, and Anchor). Reference (b) and 10 U.S. Code (U.S.C.) 773, Chapter 45 provide exceptions from this policy.

(b) Uniforms. NFEs will not wear the uniform or use the seals, logos, or insignia of the DoD or any DoD component/organizational unit without express written consent of that DoD component. Additional guidance can be found in enclosure (6).

(2) Insurance

(a) All NFEs, as well as military organizations sanctioned by the DoD, such as Reserve Officers' Training Corps, and Junior Reserve Officers' Training Corps are required to have adequate insurance to protect against public liability and property damage claims or other legal actions that may arise as a result of their activities of one or more of their members acting in their behalf, or the operation of any equipment/apparatus or device under the control and responsibility of such entities.

(b) When an NFE requires a real estate agreement, the NFE will be required to obtain and maintain insurance coverage acceptable to the Real Estate Contracting Officer (RECO). The RECO will be responsible for determining the NFE insurance requirements, which are to be reflected as terms and conditions in the real estate agreement with the NFE. Insurance coverage must be a condition of all NFE real estate agreements. Chapter 16 of the P-73, for real estate agreements only, states: "The RECO, in consultation with Facilities Engineering Command (FEC) counsel or other government or private sources as the RECO may deem necessary, shall be responsible for determining the adequacy of NFE insurance requirements and that those requirements are reflected in the real estate agreement with the NFE. Adequate insurance coverage is a fact-based decision, driven by the state or jurisdiction in which the government property is located, the type, nature of the NFE activity, organizational structure of the NFE, rights and obligations granted by the real estate agreement, the value of the government property, and other factors."

(c) When is a real estate agreement not required. Insurance is generally not required unless the nature of the activity warrants insurance based on staff coordination with the Installation SJA. While some NFEs requesting Limited Logistical Support (LLS) may carry insurance, it is anticipated that only "by exception" will an NFE receiving LLS be required to procure additional insurance or insurance it does not already maintain.

(3) Real Estate Agreements

(a) Due to real estate execution requirements, requests for support of NFEs must be received (180) days prior to the first day of the requested activity. All NFEs will need to submit the MCIWEST-MCB CAMPEN Out Grant Questionnaire Application, per enclosure (8).

(b) Environmental Condition of Property. The NFE is responsible for any contamination of the property it occupies by either itself, its agents or assigns, and invitees. Prior to the execution of an out grant, an Environmental Condition of Property must be completed for the location of the proposed occupancy, and the proposed use must comply with National Environmental Protection Agency requirements.

(c) Fair Market Value rent, associated administrative costs, utilities, maintenance and/or support services are charged as described herein and in accordance with enclosure (4).

(d) LLS. A real estate agreement is not required when, in accordance with reference (d), an NFE's request is met with LLS by the Installation. While multiple requests by an NFE for LLS may be received, it is not to be a means to avoid a real estate agreement. Repeated, recurring LLS requests more than once a quarter or four or more times in a 12-month period are no longer considered LLS and are subject to real estate agreement requirements.

(4) NFE Personnel Background Investigations

(a) Reference (c) and other DoD regulations require criminal screening/background checks of volunteers reasonably expected to have regular contact with children while: 1) on a DoD installation; 2) assisting DoD sanctioned programs (e.g. MCCS child care, Semper Fit youth sports, and summer camps/after school activities); or 3) assisting with any other military sanctioned activity. DoD regulations make abundantly clear Installation Commanders' safety and security responsibilities to juveniles aboard the Installation. Approved NFE entry and operation aboard MCIWEST-MCB CAMPEN Installations constitutes military sanctioned activity subject to this requirement.

(b) Consistent with ensuring a safe environment, NFEs with personnel reasonably expected to have regular contact aboard MCIWEST-MCB CAMPEN Installations with juveniles unaccompanied by a parent or guardian must adopt and demonstrate compliance with a written personnel screening policy that includes fingerprint based Federal Bureau of Investigation database screening. This screening is commonly referred to as "live scan" and is available from numerous commercial providers for a fee. This background screening is not a service provided by or through MCIWEST-MCB CAMPEN installations, to include MCCS, nor is it reimbursable. Satisfactory documentation pertaining to all NFE-associated personnel subject to this provision must be submitted by the NFE as instructed by Installation staff prior to use of or access to facilities.

(c) Appropriate documentation of a current, favorably adjudicated federal National Agency Check and Inquiries (NACI) or higher investigation for appropriate personnel may be submitted in lieu of live scan screening. It is the NFE's responsibility to obtain and provide appropriate documentation demonstrating favorable NACI adjudication.

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(d) Subject to installation coordination and written approval, line of sight supervision (LOSS) may be permitted for short duration events.

(5) Costs

(a) NFEs will reimburse the Marine Corps per applicable statutes and regulations for cost of any services furnished unless otherwise waived or exempted.

(b) Per reference (f), an NFE may request waiver of administrative costs by an installation commander. See enclosure (4) for costs associated with various types of NFEs. The staff section advocating or coordinating support for an NFE will recommend to the Installation Commander either approval or disapproval of the waiver request including actual or estimated cost. Whether recommending approval or disapproval, all recommendations will include information concerning available installation appropriated funds to inform the installation commander regarding the impact if the commander grants the waiver.

(6) Installation Support Requests

(a) Marine Corps units should coordinate directly with cognizant installation staff sections for required support. Ranges, training facilities, and training areas on MCIWEST-MCB CAMPEN may be scheduled directly through the Range Scheduling Office, Range Operations Division, and the AC/S G-3/5.

(b) Marine Corps Reserve units submit all support requests via the Commanding Officer, Reserve Support Unit (RSU), MCIWEST-MCB CAMPEN. The RSU then coordinates required support with the cognizant base staff sections.

(c) NFEs and all other services (Army, Navy, Air Force, Coast Guard, and National Guard) should coordinate support requests through the appropriate staff section. The sample format in enclosure (5) will be utilized to request logistical support by an NFE.

(d) Staff sections and tenant Unit Commanders will be guided by this Order and references (a) through (k) when dealing with NFEs desiring use of facilities, ranges, or training areas aboard MCIWEST-MCB CAMPEN Installations.

(7) A list of NFEs having statutory/alternate authorization for a particular support is provided in reference (g).

(8) Installation commanders will take the necessary action to withdraw consent for any NFE operating on the military Installation that is contrary to the provisions of this Order or for any reason deemed sufficient. See enclosure (3), Example Installation Commander Disapproval Letter Template.

(9) Tenant Commands/Organizations. Commanders are encouraged to host NFEs aboard their respective installations as long as the requirements within this order are followed.

(10) NFE Media Release. Prior to publically releasing any media (photo, video, audio, press release, etc.) documented or concerning operations conducted aboard an MCIWEST-MCB CAMPEN Installation, to include any NFE operating aboard an MCIWEST-MCB CAMPEN Installation must seek

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release approval from the appropriate installation commander via that installation commander's Communication Strategy and Operations staff. NFEs must also request authorization prior to inviting any third party news outlet or video production company aboard the Installation.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the MCIWEST-MCB CAMPEN directives can be found at:  
[https://eis.usmc.mil/sites/mciw\\_mpwr/MCIWMCBADJ/default.aspx](https://eis.usmc.mil/sites/mciw_mpwr/MCIWMCBADJ/default.aspx).

6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities under the command of MCIWEST-MCB CAMPEN.

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



I. R. CLARK  
Chief of Staff

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Frequently Asked Questions and Answers on Non-Federal Entities Support

Q1. How does this memorandum differ from the memorandum, "Access to Department of Defense (DoD) Installations for Qualifying National Veterans Service Organizations/Military Service Organizations?"

A1. The memorandum, "Access to DoD Installations for Qualifying National Veterans Service Organizations/Military Service Organizations," applies exclusively to Veteran Service Organizations and Military Service Organizations that are approved and recognized by the Secretary of Veterans Affairs (VA) pursuant to section 5902 of title 38, U.S. Code to provide VA-accredited representation services to transitioning Service Members. This memorandum provides Installation Commanders guidance for considering requests from nonprofit Non-Federal Entities (NFEs), which may include Veteran Service Organizations/Military Service Organizations, wanting occasional access to a military facility to host events and provide a broad and varied range of support and services that can benefit Service Members and their families. These nonprofit NFEs may exist locally or nationally.

Q2. Under what authority may Installation Commanders collaborate with nonprofit NFEs to provide support for Service Members and their families and strive to strengthen connections within the greater military community?

A2. DoD Directive 5410.18, "Public Affairs Community Relations Policy," paragraph 4.1.3 and its subparagraph state:

4.1.3. Community Relations Objectives. Community relations activities implemented by DoD Component commands and organizations shall support the following objectives:

4.1.3.1. Fostering and sustaining good relations on mutually acceptable terms with the many elements of the public, at home and abroad, on which the Military Services depend for support and cooperation." Nonprofit NFEs supporting the military are one of many elements of the public that can provide services for Service Members that may not be readily available within the government. Maintaining connections with these organizations is vital to sustaining the all-volunteer force and bridging the civilian-military divide.

Q3. There are a number of nonprofit NFEs that provide support to the military community. How is an Installation Commander supposed to determine which organizations should be granted access?

A3. Normally, Installation Commanders are familiar with nonprofit NFEs that operate in their local area. However, if an unfamiliar nonprofit NFE submits a request for installation access, there are a number of reputable third party agencies that may assist Installation Commanders in their due diligence to verify the authenticity of an organization. While DoD does not endorse any specific third party agency, the following charity evaluator organizations may help in identifying the nonprofit NFE's mission and business practices:

- Charity Navigator, Guidestar, Better Business Bureau, Wise Giving.

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- Alliance, and certain state-operated nonprofit evaluators that post their results online provide a variety of different reviews and promote transparency for visitors seeking to learn more about community-based support for our Service Members and their families.

- Although the Combined Federal Campaign (CFC) is not a charity evaluator, and does not have an organization search function on its site, it does vet charities against regulatory standards. Check your local CFC charity brochure for a list of participating organizations. Additionally, Installation Commanders should consider the nature of the services provided by a nonprofit NFE supporting the military, the needs of the Installation, and the needs of Service Members and their families in determining whether to permit the NFE to function on the Installation.

Q4. Is there a list of services that an installation commander should use when determining installation access for nonprofit NFEs?

A4. There is no exclusive list. However, examples of local support services by nonprofit NFEs may include (but are not limited to):

- Camp support and services for needs of military children.
- Physical fitness and recreation activities.
- Scholarships.
- Life skills training.
- Spouse education.
- Parenting skills.
- Support services for victims of sexual assault, domestic abuse, or child abuse.
- Career opportunities for transitioning Service Members.
- Troop and family member recognition.
- Emergency/financial assistance.

Q5. Won't decisions on access to installations be subjective?

A5. The needs of the military community may be subjective in that they vary by installation and mission. Nevertheless, nonprofit NFE services should:

- Be consistent with and supportive of the military mission of the DoD Component concerned.
- Enhance the morale and readiness of the force.
- Help fulfill the Service's responsibilities toward its members and their families.

Q6. Does the following statement from the Joint Ethics Regulation (JER) DoD 5500.07-R mean that the installation commander must be willing and able to provide the same level of support in response to every request received? The JER DoD 5500.07-R, provides that the head of a DoD Component command or organization may provide, on a limited basis, the use of DoD facilities and equipment (and the services of DoD employees necessary to make proper use of the equipment), as logistical support of an event sponsored by a NFE when he or she determines that each of the requirements listed at 3-211 are met. Among those requirements is that "(5) The DoD component command or organization is able and willing to provide the same support to comparable

events that meet the criteria of this subsection and are sponsored by other similar non-Federal entities."

A6. No. Access to installations provided to nonprofit NFEs under the provisions of this memorandum is for the sole purpose of enabling delivery of their support and services to Service Members and families who will benefit from them. The JER prohibitions on selective benefit and preferential treatment, while important considerations, are mitigated in these cases because Service Members and families are the intended beneficiaries, rather than the NFEs themselves. Therefore, commanders should ensure nonprofit NFEs that are authorized to operate on military installations are primarily benefiting Service Members and any secondary benefit to the NFE is not intended as significant support for that particular NFE. The commander's selections among the various requests received should reflect the commander's determinations on the most pressing needs of the Service Members and families on that installation, and which NFEs are best positioned to meet those needs. On many installations, it may be necessary for a commander to limit approvals for access to those that can be supported within the capabilities of the Installation. In these cases the Installation Commander must employ a rational, non-discriminatory means for choosing those requests he or she will approve, and those he or she will not. The commander is free to employ such methods as first-come, first-served; a random drawing; or other non-discriminatory means.

Q7. Does each installation commander have to determine that the documentation requirements noted below have been met in evaluating each request? Enclosure (2) of the DoDI 1000.15 provides that: "The nature, function, and objectives of a NFE covered by this Instruction shall be delineated in articles of incorporation, a written constitution, bylaws, charters, articles of agreement, or other authorization documents before receiving approval from the Installation Commander to operate on the Installation." That documentation shall also include [a number of other requirements set out].

A7. The documentation requirements set out in DoDI 1000.15, enclosure (2), paragraph 3 must be met in each case. In addition, Installation Commanders must obtain a copy of the nonprofit NFE's most recent IRS determination letter and Form 990. If the organization is exempt from filing a Form 990, this requirement may be waived.

Q8. Does the above documentation requirement mean that each installation commander has to request these forms every time an NFE requests installation access?

A8. Documentation from a nonprofit NFE must be received and reviewed annually, updated within the fiscal year only as necessary (i.e., if there has been a material change such that the previously submitted documentation is no longer accurate, new documentation should be submitted, but otherwise not). However, within a given year, once a nonprofit NFE submits the required documentation, the Installation Commander may grant access based on each event request or a list of recurring events submitted by an NFE.

Q9. What staff section will act as the command single Point of Contact (POC) for initial coordination and staffing of NFE proposals that require the use of installation lands?

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A9. The G-7 will act as the Command single POC for initial coordination and staffing of NFE proposals requiring the use of installation lands or a real estate agreement

Q10. Do all nonprofit NFE's need a real estate agreement?

A10. No, however, all nonprofit NFE usage must be documented. Based upon the type of activity or usage of land/facilities, will determine which staff section will support and how that access will be documented.

Q11. What are the various types of documentation that grant nonprofit NFE's access to the Installation?

A11. There are no special types of documentation granting nonprofit NFE's access to the Installation. The types of documentation granting any NFE are; Real Estate Agreement, e.g. license, lease.

Q12. How will the nonprofit NFE obtain access to the installation?

A12. See enclosure (5).



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Example Checklist for Installation Commanders  
Reviewing Installation Access Requests from Nonprofit Non-Federal Entities

The following is an example that Installation Commanders could utilize to implement this Order.

1. Have you received a written request for Installation access?  
*If yes, proceed to question 2. If no, direct the organization to submit a written request.*
2. Have you determined if the requestor is a nonprofit non-federal entity (NFE)? *If yes or no, proceed to question 3. If you determine the organization is not a nonprofit NFE, stop. It is not covered by this policy.*
3. Have you obtained a copy of the nonprofit NFE's most recent IRS exemption determination letter? *If yes, proceed to question 4. If no, request the determination letter.*
4. Have you obtained a copy of the organization's Form 990? *If yes, proceed to question 5. If no, request the Form 990.*
5. Does the request include date(s), time(s), specific event(s) and purpose of event(s)? *If yes, proceed to question 6. If no, request additional information.*
6. Do the services or programs provided by the nonprofit NFE provide a beneficial service for Service Members and their families (identified by the Installation Commander)? *If yes, proceed to question 7. If no, disapprove the request per disapproval memo template.*
7. Are the organization's services or programs consistent with the Installation's mission requirements and security constraints? *If yes, proceed to question 8. If no, disapprove the request per disapproval memo template.*
8. As with all Installation access requests, have you verified the organization's nature, function, objectives, and that the organization does not discriminate based on race, color, creed, sex, age, disability, or national origin (per DoDI 1000.15)? *If yes, proceed to question 9. If organization does discriminate, disapprove the request per disapproval memo template.*
9. Have you obtained background checks for NFE employees and volunteers if they will be interacting with military children under the age of 18 in DoD operated, contracted, or community based programs (per DoDI 1000.15)? *If yes, proceed to question 10. If no, request background checks and once received, proceed to question 10.*
10. Have you verified that you can support the event on the date requested? *If yes, approve the request per approval memo template. If no, proceed to question 11.*
11. Have you identified alternate dates to support the organization's request? *If yes, provide dates to organization, and if acceptable, approve the request per this Order. If alternative dates are not available/acceptable, disapprove the request per disapproval memo.*

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Example Installation Commander Disapproval Letter Template

The following is an example that installation commanders could utilize to implement this memorandum.

Dear [Requestor],

Thank you for your [date of request letter] letter requesting that [name of requesting organization] be granted access to [name of Installation] for the purpose of providing support and services to the Service Members and families of the Installation community.

-----  
*{Option 1: Need additional Information}*

In order for us to fully review your request and reach a decision, we need you to provide additional information about your organization. Please submit: 1) a copy of your organization's most recent IRS Exemption Determination Letter and Form 990, and 2) a copy of current organizational documents that describe the nature, function, objectives, and membership eligibility of your organization (e.g., articles of incorporation, constitution, bylaws, charters, articles of incorporation, or other authorization documents).

-----  
*{Option 2: Support/Services are not needed on the Installation}*

I greatly appreciate your generous offer of support and/or services. However, based on the information you provided I have determined that these services and support are not currently needed on this Installation. Therefore, I regret to inform you that I am disapproving your request. If your services/support are needed in the future, I will reconsider your request.

-----  
*{Option 3: Organization is Good, Services are Needed, but requested event date cannot be supported}*

I greatly appreciate your generous offer of support and/or services. Although I would like to approve your request, we are unable to accommodate the date(s) you requested for your event. I hope we can work together to identify an alternate date for your event that will work for both of our organizations.

-----  
*{Option 4: Organization is not compatible with DoD mission objectives}*

I regret to inform you that I have disapproved your request. Based on the information you provided, I have determined that your organization's purpose, nature, objectives, and/or membership eligibility are not compatible with mission requirements and could discredit this Installation. It is not in the best interest of the Department of Defense to facilitate your proposed event or the delivery of the support and/or services you propose to offer the military community on this installation.

-----  
Point of Contact for this action is [name]. Please contact him/her directly at [phone number] or [email address] if you have any questions or need further assistance. Thank you very much for your request and for your support of our Service Members and their families.

[Installation Commander] or By direction

Enclosure (3)

Miscellaneous Real Estate Requirements

Non-Federal Entities (NFE)	Outgrant (lease or license) Fair Market Value Rent charged to NFE*	Admin costs charged to NFE**	Maintenance Services Charged to NFE**	Utilities charged to NFE**
United Service Organizations	No	No	No	No
American Red Cross	No	No	No	No
Navy and Marine Corps Relief Society	No	No	No	No
Veterans Service Organizations/ Military Service Organizations	No	No	No	No
Sea Cadets (non-exclusive)	No	Yes	Yes	Yes
Sea Cadets (exclusive)	Yes	Yes	Yes	Yes
Young Marines (non-exclusive use)	Yes	Yes	Yes	Yes
Young Marines (exclusive)	Yes	Yes	Yes	Yes
Boy Scouts and Girl Scouts (non-exclusive use)	No	Yes	Yes	Yes
Boy Scouts and Girl Scouts (exclusive)	Yes	Yes	Yes	Yes
Boy Scouts and Girl Scouts (Outside Continental United States)	No	No	No	No
National Guard	No	Yes	No	Yes
Schools	No	Yes	No	Yes
All Others (non-exclusive use)	Yes	Yes	Yes	Yes
All Others (exclusive)	Yes	Yes	Yes	Yes

\* Per reference (f) this can be waived for licenses only if value is nominal and as determined by the NAVFAC Southwest RECO.

\*\* Can be waived per reference (f) if requested by the installation in the requirements letter. When not covered by the NFE, the installation is responsible for reimbursing NAVFAC Southwest for these costs.

\*\*\* Can be waived per reference (f) if requested by the installation in the requirements letter. The installation is responsible for these costs, if waived.

G-3/5 Request for Training Support (Format)

Letterhead  
(Must be on official organizational letterhead)

SSIC  
Sponsor Code  
Date

From: Organization Name  
To: Commanding General, Marine Corps Installations West-Marine Corps Base,  
Camp Pendleton, CA 92055-5010  
Via: Assistant Chief of Staff, G-3/5, Operations Division, Current  
Operations Branch, Marine Corps Installations West-Marine Corps Base,  
Camp Pendleton, CA 92055-5010

Subj: REQUEST FOR TRAINING SUPPORT (OR TYPE OF SUPPORT BEING REQUESTED)

Encl: (1) Tentative Training Schedule (if applicable otherwise delete)

1. Brief description of why you are requesting to come aboard Marine Corps Installations West-Marine Corps Base, Camp Pendleton and what you hope to accomplish.

2. Unit Information

a. Unit: (Unit Name and city of origin)

b. Point of Contact: (Point of Contact information)

(1) Primary: John Doe at (760) 725-1234.

(2) Alternate: John Doe at (760) 725-1234.

(3) Fax: (760) 725-1234.

(4) E-mail: john.doe@hotmail.com.

c. Date and Time Of Request: (Must be submitted 90 days prior to the first day of training)

(1) Arrival: 0630, 22 April 2013.

(2) Depart: 0630, 22 April 2013.

(3) What transportation will you have while aboard MCIWEST-MCB CAMPEN (Marine Corps Installations West-Marine Corps Base, Camp Pendleton).

d. Attending: (total number of participants/chaperones)

(1) Male (Cadets/Scouts, Adults).

(2) Female (Cadets/Scouts, Adults).

(3) Total 69 Cadets, 4 Adults.

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e. Current certified Range Safety Officer (RSO) and Range Officer in charge

(1) Officer in Charge: NAME AND EXPIRATION DATE ON RSO CARD.

(2) RSO: NAME AND EXPIRATION DATE ON RSO CARD.

(3) Type of communication equipment you are bringing.

(4) Will you have a safety vehicle and medical personnel.

f. Billeting Request: (If applicable)

(1) Billeting required for the entire duration.

(2) Will only need billeting for dates as follows.

(3) No Billeting Required.

g. Meal Request for: (EXAMPLES SHOWN BELOW)

(1) Dine In:

22 April - Dinner only (50) (Number of Personnel being fed).

23 April - N/A.

24 April - Breakfast Brunch (100), Dinner Brunch (100).

25 April - Breakfast Brunch (100), Dinner Brunch (100).

26 April - Breakfasts (100), Lunch (100).

(2) Box Chow: (21 Area Requested)

23 April - Breakfasts (100), Lunch (100).

(3) Field Chow: (21 Area Requested).

23 April - Dinner (100).

(4) Hot/Cold Wets: (21 Area Requested) (Hot or cold drinks in containers)

23 April - Breakfasts (100), Lunch (100), Dinner (100).

NOTE: If you order meals from the dining facilities, you are required to pay for them whether you eat them or not. You must cancel the meals in a timely manner to avoid this cost.

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3. It is understood that this event is not considered approved until an official written notification is received and that training with a higher priority could cause my event to be cancelled at short notice. The requestor is responsible for all Department of Defense costs incurred unless specifically approved in advance by the Commanding General, Deputy Commander, Chief of Staff, MCIWEST-MCB CAMPEN.

NAME OF REQUESTOR

Request must be signed by an organization  
official or it will not be accepted.

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Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Range and Training Area Requirements

1. In accordance with reference (i), activities conducted in Ranges and Training Areas require supervision by a certified officer in charge and/or a Range Safety Officer (RSO). The certification process involves completing the Distance Learning Range Safety Course and the Range Safety Certification Course. Once these courses are completed, personnel will receive an RSO card that is valid for one year from date of issue.

2. In accordance with reference (i) and local directives, all activities in Ranges and Training Areas require adequate medical support, a safety vehicle, and appropriate Personnel Protective Equipment (PPE). The definition of a qualified medical person is a current Emergency Medical Technician (N) or higher certification.

3. Costs. Installations incur costs, both direct and indirect for facilities, training areas, and ranges used. Direct costs are those costs which may be immediately quantified (i.e., meals-ready-to-eat, port-a-johns, dumpsters, targets, etc.). Fees for the use of target ranges, simulators, and other training facilities are authorized per reference (a), and are used to recover indirect costs such as range maintenance.

4. Scheduling. Once approved, Non-Federal Entities (NFEs) will be directed to Assistant Chief of Staff (AC/S), G-3/5 Operations Division to schedule ranges and training areas. NFEs shall not enter into any type of fee agreement or other arrangement that allows non-members or their organizations to use Marine Corps Base, Camp Pendleton (MCB CampPen) facilities, nor shall they schedule any MCB CampPen facilities on behalf of other organizations or individuals.

5. Waiver of Liability. All adult participants must fill out and sign a copy of reference (1). Signed forms will be collected and retained on site by an official of the organization, and produced upon request by any MCB CampPen official.

a. Waiver of Liability for Minors. Each participant under the age of 18 must have a copy of reference (1) signed by a legal guardian. Signed forms will be collected and retained by the requesting organization official, and produced upon request by any MCB CampPen official. No one under the age of 12 may possess, operate, or discharge firearms aboard MCB CampPen unless authorized under waiver.

b. Agreement to Indemnify. The requesting organization shall execute an "Agreement to Indemnify" for any loss or damage to the Government arising from the activities of the requesting organization, its members, and guests.

c. It is the responsibility of the organization to ensure all waivers and forms are up to date, properly retained, and made available upon request.

6. The requesting organization must have the following support staff and equipment in order to occupy and run a range:

a. Officer-in-Charge (OIC). The requesting organization is responsible for identifying members who will serve in the capacity of OIC and assume

responsibility for the adherence to governing regulations and guidance. The OIC shall be on the range at all times and be able to fully influence the conduct of the event. Refer to MCIWEST-MCB CAMPENO 3500.1A, Range and Training Area Standing Operation Procedures for specific details for training and qualification requirements for this position.

b. RSO. The requesting organization is responsible for identifying members to obtain and maintain required certification. The RSO will not be allowed to participate in live-fire activity while serving in this capacity. Refer to MCIWEST-MCB CAMPENO 3500.1A, Range and Training Area Standing Operation Procedures for specific details for training and qualification requirements for this position.

c. Appropriate Medical Personnel. The requesting organization will have a minimum of one qualified medical person in support of live-fire activity. The definition of a qualified medical person is a current EMT or higher certification from an approved United States Department of Transportation National Emergency Medical Services Education Standards Curricula, which is current and recognized in the state of California. Qualified medical personnel shall be on the range for the duration of the event, and will not be allowed to participate in live-fire activity while serving in this capacity. Medical personnel will have adequate medical equipment on site for the live-fire activity.

d. Safety/Emergency Vehicle. A dedicated safety vehicle shall be located at all ranges during live-firing for the purpose on transporting non-life threatening injured personnel to an appropriate medical facility.

e. Communication assets. Must be a Very High Frequency/Ultra High Frequency radio capable of speak with, receiving, and monitoring traffic from Range Control (call sign "Long Rifle"). Radios can be checked out from Current Operations located in Building 1164, Room 106.

7. It is the responsibility of requesting organization to understand and comply with all federal, state (specifically for California), and local laws regarding the ownership, use, and transportation of firearms (to include assault weapons and .50 BMG rifles) and ammunition on MCB CamPen. Members and guests shall inform gate guards and other law enforcement personnel of weapons in their possession.

a. Transportation of firearm and ammunition on MCB CamPen is subject to Base regulations, to include, but not limited to, visual inspection and verification of ownership. Firearms must be unloaded and stored in a locked containers (Pen. Code, § 25610). The term "locked container" means a secure container which is fully enclosed and locked by a padlock, key lock, combination lock, or similar locking device. This includes the trunk of a motor vehicle, but does not include the utility or glove compartment (Pen. Code, § 16850).

b. Ammunition must be in its original packing materials; cannot be loose or loaded into firearm or magazine.

c. Storage of unexpended ammunition aboard MCB CamPen in support of multi-day range is prohibited. Support for NRA competitions must be coordinated. Submit to the AC/S G-3/5 (Attn: Operations Division) for action.



d. Authorized Weapons and Ammunition. NFEs shall only use weapons and ammunition allowed per the current range special instructions. Recreational activities are not included in any range deviation. Research, Development, Testing & Evaluation (RDT&E) of equipment, weapons, ammunition or any other items is not authorized.

8. The requesting organization shall ensure its members wear appropriate attire, which prohibits clothing with lewd or obscene logos/statements (as interpreted by the Installation). Additionally, members will adhere to an equivalent standard of PPE level exercised by military personnel in order to enhance safety. PPE Level 0 is the minimum level required to occupy and use a range. PPE Level 0 is defined as standard utility uniform and hearing/eye protection, which the civilian equivalent would be described as long trousers, short or long sleeve shirt, closed toe shoes, ear plugs, and safety/ballistic goggles or sunglasses. Any member, whether shooting or not, that fails to comply with this dress code and PPE level will be asked to leave.

9. Use of MCB CamPen ranges is limited to the approved organization only. A roster of personnel must be provided monthly to AC/S G-3/5 (Attn: Current Operations). Failure to provide could delay the processing of follow-on range requests.

10. The requesting organization may not use the seals, logos, or insignia of the Department of Defense (DoD), or any DoD component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities. This prohibition includes the use of the Marine Corps Emblem (consisting of the Eagle, Globe, and Anchor). MCO 5760.4C and 10 U.S. Code (U.S.C.) 773 Chapter 45 provide exceptions to this policy.

a. Use of the name, NRA, in association with MCB CamPen in promotional materials and titles in annual competitions at MCB CamPen is prohibited. Use of the name, NRA, is permitted only in relation to technical match requirements, such as certification, awards, and national records. To preclude any unauthorized publications, prior coordination must be made with the Commanding General (Attn: Staff Judge Advocate) for any competitions.

b. Requesting members in an active duty status are prohibited from wearing their service uniform while participating in any event without the express written consent of their DoD component.

11. Requesting organization leadership and members should familiarize themselves with the following orders to ensure they understand their responsibilities and limitations while operating aboard the Installation:

a. MCO 5760.4, Procedures and Support for NFE Authorized to operate on Marine Corps Installations and Informal Funds.

b. MCIWEST-MCB CAMPENO 3500.1A, Range and Training Area Standing Operation Procedures.

12. Substantiated violations to the specifications outlined in this document and those relayed via other means, i.e., letter or email, could result in the revocation of access. The requesting organization will be notified via written correspondence from this command of substantiated violations, and provide an opportunity to refute the identified violation(s). Based on the severity of the violation, MCIWEST-MCB CAMPEN may elect to initiate proceedings to review and revoke access.

13. Operating costs and consumables. The requesting organization is responsible for their consumables used during their recreational range use (e.g., targetry, shot spotters, etc.). The use of Government procured consumables is not authorized unless explicitly requested in writing along with the range request. The requesting organization is not authorized to use the automated targetry systems or public address systems on the ranges.

14. National Environmental Protection Action compliance. The requesting organization shall comply with current Range Regulations, to include the Base Environmental Operations Map. Any activity not explicitly covered by reference (b) must be requested in writing to AC/S G-3/5 (Attn: Current Operations).

15. Responsibilities for maintenance and best management practices of the range. The requesting organization shall ensure the range and/or training area is policed called and all trash removed (or put in the dumpsters provided) to include spent brass casings prior to departing the range. Any request for maintenance or other action shall be coordinated with the Operations POC prior to their scheduled event. The requesting organization shall report any maintenance deficiencies within seven (7) days of their scheduled use in writing to AC/S G-3/5 (Attn: Current Operations).

16. Fundraising. There are stringent rules regarding fundraising aboard MCB CamPen. The requesting organization may not engage in fundraising without specific, advance, written permission of the Commanding General, MCIWEST-MCB CAMPEN. Refer to reference (g) for further details on fundraising.

17. Additional Terms and Conditions. The requesting organization agrees not to bring any hazardous waste (i.e., by-products of hazardous materials) aboard MCB CamPen. Limited quantities of hazardous materials may be used on a limited basis, provided they are necessary, not expired, and the Santa Margarita Gun Club uses due diligence to refrain from generating any hazardous waste aboard the base. They will be responsible for removing excess hazardous material from MCB CamPen and ensuring its proper disposal. Should the activities result in the generation of hazardous waste, they must coordinate with ENVSEC, Environmental Compliance section for manifesting requirements. In the event of spills or releases of any petroleum products or suspected hazardous materials, the requesting organization will immediately report the incident to Long Rifle (760) 725-3974/4604 and follow the procedures outlined in the current range regulations for additional actions and notifications.

MCIWEST-MCB CAMPEN Application Questionnaire for Realty Action,  
Lease, Easement, License

Please answer the questions below. When all of the required information is received, your request for a realty action will begin. Boxes will expand to fit text.

1. Name and address of Applicant:	A. Project Name: B. Point of Contact: C. Phone: D. Fax: E. E-mail: F. Mailing Address:
2. Describe the organization, business entity or individual requesting this realty action, its qualifications and history. Is this a for profit, nonprofit or not for profit organization?  Do organizations' employees, volunteers, and/or contractors interact directly with minors?	a. Description of organization, business, entity, or individual:  b. Qualifications:  c. History:  d. <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Not for Profit Organization  Interact with minors?  e. <input type="checkbox"/> Yes <input type="checkbox"/> No

<p>3. Type of real estate agreement requested.</p> <p>The term "real estate agreement" means: Lease, Grant of Easement, and/or License.</p> <p>If this is a modification of an existing real estate agreement, provide contract number.</p>	<div><input type="checkbox"/> Lease</div> <div><input type="checkbox"/> Easement</div> <div><input type="checkbox"/> License</div> <div><input type="checkbox"/> Modification/Extension</div> <div><input type="checkbox"/> Other</div> <p>Current Contract Number:</p> <hr/>
<p>4. Provide an overview of the realty action you are requesting, to include the purpose and need. Include a separate document, if necessary, to provide a complete description of the proposed uses and any permanent site improvements to be constructed.</p>	<p>a. Purpose and/or Proposed Use:</p> <p>b. Proposed Improvements:</p>
<p>5. Describe location(s) (using a street address, legal description, building number, acreage, World Grid System of 1984 coordinates, etc.) of the subject property.</p>	
<p>6. Describe how you will gain ingress and egress to the property. What route(s) will be used?</p>	

7. Provide an aerial map, site map, proposed plans, diagrams, etc., for the subject property. Map should also include any temporary laydown areas.	
8. Describe the current condition of the property and its current use.	
9. Describe the surrounding property and any improvements adjacent to the property.	
10. Explain why:  a. The needs of the non-naval/marine individual, entity, or business cannot be satisfied on non-Marine Corps Base, Camp Pendleton (MCB CamPen) land or property; and/or  b. The proposed use of MCB CamPen lands will be of substantial benefit to the Marine Corps and serve the public interest.	a.  b.
11. List and attach any studies, reviews, permits or clearances already obtained for this proposed project.	a.  b.  c.
12. Provide a draft Plan of Action and Milestones (POA&M) or other scheduling data sufficiently detailed to show approval and execution dates required to meet the projects requirements, contractual obligations, and/or other deadlines.	

<p>13. State the proposed term (in days, months, years, etc.) and the reason for the requested duration of the real estate agreement.</p>	<p>a. Proposed Term:</p> <p>b. Reason:</p>
<p>14. If the installation approves the proposed project, a real estate agreement will be put in place to support your use by Naval Facilities Engineering Command (NAVFAC) Southwest. NAVFAC Southwest will collect reimbursable administrative charges in accordance with 10 U.S.C. 2695. Depending on the complexity of the project and associated real estate agreement, those administrative charges may include, but may not be limited to:</p> <p>Realty Specialist(s), cadastral staff, appraisal review, legal counsel support, environmental condition of property documentation or Phase I Endangered Species Act reports, National Environmental Policy Act, Environmental Assessment or Environmental Impact Statement contracts, title and appraisal contracts, contract land surveys and mapping, etc.</p> <p>In the response box and in the required letter, please provide an affirmative statement that you understand and will be responsible for the reimbursable costs associated with executing the real estate agreement.</p>	<p>Affirmative Statement:</p>

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<p>15. Describe any special conditions, concerns, or requirements that should be addressed.</p>	
<p>16. Any services (water, sewer, electrical, trash collection, security, emergency response, etc.) provided by the Installation will be on a reimbursable basis (typically monthly) to ensure DoD real property made available for non-Marine uses is at a "minimal expense" to MCB CamPen. Please identify the services you will require. Please provide an affirmative statement that you will be responsible for the reimbursement for required services provided by the Installation.</p>	<p>a. Water</p> <p>b. Electricity</p> <p>c. Trash collection</p> <p>d. Sewer</p> <p>e. Security</p> <p>f. Emergency response</p> <p>g. Affirmative statement:</p>
<p>17. Provide a proposed list of toxic and hazardous materials that entity proposes to store on the Installation. Discuss the storage, treatment, and disposal of toxic and hazardous materials. This should be addressed in the attached request for Environmental Impact Review document.</p>	<p>a. List of hazardous Material:</p> <p>b. Discuss storage, treatment and disposal of each of the above:</p>
<p>18. Describe local, regional, national, and/or international political, media, or public interest in the proposed real estate action.</p>	

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19. Explain any other details, and provide any additional materials, that would help someone unfamiliar with the proposed project to understand this proposed acquisition, out grant, disposal, or other realty action.	
20. Provide a signed and dated letter requesting use of MCB CamPen real property and providing supporting details for the request.	

Prepared by: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Mailing address:

MCB CamPen Realty Specialist  
(760)763-7859

COMMANDING GENERAL  
AC/S G-F (Facilities)  
PUBLIC WORKS REAL ESTATE  
BOX 555010  
CAMP PENDLETON, CA  
92055-5010



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Installation Access Control

Reference (j) is MCO 5530.14, Marine Corps Physical Security Program Manual, constitutes the Marine Corps Physical Security Program and prescribes policy, assigns responsibility and presents requirements. Installation Access Control is an Installation Commander's responsibility that complies with the appropriate references.

The MCIWEST-MCB CAMPEN link contains a great deal of information on base access - broken down by type/category and with frequently asked questions.

<https://www.pendleton.marines.mil/Base-Access/>