



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO P1700.7  
3BH  
21 DEC 1997

STATION ORDER P1700.7

From: Commanding Officer  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE FOR THE MORALE, WELFARE AND RECREATION  
DEPARTMENT (SHORT TITLE: SOP FOR ~~MWR~~ <sup>MCS</sup>)

Ref: (a) MCO P1700.27

Encl: (1) Locator Sheet

1. Purpose. To publish information and instructions pertaining to the establishment and operation of the Morale, Welfare and Recreation Department aboard Marine Corps Air Station, Yuma, AZ.

2. Cancellation. StaO P1746.15.

3. Background. The reference sets forth policies, procedures and regulations pertinent to the establishment and business practices of a Nonappropriated Fund Instrumentality (NAFI) Morale, Welfare and Recreation entity.

4. Summary of Revisions. This order has been substantially revised and should be viewed in it's entirety.

5. Conflicts and Recommendations. In cases where conflicts arise in procedures and regulations, directives and orders of higher authority will take precedence. To increase the effectiveness of this order, discrepancies and recommendations are invited and should be submitted via the chain of command to this department (Attn: ~~MWR~~ <sup>MCS</sup> Director).

5. Certification. Reviewed and approved this date.

  
C. J. TURNER

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ch 2

ch 2



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO P1700.7 Ch 1  
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08 JAN 1999

STATION ORDER P1700.7 Ch 1

From: Commanding Officer  
To: Distribution List

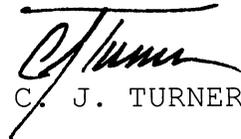
Subj: STANDARD OPERATING PROCEDURE FOR THE MORALE, WELFARE AND  
RECREATION DEPARTMENT (SHORT TITLE: SOP FOR MWR)

*MLG*

1. Purpose. To add a sentence.
2. Action. Add the following sentence as q. in Chapter 1, Section 3, 1300.

"Law enforcement officers and firefighters within Yuma County are eligible to use fitness facilities at the Station Gymnasium and the 16th Street Community Center on a not to interfere basis."

3. Filing instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
C. J. TURNER

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UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION  
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YUMA, ARIZONA 85369-9100

Sta0 P1700.7 Ch 2  
3BH  
24 APR 2000

STATION ORDER 1700.7 Ch 2

From: Commanding Officer  
To: Distribution List

Subj: CHANGE STANDARD OPERATING PROCEDURE FOR THE MARINE CORPS  
COMMUNITY SERVICE (SHORT TITLE: SOP FOR MCCS)

Ref: (a) MCO P1700.27A

1. Purpose. To make changes to the Standard Operating Procedure for the Marine Corps Community Services, Yuma Arizona, as required by reference (a).

2. Action. Make the following Pen changes:

a. Add the following to Chapter 2 Operating Divisions, Section 4, Para. 2407 Lake Martinez Recreation Area as number 5: "Pets are allowed in Lake Martinez and must be declared upon assignment of quarters. Pets must be maintained on a leash if outside RVs or Cabins. Pets will not be allowed in the Park Models. Any pet known to be "bad tempered" or "vicious" will not be allowed in the recreational area, RVs or cabins. Any pet that turns "bad tempered, vicious, or threatens other patrons with harm will be vacated from the recreational area immediately via the termination of the pet owners stay in an RV slot or cabin"

b. Renumber old 5 to 6, 6 to 7, 7 to 8.

c. Through out the order replace MWR with MCCS.

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
MARK E. CONDRA

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StaO P1700.7  
21 DEC 1997

LOCATOR SHEET

Subj: STANDARD OPERATING PROCEDURE FOR THE ~~MORALE, WELFARE AND RECREATION~~  
DEPARTMENT (SHORT TITLE: SOP FOR ~~MWR~~) *MCCS Marine Corps Community Services*

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this manual)

Ch 2

SOP FOR ~~MORALE, WELFARE AND RECREATION~~  
MARINE CORPS COMMUNITY SERVICES

RECORD OF CHANGES

Log completed change action as indicated.

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	SIGNATURE OF PERSON ENTERING CHANGE

SOP FOR MORALE, ~~WELFARE AND RECREATION~~

*Marine Corps Community Services*

en 2

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~~(MCS)~~ marine Corps ~~community~~ services  
community

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MARINE CORPS COMMUNITY SERVICES

CHAPTER 1

GENERAL

SECTION 1: INTRODUCTION

1000. PURPOSE. This SOP is published to set forth policies and procedures governing the administration and operation of the ~~Morale, Welfare and Recreation~~ (MWR) Department, Marine Corps Air Station, Yuma, AZ. This SOP implements relevant Department of Defense (DOD) and Marine Corps directives in addition to the Marine Corps MWR Policy Manual, where applicable. ch 2

1001. MISSION. ~~MWR~~ <sup>MCCS</sup> programs are vital to mission accomplishment and form an integral part of the non-pay compensation system. These programs encourage positive individual values, and aid in recruitment and retention of personnel. The programs provide for the physical, cultural, service and social needs of the military member and authorized patrons. ch 2

1002. GENERAL POLICY. The ~~MWR~~ <sup>MCCS</sup> activity shall be responsible for providing all food and hospitality, recreation and athletic related activities, retail sales and services which are required or desired by the Command. Other Instrumentalities authorized to operate on a Marine Corps installation and private organizations will not engage in resale activities, or MWR related activities in direct competition with the MWR operation. ch 2

"Law enforcement officers and firefighters within Yuma County are eligible to use fitness facilities at the Station Gymnasium and the 16th Street Community Center on a not to interfere basis." ch 1

CHAPTER 1

GENERAL

SECTION 2: ASSIGNMENTS AND RESPONSIBILITY

1200. COMMANDING OFFICER. The Commanding Officer of Marine Corps Air Station, Yuma, AZ is responsible for the establishment, operation and support of an ~~MWR~~ <sup>MCCS</sup> program designed to meet the needs of the maximum number of authorized patrons. In support of those duties the Commanding Officer shall:

1. Establishing in writing a <sup>marine Corps community services</sup> ~~Morale, Welfare and Recreation~~ Advisory Board, comprised of representatives from the command and tenant units, to meet at a minimum once a year to act in the capacity of advisory body to the Commanding Officer for all MWR programs and related functions, which include review of NAF budgets.

2. Select and designate in writing, qualified personnel to fill the following assignments:

- a. Director, ~~MWR~~ <sup>MCCS</sup>
- b. Deputy Director, ~~MWR~~ <sup>MCCS</sup>
- c. Retail Division Head, ~~MWR~~ <sup>MCCS</sup>
- d. Food and Hospitality Division Head, ~~MWR~~ <sup>MCCS</sup>
- e. Recreation Division Head, ~~MWR~~ <sup>MCCS</sup>
- f. Services Division Head/Contracting Officer, ~~MWR~~ <sup>MCCS</sup>
- g. Operations Division Head, ~~MWR~~ <sup>MCCS</sup>
- h. Support Division Managers, ~~MWR~~ <sup>MCCS</sup>

1201. <sup>MCCS</sup> ~~MWR~~ DIRECTOR. The <sup>MCCS</sup> ~~MWR~~ Director is responsible to the Commanding Officer for the overall operation of the MWR activity to include:

- 1. Development, planning and execution of a well rounded ~~MWR~~ <sup>MCCS</sup> Program.
- 2. Exercising management skills and techniques to ensure the approved ~~MWR~~ <sup>MCCS</sup> programs, personnel and assets are managed in an efficient and professional manner and the financial integrity of the ~~MWR~~ <sup>MCCS</sup> activity is maintained.
- 3. Ensuring compliance with all rules and regulations pertaining to ~~MWR~~ <sup>MCCS</sup> programs and support elements.
- 4. Act as custodian of MWR funds. Prepares and controls a Nonappropriated Fund Instrumentality (NAFI) budget in support of the non revenue generating activities as well as for the coordination and control of the appropriated fund budget in support of ~~MWR~~ <sup>MCCS</sup> activities.

Marine Corps community services

MCCS

MCCS

1202. DEPUTY DIRECTOR. The ~~MWR~~ Deputy Director is responsible to the ~~MWR~~ Director for the overall operation of the ~~MWR~~ Department to include but not limited to the following:

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1. The affairs of the MWR Operating Divisions under policies prescribed with guidance from Marine Corps ~~MWR~~ Policy Manual and other higher directing authorities. When authorized in writing by the ~~MWR~~ Director, may delegate such authority as considered necessary to cognizant responsible person but is not relieved of responsibility.
2. Responsible for all funds, stocks, equipment and other property entrusted and for maintaining all records required to support resulting actions.
3. Responsible for developing and executing Standard Operating Procedures for the internal operations and controls of assigned divisions.
4. Accountable for operations, programs, and facilities.

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MCCS

1203. DIVISION HEADS. ~~MWR~~ Department is divided into six divisions; Operations Division, Retail Division, Services Division, Recreation Division, Support Division and Food and Hospitality Division. Support Division Program Managers will bear the same responsibilities as Division Heads. The Division Heads and Support Division Program Managers are responsible for, but not limited to, the following:

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1. The affairs of the ~~MWR~~ operating divisions will be conducted by an officer or a civilian known as the Head and shall be designated in writing by the Director ~~MWR~~.
2. The Division Heads are responsible to the ~~MWR~~ Director, via the ~~MWR~~ Deputy Director, for operating under the policies prescribed by the Director.
3. The Division Heads are charged with accountability for all funds, stocks, equipment and other property entrusted.
4. Having charge of these responsibilities, the Division Head occupies a position of special trust and confidence and a fundamental duty to act for the promotion and safeguarding of the interests of the Nonappropriated Fund (NAF).
5. Develop and maintain Internal Controls. Individually responsible for the losses resulting from fraud or failure to exercise duties in a prudent manner.
6. Guarantee all departments, programs and activities comply with established guidance concerning safety and environmental issues.

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ch 2

1204. RELIEF OF OPERATING DIVISION HEADS. During the temporary absence of Division Head and when detailed in writing, duties may be performed by an officer, SNCO or civilian employee under such conditions as may be prescribed below:

1. An inventory of cash and an accounting for the property and equipment are required to effect the relief of a Division Head. An inventory of merchandise, property, equipment and consumable supplies may be conducted at such time as to cause the least possible disruption of business.

2. Temporary absences of more than five days, but less than thirty days requires that the Division Head shall leave funds with the individual acting in their place and signing a memorandum receipt for the custody of such funds.
3. Absence for a period in excess of 30 days requires the Division Head to be relieved of all records, funds, property and supplies for the Division. Successor shall inventory and receipt all items noting any differences that may exist.

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GENERAL

SECTION 3: PATRONS

1300. AUTHORIZED PATRONS. Authorized patrons for ~~MWR~~ <sup>MCCS</sup> set forth in MWR Policy Manual and DODI 1015.10 Authorized Patrons for Military ~~MWR~~ <sup>MCCS</sup> Programs are:

- a. Active duty personnel of the Armed Forces.
- b. Family members and other dependents of active duty.
- c. Other Uniformed Services on Active Duty (e.g. U.S. Public Health Service, National Oceanic and Atmospheric Administration (NOAA), paid members of the Red Cross).
- d. Retired military personnel and their family members.
- e. Members of the Reserve Component (as authorized).
- f. Medal of Honor Recipients.
- g. Honorably discharged veterans of the U.S. Armed Forces with 100% service connected disability.
- h. Un-remarried spouses of deceased military personnel and their family members.
- i. Un-remarried former spouses of military personnel entitled to exchange and theater privileges.
- j. US Naval Academy Midshipmen; Cadets of the Army and Air Force Academies; Officer Candidates when in an active duty training status; Reserve Officer Training Corps Cadets and Midshipmen when on active duty training.
- k. Active duty military personnel of foreign nations.
- l. DOD Civilian employees traveling on official authorization.
- m. Delayed Entry Personnel (DEP) when accompanied with DD Form 4 and picture ID.
- n. DOD Personnel, except for exchange and theater privileges.
- o. Bona fide guests while accompanied by authorized patron to exclude exchange privileges.
- p. ~~MWR~~ <sup>MCCS</sup> employees to include exchange privileges, except for the purchase of cigarettes and alcoholic beverages.

*MARINE CORPS COMMUNITY SERVICES*

1301. IDENTIFICATION OF PATRONS. Any individual seeking to do business within any ~~MWR~~ facility shall be positively identified through a valid military identification card prior to receiving goods or services.

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1. ACTIVE DUTY IN UNIFORM. Members of Uniformed Services in a complete uniform need not be further identified unless it is required to cash a check.

2. RETENTION OF CARD. Military identification cards will not be retained at any ~~MWR~~ facility as a form of deposit, etc., however, another form of picture ID may be required.

1302. PATRON MISCONDUCT. Administrative action may be initiated against any patron under, but not limited to the following conditions, all of which may result in forfeiture of privileges or legal action:

1. Willful or malicious, hazardous/destruction of ~~MWR~~ property.

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2. Damage, loss, destruction or failure to return ~~MWR~~ property/equipment checked out by patron or authorized family members.

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3. Violation of established rules/regulations posted in activities to include applicable directives from higher authority.

4. Forfeiture of ~~MWR~~ activity privileges will be issued in writing, authorized by Director, ~~MWR~~, and forwarded to Commanding Officer, MCAS, Yuma for final authority.

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1303. UNIFORM AND PROPER ATTIRE. The proper attire for all employees and patrons of ~~MWR~~ facilities will be in accordance with current StaO 1020.1W Uniform Regulations and Personal Grooming Standards and individual activity regulations.

1304. ALCOHOL POLICY. The sale and consumption of alcoholic beverages is controlled by StaO 1746.2S Control of Alcoholic Beverages Aboard MCAS and is briefly outlined below:

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1. ~~MWR~~ Food And Hospitality Club Facilities: Beer, wine and distilled spirits for sale and consumption.

2. Godfather's Pizza: Beer and wine for sale and consumption.

3. Bowling Alley: Beer only for sale and consumption.

4. ~~MWR~~ Retail Activities:

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a. Seven Day Store: Beer, wine and distilled spirits for package sale only.

b. P-111: Beer only

c. Service Station: Beer only

5. Ramada Field: When reserved through Tickets and Tours for consumption of beer and wine only.

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6. Such other places aboard MCAS Yuma, and at such times as the Commanding Officer, Marine Corps Air Station, Yuma, may authorize.

1305. PRIVACY ACT. Patrons may be required to provide signatures, social security numbers, telephone numbers, home address or similar information while utilizing ~~MWR~~ activities under the provisions of the Privacy Act of 1974. ~~MWR~~ MCLS

1306. PAYMENT BY CHECK/CREDIT CARD. ~~MWR~~ Payment for the purchase of goods or services by check or charge card within the ~~MWR~~ activities are permitted but limited to posted controls as outlined in Sta0 1620.3E Policy on Handling Dishonored Checks. ch 2

### 1. Checks

a. Checks must be written in ink or indelible pencil, must not show alterations or erasures.

b. Check carries current date.

c. Check does not bear restrictive endorsements (e.g. "For Deposit Only").

d. The numerical denomination must coincide with written amount.

e. The check has a legible signature.

f. Patron information to appear on face of check will include rank, name, SSN of sponsor, SSN of patron presenting check, unit, work extension, home phone number, home address.

g. Established limits for check cashing is as follows:

(1) Government checks up to a \$1500.00 limit

(2) Private checks (defined as cashier checks, traveler checks, and express money orders) up to a \$1500.00 limit.

(3) Personal checks made out to ~~MWR~~ <sup>MCLS</sup> up to a \$200.00 per day limit. \$600 <sup>ch 2</sup> per week limit.

(4) Two party personal checks up to \$200.00 per day with authorized patron bearing responsibility of availability of funds.

h. All other guidance as established in ~~MWR~~ <sup>MCLS</sup> 7000 Negotiable Instruments for all ~~MWR~~ Activities. <sup>ch 2</sup>

i. Patron's desiring authorization of checks greater than amounts allowed must have prior written approval from the Director, Deputy Director, ~~MWR~~. <sup>MCLS</sup>

### 2. Credit Cards

a. Credit Cards authorized for acceptance by facility must bear patron's name and have a valid expiration date.

b. Goods purchased by credit card and returned for refund will result in a "credit voucher" being processed and sent to accounting with Daily Activity Report (DAR). No cash will be refunded.

1307. DISHONORED CHECKS. Dishonored checks returned from financial institutions for any reason will result in a returned check charge as established. An appropriate entry will be made on the "Suspended Check Cashing List." Other remedies for the handling and resolution of dishonored checks are outlined in StaO 1620.3E Policy on Handling Dishonored Checks.

SOP FOR MORALE, WELFARE AND RECREATION

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CHAPTER 1

GENERAL

SECTION 4: SCOPE OF OPERATION

1400. NAFI. The ~~Morale Welfare and Recreation~~ <sup>marine corps community services</sup> is a legal and fiscal Nonappropriated Fund Instrumentality (NAFI) of the United States Government that provides programs and facilities to enhance the quality of life for military personnel, their families and other authorized patrons. ch 2

1401. APPROPRIATED FUNDS

1. DIRECT. Authorized Appropriated Funds (APF) for expenditures within the ~~MWR~~ <sup>MCCS</sup> Department are provided through operating targets (OPTAR) developed by the APF Comptrollers.

2. INDIRECT. Indirect APF is authorized for common services provided by the installation such as fire protection, utilities, security, pest control, medical services, environmental health, data automation, and selected maintenance and repairs. These funds are captured through the Standard Accounting Budget Reporting System (SABRS).

1402. NONAPPROPRIATED FUNDS. Profits generated from all operating divisions, investment interest, user fees, in addition to miscellaneous other income provide the sources of Nonappropriated Funds (NAF) utilized in supporting the ~~MWR~~ <sup>MCCS</sup> Programs. ch 2

1403. APPROPRIATED SUPPORT BY ~~MWR~~ <sup>MCCS</sup> CATEGORY. DOD Policy states that the basic standard for funding ~~MWR~~ <sup>MCCS</sup> activities, regardless of category, is to use APF to fund as much of the costs for which they are authorized. The nature of the ~~MWR~~ <sup>MCCS</sup> activities determines if they are funded wholly or in part with APF or NAF funds. ch 2

1404. CATEGORY A

1. Mission sustaining programs considered most essential in meeting the organizational objectives of the Marine Corps. These programs shall be supported almost entirely with APF, with the use of NAF limited to specific instances where APF are prohibited by law or where the use of NAF is essential for the operation of a facility or program. Programs in this category promote the physical and mental well being of the military member.

2. DOD targets category A support to be 100 percent APF support for the costs for which they are authorized. Some examples of Category A activities and operations are:

- a. Gymnasium.
- b. Library.
- c. ~~MWR~~ <sup>MCCS</sup> Administrative Support.
- d. Unit Level Sports.

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- e. Single Marine Program.
- f. Movie Theater (free admission).

1405. CATEGORY B

1. Community Support Programs closely related in terms of supporting the military mission, to those grouped in category A. Category B satisfy the basic psychological and physiological needs of the service members, their families and other patrons. These support programs should receive substantial amounts of APF support, but have the ability to generate some revenue.

2. DOD targets APF support for category B at 65 percent of the costs for which they are authorized. Some examples of Category B activities and operations are:

- a. Auto Hobby Shop.
- b. Youth Activities.
- c. Swimming Pools.
- d. Arizona Adventure (Gear Issue).
- e. Lake Martinez Recreation Area.
- f. Youth Sports.
- g. Bowling Alley.
- h. Tickets and Tours.

1406. CATEGORY C

1. Revenue generating programs that have the business capability of generating enough income to cover most of their operating expenses consequently they receive limited APF support.

2. Category C activities operated at remote and isolated locations, may be funded at a Category B authorization level per DODI 1015.10. Examples of Category C activities and operations are as follows:

- a. Exchange.
- b. Consolidated Clubs.
- c. Temporary Lodging.
- d. Services Division.

1407. REMOTE AND ISOLATED. Department of Defense, (CMC Administrative Message Z32100Z dated March 90) has designated the Marine Corps Air Station, Yuma as remote and isolated. Remote and Isolated status authorizes MTR to receive additional APF funds to provide assistance in the areas of utilities, equipment, grounds maintenance, custodial and janitorial services.

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CHAPTER 2

OPERATING DIVISIONS

SECTION 1: SUPPORT DIVISION

2100. SUPPORT SERVICES. Under guidance provided by the ~~MWR~~ <sup>MCCS</sup> Deputy Director, Marine Corps Policy Manual and various directives from higher authority, the support functions under appointed Program Managers will operate in support of all operating divisions and in some instances are integrated into the individual divisions for continuity, cost effectiveness and operational benefit. ch 2

2101. ADMINISTRATIVE. Under the direct control of the ~~MWR~~ <sup>MCCS</sup> Deputy Director and following guidance provided by SECNAVINST 5212.5C Records Disposition Manual, SECNAVINST 5216.5D Correspondence Manual, SECNAVINST 5210.11D Department of the Navy File Maintenance Procedures and Standardized Subject Identification Codes (SSIC) and StaO P5216.2A Standard Operating Procedures for Administration, perform administrative functions including, but not limited to: ch 2

1. CORRESPONDENCE. Preparation and control of all official correspondence.

a. All incoming mail will be opened by the ~~MWR~~ <sup>MCCS</sup> Director, ~~MWR~~ <sup>MCCS</sup> Deputy Director, or by person authorized in writing unless the mail is addressed to an individual by name. ch 2

b. All checks or other funds received through the mail shall be forwarded to accounting and safeguarded until deposited.

c. Mail addressed to and received by Division Heads or supervisors that concern policy or interpretation shall be reported to the ~~MWR~~ <sup>MCCS</sup> Director via the ~~MWR~~ <sup>MCCS</sup> Deputy Director. ch 2

2. RECORDS. Provides maintenance and security of official records in compliance with the Federal Records Act of 1950 (44USC296) that requires the preservation of adequate and proper documentation of every Government activity and instrumentality to protect the legal and financial rights of the Government and of persons directly affected by the activity. All records relating to the administration and operations of ~~MWR~~ <sup>MCCS</sup> activities shall be disposed of according to SECNAV 5212.5C. ch 2

3. DIRECTIVES. Centralization of all applicable directives, forms and information.

4. ACTIVITIES. Operating activities will maintain administrative functions within their branch to control internal requirements for normal operations.

2102. MARKETING. Marketing Department is an essential and significant element to the success and growth of all ~~MWR~~ <sup>MCCS</sup> activities and special events that depend on the patronage of military personnel and the general public. The purpose of marketing is to increase exposure, heighten the image and ultimately promote patronage of activities and special events by mass distribution of promotional materials as well as the release of articles, announcements and advertisements through the mass media in the community.

# Marine Corps Community Services

Marketing activities cover a wide range of actions to include marketing analysis, patron surveys, research to identify and develop target audiences.

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1. The ~~MWR~~ <sup>MCCS</sup> Marketing Department is for the sole support of and exclusive use of ~~MWR~~ <sup>MCCS</sup> direct operating activities to provide marketing strategies for the sale of products, goods or services.

2. Media support is provided to operating activities for promotional programming to include publicity, advertising, and merchandising of activity, goods or special event using the following, but not limited to:

- a. Fliers, door hangers, table tents.
- b. Various newsletters published weekly, monthly and quarterly.
- c. Command newspaper.
- d. Vendor displays.
- e. Coupons, inserts, ad designs and tickets.
- f. Banners.
- g. Marquees.
- h. Calendar of events.
- i. Electronic mail releases.
- j. Press releases.

3. Develop ~~MWR~~ <sup>MCCS</sup> programs and events with a marketing strategy which may include market research and polling to identify and target patron's needs.

ch 2

4. All marketing and media operations that extend beyond the confines of the Command shall be coordinated through the Public Affairs Office (PAO).

5. The Marketing Department provides professional Visual Merchandisers to enhance merchandise presentation and store appearance such as designing attractive window displays and coordinating seasonal displays in all ~~MWR~~ <sup>MCCS</sup> activities.

ch 2

6. Commercial Sponsorship is the act of providing assistance, funding, goods, equipment (including fixed assets), or services to an ~~MWR~~ <sup>MCCS</sup> program, or event in exchange for some form of recognition or advertising support by the ~~MWR~~ <sup>MCCS</sup> Marketing Department. A sponsor can include an individual, agency, association, company, or corporation, or other entity (sponsor) for a specifically agreed upon resource or service and for a limited period of time. Commercial Sponsorship is either solicited or unsolicited and is authorized only for support of DOD ~~MWR~~ <sup>MCCS</sup> programs. DODI 1015.10 ~~MWR~~ <sup>MCCS</sup> Commercial Sponsorship Manual and StaO 5760.2 Establishment of Commercial Sponsorship Duties and Responsibilities provides guidance for the Sponsorship Program.

ch 2

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a. Solicited Commercial Sponsorship is specifically sought on behalf of ~~MWR~~ <sup>MCCS</sup> programs or events from a potential sponsor willing to provide support for the mutual benefit of the sponsor and the ~~MWR~~ <sup>MCCS</sup> Department following Department of Defense (DOD) guidelines with NAF contracting officials acting in an advisory capacity.

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b. Unsolicited Commercial Sponsorship refers to some business or entity outside of MWR proposing a sponsorship wholly and entirely on their own initiative, unsolicited by MWR and without prior knowledge of needs of the MWR programs or installation. Unsolicited Commercial Sponsorship shall be treated the same as solicited Commercial Sponsorship.

7. Sell of advertising space in MWR produced media to potential commercial competitors is acceptable if reasonable research has been conducted to consider economical impact to other MWR direct resale activities, and does not undermine or conflict any existing MWR contract or agreement.

ch 2

2103. ACCOUNTING. The MWR Department shall be operated under a standard accounting system as established by CMC (MW) which complies with the Generally Accepted Accounting Principals (GAAP) and consists of a double entry, accrual basis system. It uses a uniform method of collecting, recording, summarizing and reporting financial information for the MWR system.

ch 2

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1. Accounting year for the MWR Department shall end at the close of business 31 January. The accounting year designation will be the year that the majority of business has occurred.

MCCS

2. PROCEDURE. The cost center reporting concept shall be used to collect and report financial information. All transactions shall be recorded in the books of original entry which constitutes the official accounting records of the MWR Department. The books of original entry consist of a group of standard journals which reflect each transaction by account number and is recorded in the general ledger monthly. The following financial statements shall reflect the information as recorded in the general ledger:

ch 2

a. Balance sheet reflects the financial condition of the total MWR assets, liabilities and net worth at a specific point and time and represents the cumulative total of all transactions that have occurred.

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b. Profit and Loss Statement reports the financial results of MWR operations for a period of time. This is a summary of the revenues and expenses.

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3. ACCOUNTABILITY OF INCOME/REVENUE. All income and revenues are recorded daily. Each cost center in the MWR Department submits a report of daily operations. Each report has attached the supporting documents of sales, cash receipts, credit sales invoices, merchandise receipts, and other pertinent information relative to the daily transactions.

ch 2

4. ACCOUNTABILITY OF EXPENSES. The accountability for disbursing NAF resources rests with the MWR Director. The Financial Manager will disburse or otherwise use NAF resources with the specific approval of the MWR Director, or designated representative.

ch 2

a. All disbursements will be made by check except for the payment of minor items from petty cash funds.

b. Payments made from the petty cash fund will be documented by a paid receipt attached to a prenumbered petty cash voucher. The petty cash fund will be reimbursed on a monthly basis by the accounting office.

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5. PROPERTY, EQUIPMENT AND FACILITIES. Tangible fixed assets are capitalized, recorded on property control records and depreciated over an estimated useful life. The accounting transactions required to record these items in the general ledger and fixed asset subsystem shall be accomplished promptly and accurately.

a. Each item of property and equipment purchase with <sup>MCCS</sup>NAF funds that cost \$1000.00 or more shall be carried as an asset and depreciated in accordance with a schedule provided by <sup>MCCS</sup>SPACT (MW).

ch 2

b. Each item shall be identified by a permanently affixed tag bearing the identification number.

ch 2

c. Although property and equipment are inventoried officially only once a year, the automated record keeping system provides inventory listing by locations on a quarterly basis. These listings provide a means for conducting spot checks to ensure that the items are being properly safeguarded, used and kept in good repair. Spot checks will be accomplished each quarter; listing will be signed by division/section heads and a copy filed with the Property and Supply section Head.

d. Memo Property (tangible property that costs less than \$1000.00) may be maintained in the fixed asset subsystem with a zero cost after being expenses in the general ledger. A fixed asset number is also affixed.

6. BUDGET EXECUTION AND REVISION. The budget is a management tool that aids in coordinating and carrying out stated objectives of the <sup>MCCS</sup> program.

a. NAF BUDGET. To be effective, the budget must clearly state the objective of each <sup>MCCS</sup> operating activity. The planned disbursement of NAF monies will be stated in an annual cash flow budget, a three year capital expenditures budget and an annual operating budget. These budgets will be prepared at the <sup>MCCS</sup> Department level, approved by the Director, <sup>MCCS</sup> and Commanding Officer, <sup>MCCS</sup> Yuma and forwarded to CMC (MW) for consolidation at a higher level. Once the budgets are approved, they must be continually monitored by the operating manager responsible for their formulation. Minimally the <sup>MCCS</sup> Director will conduct a mid-year review in July to decide whether the business strategy (thereby the budget) needs revision.

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b. APF BUDGET/ACCOUNTING. The level of appropriated fund operating and maintenance support indirectly affects the NAF operating and capital expenditures budgets. The <sup>MCCS</sup> Department's appropriated fund needs will be represented in the installation's appropriated fund budgets submitted to the CMC. The <sup>MCCS</sup> Director, <sup>MCCS</sup> or designee, will coordinate with the installation comptroller in developing the <sup>MCCS</sup> portion of the OP-34 Budget Exhibition on appropriated fund support of <sup>MCCS</sup> Standard Accounting, Budget and Reporting System (SABRS) is the appropriated fund system for budget formulation, execution, accounting and reporting.

ch 2

7. INVENTORIES. At or near the end of the annual accounting period, a physical inventory of merchandise, property, supplies and cash is required by each <sup>MCCS</sup> activity. The results of the inventory shall be recorded on <sup>MCCS</sup> form 403-3 Inventory Grand Recapitulation Sheet.

8. FINANCIAL ANALYSIS. An important factor in an organization's operational success is the ability of management to effectively analyze trends and react to financial indicators. Each operating manager is responsible for financial analysis of the assigned activity. The Financial Manager will supply raw data, information and technical assistance needed. The Financial Manager is also required to review certain financial ratios, data and submit analysis to the <sup>MCCS</sup> Director.

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9. ACCOUNTING FOR SPECIAL EVENTS. The <sup>MCS</sup>~~MWR~~ financial management of these events should follow the same guidelines as those for all ~~MWR~~ activities. These events are held to promote public relations and community support and should be approached as an ~~MWR~~ business venture. A detailed NAF budget will be prepared well in advance of the event to determine if the event will be profitable. Other non budget factors must be considered also. If after considering the data, the special event is predetermined to be profitable or beneficial, the ~~MWR~~ Department may consider participation in the event.

2104. PERSONNEL. Performs personnel functions that include, but are not limited to; recruitment, staffing, training, employee benefits, job classification, wage administration, employee and labor relations, Worker's Compensation Administration (WCA) and Equal Employment Opportunity (EEO). Guidance is provided by current edition of Personnel Policy Manual for NAFIs, MCO P5300.9 Marine Corps Personnel Policy Manual, SECNAVINST 5300.22A Navy and Marine Corps Personnel Policy Manual for NAFs, and DOD 1401.1-M Personnel Policy Manual for Nonappropriated Fund Instrumentalities.

1. EQUAL EMPLOYMENT OPPORTUNITY. Applicants for employment shall be selected and employees shall be promoted solely on the basis of their qualifications. There shall be no discrimination because of race, age, sex, marital status, color, religion, national origin, lawful political affiliation or physical handicap. Personnel at all levels within the NAFI shall assure that personnel actions for which they are responsible, directly or indirectly, are made strictly on the basis of merit. Positive steps will be taken by personnel within the NAFI to promote and assure equal employment opportunities.

2. STAFFING. <sup>MCS</sup>~~MWR~~ activities will be staffed with a combination of active duty military, APF and NAF personnel. The assignment of active duty personnel and full time APF personnel to ~~MWR~~ activities will be done according to a Command's approved Table of Organization (T/O). Additional personnel required for the operation of ~~MWR~~ activities will be funded with NAFs. An ~~MWR~~ T/O that identifies key management billets is adequate. In a dynamic environment such as encountered in the majority of MWR operations it is not feasible nor viable economically, to develop a precise T/O. Use of personal service contracts to supplement staffing levels is generally prohibited.

3. RECRUITMENT. Methods of recruitment to acquire the best qualified candidate for a position shall include, but not be limited to:

- a. Fill from within.
- b. Newspaper.
- c. Job Announcement.
- d. Open Application File.

4. SELECTION. When available a minimum of three applicants shall be considered for employment before the final selection is made with the following aids to selection being utilized:

- a. Interview Process.
- b. Evaluation Sheet.

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c. Oral/Written Test.

d. References/Resumes.

5. PLACEMENT. Upon selection for employment the <sup>MCCS</sup> ~~MWR~~ Form 500 shall be utilized for inputting of the new employee into the automated system for personnel management, payroll and employees benefit program.

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a. Social Security numbers of all employees, civilian and military shall be utilized in all matters related to personnel and payroll functions.

b. Employee personnel records will be maintained as confidential as established by higher authority.

6. PROMOTION. The current edition of the Personnel Policy Manual for NAFIs shall be utilized for determining promotions, awards and incentive program guidelines.

7. TERMINATION. As prescribed by the Personnel Policy Manual, employment may be terminated either voluntary or involuntary and both require that federally mandated laws relative to unemployment benefits be met.

8. EMPLOYEE BENEFITS. SECNAVINST 5300.22A and MCO P5300.9 prescribes the comprehensive benefits program for NAF employees. The Marine Corps NAF employee benefit program includes a comprehensive group medical plan, a dental care plan, life insurance, and retirement 401K plans. Detailed information concerning employee benefit entitlements is contained in the NAFI Employees Benefit Handbook issued by the ~~MWR~~ <sup>MCCS</sup> ~~SPTACT~~.

9. CLASSIFICATION. Employee classification requirements shall be performed in compliance with the standards established by DOD 1041.1-M, NAFI job grading standards, and applicable Federal Personnel Manuals (FPM).

10. COMPENSATION. NAF employees fall into two pay categories, Pay Banded, and Crafts and Trades employees. There are six pay bands, each pay band includes a low end and a high end of the salary and wage scale for the assigned classification level (NF) implemented by the Navy EXPO-18 process. Crafts and Trades employees (NA,NL,NS), are covered by Public Law 92-392 (FPM Supplement 532-2). Bi-weekly pay period as of the close of business on Saturday is prescribed for all ~~MWR~~ <sup>MCCS</sup> NAFIs. Pay checks are distributed every other Thursday.

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11. LABOR RELATIONS. MWR NAFIs are responsible for discharging labor relation obligations and responsibilities according to MCO 12711.1 Assignment of Responsibility and Procedures for Handling Labor Management Relation Matters in the Marine Corps. Specifically, <sup>MCCS</sup> ~~MWR~~ NAFIs shall recognize labor organizations certified as representatives in appropriate bargaining units, and shall negotiate and administer labor agreements, including processing grievances and providing representation in arbitration.

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12. TRAINING. Training is a continuous, ongoing requirement for all employees. ~~MWR~~ has developed the following comprehensive training program to properly indoctrinate and train employees in the performance of their duties:

<u>COURSE/CLASS NAME</u>	<u>EMPLOYEES</u>
New Hire Orientation	All Employees
EPOS/DPP Register Training	All Retail Employees
World Class Customer Service	All Employees
Mandatory Subjects	All Employees (annually)
Station Safety Training	Supervisors/Managers (annually)
MASTR Course ( <del>MWR</del> TU)	Supervisors/Managers
Mid-Level Course ( <del>MWR</del> TU)	Supervisors/managers
Specialty/Technical Training (Commercial Workshops, Seminars)	As required/needed

13. NAF WORKERS' COMPENSATION. Workers' compensation and employer's legal liability claims are funded through the self insurance program authorized by the Department of Labor, authorization number NF-0106, effective 01 October 1988. The self insurance program provides coverage for injury, disability or death incurred within the course and scope of employment to the limits required by the Longshoreman and Harbor Workers' Compensation Act as extended by the Nonappropriated Fund Instrumentalities Act.

2105. SUPPLY AND PROPERTY DEPARTMENT. The primary responsibility of the Supply and Property Department is to effectively control property acquired for the Morale, Welfare and Recreation Department and encompasses Retail, Food and Hospitality, Services, Recreation and Support property acquired by purchase, loan, gratuitous issue, transfer or donation.

1. Property Control Manager has sole responsibility for the accountability of property whether funded from APF or NAF. ~~MWR~~ ~~MCCS~~

a. When the source of funds for original procurement cannot be determined, the item will be considered to have been purchased with APFs.

b. Property to be depreciated will be recorded at the original acquisition cost plus the cost of additions, modifications or enhancements.

2. Property utilized by ~~MWR~~ activities will be accounted for and controlled by the ~~MWR~~ activity assigned. Three types of property accounts, APF Property, Nonexpendable NAF Property (fixed assets), and Expendable NAF Property, will be supported by Property and Depreciation Records (PDR) produced in cooperation with the Accounting Department of ~~MWR~~. ~~MCCS~~

3. APPROPRIATED FUNDS. A written request for equipment shall be submitted on a requisition form, signed by the Division Head, and forwarded to the Director, via the Deputy Director. Procurement Documents will then be routed to the Property Control Manager who in turn will enter the document into the system in accordance with the Financial Budget Execution Manual. Official document is then forwarded to Station Supply Department for action.

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Internal Management Control for all items will be in accordance with the Operations and Maintenance Marine Corps (O&M,MC) Financial Inspection.

4. APF GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD (GCPC). APF GCPC Cards may be used by authorized ~~MWR~~ <sup>MCCS</sup> personnel when accepted by suppliers and providers of goods. Use of card will not circumvent the required document preparation and authorization required for internal controls. Guidance for the use of APF GCPC Cards is found in StaO 4226.1 Small Purchase Credit Card Program.

5. NONAPPROPRIATED FUNDS. Requests for property through the warehouse will be as follows:

a. An ~~MWR~~ <sup>MCCS</sup> requisition for property will be initiated and signed by the activity manager and forwarded to the Division Head for signature. Signed requisition is routed to Property Control Manager for action. ch 2

b. Property Manger will maintain a log of all requisitions pending. All property items procured by use of a purchase order, except Direct Delivery or Drop Shipment items, will be processed through the warehouse before distribution. Internal Control requires the Property Manager to permanently affix a fixed asset number to item.

c. All fixed asset numbers will be submitted to accounting and logged on respective cost center's inventory.

6. Property transfers not exceeding 30 days will be considered temporary. ~~MWR~~ <sup>MCCS</sup> Form 415 (transfer document) will include the cost center number and management signature of the transferring activity and the receiving activity. Form will be retained at the transferring activity and not forwarded to the Property Control Manager. Transfers in excess of 30 days will be processed as follows: ch 2

a. Transferring activity will initiate ~~MWR~~ <sup>MCCS</sup> Form 415 (2 copies) prior to the release of property and will include the cost center number and management signature from the transferring activity and the receiving activity. Form will be forwarded to the Property Control Manager for signature and action to include the transfer of permanent record to receiving activities inventory. ch 2

b. Transferring activity has final responsibility of ensuring that the deletions or the additions of property have taken effect.

7. Disposal of all property will be in accordance with the ~~MWR~~ <sup>MCCS</sup> Policy Manual and will be turned into the Property Control Manager for final disposition in the best interest of the ~~MWR~~ <sup>MCCS</sup> Department to include resale. ch 2

a. All resale inventory will be processed through the Property Control Section utilizing Form 1348 signed by the Defense Reutilization Management Office (DRMO).

b. Gain on sale of property will be debited or credited to the cost center and annotated on the Certificate of Disposition Form.

8. Property Control Manager will be the point of contact for needed items from DRMO.

CHAPTER 2

OPERATING DIVISIONS

SECTION 2: SERVICES DIVISION

2200. MISSION. The Services Division provides services desired by patrons through direct or indirect operations and may include personalized services for the benefit and convenience of patrons at reasonable prices. Locations of service facilities will benefit the maximum number of patrons, with the quality of services meeting or exceeding those available in the commercial fields. The division also procures non resale goods and awards contracts for supplies and services in support of the MWR Department. MWR MCS

2201. AUTHORITY OF CONTRACTING OFFICER

1. Commanding Officer, MCAS, Yuma, AZ, designates in writing a Contracting Officer. The letter of appointment warrants the Contracting Officer's financial limitations for the commitment of MWR funds. MWR MCS

2. Contracting Officers have authority, under approval of the MWR Director, to execute, administer, interpret, and terminate contracts and to make determinations related to the contract. MWR MCS

3. No contract will be entered into unless the Contracting Officer ensures that all requirements of law, executive orders, regulations and other applicable procedures, including clearances and approvals have been met.

2202. AUTHORITY OF PURCHASING AGENTS

1. Commanding Officer, MCAS Yuma, AZ, designates in writing a Purchasing Agent. This letter of appointment warrants the Purchasing Agent's financial limitations for the commitment of MWR funds. MWR MCS

2. Purchasing Agents have authority to sign purchase orders, delivery orders, and serve as ordering agents to the dollar threshold established.

2203. DIRECT SERVICE OPERATIONS. Direct services provide patrons with maximum savings while generating revenues in support of MWR non revenue generating activities. As a general rule, direct services are provided by MWR. Examples of direct service operations include; but are not limited to the following: MWR MCS

- a. Laundromat.
- b. Car Wash.
- c. Vending Phone Card Machines.
- d. Video Equipment Rentals.

2204. INDIRECT SERVICE OPERATIONS

1. Indirect services are under contractual obligation to provide services to patrons. Contract services, in most circumstances, pay MWR a percentage of sales realized from doing business aboard the station. Examples of indirect service operations includes; but are not limited to the following:

- a. Barber Shop.
- b. Dry Cleaners.
- c. Tailor Shop.
- d. Vending Operations.
- e. Amusement Machines.

2. Contracts are negotiated and monitored for compliance and service satisfaction by the MWR Services Division Office.

2205. NON RESALE GOODS, SUPPLIES AND SERVICES

1. The MWR Services Division performs NAFI procurement and contracting to facilitate MWR operations and to execute MWR programs using applicable procurement and contracting regulations in accordance with MWR Policy Manual and guidance from higher authority.

2. PURCHASE ORDER. A Purchase Order is a unilateral contract signed by the Contracting Officer. It constitutes an offer by MWR to pay for the delivery of an item or non personal service and does not require written acceptance from the supplier. The purchase order allows MWR to cancel at any time prior to fulfilling request. It does not ensure the supplier will perform in accordance with the terms and conditions of the purchase order. Blanket purchase orders are included.

3. BILATERAL CONTRACT. Bilateral contracts require the signature of both Contracting Officer and the contractor. It creates a binding contract and cannot be modified, canceled or terminated without written notification.

4. PETTY CASH FUND. The Petty Cash Fund is of a fixed amount established through an advance of NAF by the Director, via the Division Head. Petty cash expenditures must have the written approval of Division Head. Use of petty cash is restricted to:

- a. Purchase amount as established in writing by the MWR Director and as authorized by MWR Policy Manual.
- b. Item procured locally
- c. Item that cannot be obtained by using a blanket purchase order (BPA).

5. NAF GOVERNMENT-WIDE COMMERCIAL PURCHASE CARDS (GCPC). NAF GCPC Cards may be used by authorized personnel when accepted by suppliers and providers of goods and services. Guidance for the use of NAF GCPC Cards is found in MWRI 4200

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Standard Operating Procedure for the Local Use of Nonappropriated Fund (NAF) Government-Wide Commercial Purchase Card (GCPC); Formerly IMPAC Credit Card. Exceptions to NAF GCPC Card use:

- a. Item's specifications are of a complex nature.
- b. Procurement requires a Bilateral Contract.
- c. A Blanket Purchase Order (BPA) exists.
- d. Goods or services with a value over \$5000.00.
- e. Purchases from local suppliers when petty cash would be deemed a more convenient and efficient course of action.
- f. As prohibited and limited by Standard Operating Procedures for use of IMPAC Credit Card at ~~MWR~~ Activities dated Nov 1994.

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MCCS

2206. CONTRACTS. Contract development and solicitation is the responsibility of the Contracting Officer and is a multi step process.

1. Solicitations are developed by the Service Division utilizing specifications of a level of service or goods. These specifications originate with the requesting activity or from patron preference. ~~MWR~~ ~~MCCS~~ u
2. Contracting Officer evaluates proposals received to determine that a fair, reasonable and successful offeror is selected based on criteria established by requesting activity.
3. Award of contract.

2207. COMMITMENT OF ~~MWR~~ NAF. Commitment of ~~MWR~~ NAF for non resale goods and supplies by anyone other than the Contract Officer, Purchasing Agent or procurement personnel, as authorized in writing, is against ~~MWR~~ Policy Manual. This does not preclude MWR management personnel from seeking quotes for procurement.

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SOP FOR MORALE, WELFARE AND RECREATION

CHAPTER 2

OPERATING DIVISIONS

SECTION 3: OPERATIONS DIVISION

2300. MISSION. The Operations Division provides day to day internal operational support to all ~~MWR~~ activities. Operations Division is comprised of five service sections; Maintenance Services, Management Information Services, Cash Management Services, Loss Prevention Services, and Special Staff. *MCS* *ch 2*

2301. MAINTENANCE SERVICES. The classifications of service providers in support of the ~~MWR~~ Maintenance program are the Facilities Management Department (FMD) and NAF Maintenance Branch. Services are provided by a combination of on-site station work forces and local contractors under contract with either FMD or ~~MWR~~. *MCS* *ch 2*

1. NAF Maintenance Service provides non emergency maintenance repairs.

a. Emergency maintenance repairs are provided by FMD.

b. Minor repairs of a simplex nature and non-life threatening may be phoned in to the ~~MWR~~ Maintenance Hotline. *MCS*

c. Major repairs must be requested in writing to the MWR Maintenance Service section.

d. Special projects for ~~MWR~~ structures or interior renovations must be submitted in detailed written format. Request will be evaluated by Operations Division Head and scheduled if appropriate. *MCS* *ch 2*

2. Grounds Maintenance Services provide gardeners and groundskeepers responsible for the aesthetics and safety of the outdoor environment of MWR buildings and facilities.

a. Recurring Grounds Maintenance Services, to include Athletic Field Maintenance, may be addressed through the ~~MWR~~ Maintenance Hotline. *MCS* *ch 2*

b. Non-recurring service requests for ground maintenance must be submitted in writing for evaluation and scheduling.

3. Custodial Services are provided on a scheduled basis to all public access areas, rest rooms and other select areas.

a. Non-recurring Custodial Services must be requested in writing for evaluation and scheduling.

b. Trash dumpster services are provided on a scheduled basis. Requests for additional service or change of scheduled pick-up dates must be submitted in writing.

4. EQUIPMENT MAINTENANCE

a. FMD provides maintenance support (contract) in limited areas of Equipment Maintenance to include air conditioning and heating repair, range hood maintenance and grease trap pumping. Photocopier support is provided through a supply contract.

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b. NAF Equipment Maintenance Services provides evaluation, simple repair and Blanket Purchase Agreement (BPA) point of contact for complex repairs of MWR equipment such as freezer/refridgerator units, personal computers, kitchen equipment and custodial equipment.

2302. MANAGEMENT INFORMATION SERVICES (MIS). MIS provides a full line support service to satisfy management information requirements. ~~MWR~~ provides limited MIS support to the Billeting Fund and Child Development Center aboard the station. *MCCS ch 2*

1. Electronic Point Of Sale (EPOS) Computer Processing provides resale activities with management software to record transactions and develop audit records.

2. MIS Computer Processing provides and manages an automated means to capture and report accounting, merchandising and personnel transactions.

3. Deferred Payment Plan (DPP) Computer Processing allows streamlined efficiency for the posting of ~~MWR~~/AAFES credit purchases, payments and provide account maintenance. *MCCS*

4. Personal Computer (PC) assistance is provided on all ~~MWR~~ owned computers to include user training, software support, Local Area Network (LAN) electronic mail administration, plus the coordination of maintenance for APF and NAF computer systems. *MCCS ch 2*

2303. CASH MANAGEMENT SERVICES (CMS). Provides a central point for ~~MWR~~ financial transactions to include patron services. *MCCS ch 2*

1. Check cashing is provided for authorized patrons of ~~MWR~~ within guidance of ~~MWR~~ 7000. *MCCS*

2. Deposit processing and financial transactions required for the performance of ~~MWR~~ business is provided by CMS. *MCCS*

3. Cash collections are provided for Direct Service Operations.

4. Other patron financial services are provided such as Western Union, the sale of United States Postal Stamps, and money orders.

2304. LOSS PREVENTION SERVICES (LPS). Internal LPS provides security of ~~MWR~~ funds, merchandise, supplies and equipment. *MCCS*

1. Retail Security provides services to reduce the financial impact of all classes of loss.

2. Internal Control's policies and procedures to protect ~~MWR~~ assets are detailed in MCO P4066.1 Security and Loss Prevention Manual and includes: *MCCS*

a. Activity managers and supervisors are obligated to monitor internal control procedures under the cognizance of the Management Analyst, Operations Division.

b. Internal Control policy must provide a written plan for the segregation of duties to prevent one person from controlling any financial transaction from start to finish.

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3. Investigations of any known or suspected misappropriation, embezzlement, larceny, robbery or any other criminal activity will occur and may result in prosecution.

4. Video monitoring of ~~MWR~~ retail activities is authorized by MCO P4066.17 ~~MWR~~ Loss Prevention Manual. **MCCS** **MCCS**

2305. SPECIAL STAFF

1. Hazardous Material Program is a mandatory compliance program under guidance of StaO 6280.3C Hazardous Waste Management Plan and MWRI 6280.3-95 Standard Operating Procedure for Hazardous Waste. The ~~MWR~~ HAZMAT Officer or designee will perform site visits to insure compliance. **MCCS**

2. Safety Program. StaO P5100.4 Standard Operating Procedure for Safety and Occupational Health and MWRI 5100 Standard Operating Procedure for the Administrative Guidelines for Safety Program Management and Compliance, provides ~~MWR~~ managers with on-site safety inspections and required training. **MCCS**

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3. The MWR Energy Management Officer will assist ~~MWR~~ activities with compliance of Energy Policy Act, StaO 11300.2G Energy Management Program, mandating the reduction of energy consumption. **MCCS**

2306. MANAGEMENT ANALYST. The ~~MWR~~ Management Analyst reviews ~~MWR~~ financial accounts and records to identify compliance with all policies and procedures to include the detection of errors, waste and inefficiencies in the guarding of MWR assets. **MCCS** **MCCS**

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1. Management Analyst's fundamental responsibility is to give reasonable assurance that the ~~MWR~~ Department is adequately controlled and governed by procedures that safeguard assets in ~~MWR~~ activities' daily operations and accounting records. **MCCS** **MCCS**

2. To insure independence the Management Analyst will be under direct supervision of the ~~MWR~~ Director and will make written reports of findings and recommendations. **MCCS**

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3. Coordinating internal and external audits, and the follow-up thereof will be the responsibility of the Management Analyst.

CHAPTER 2

OPERATING DIVISIONS

SECTION 4: RECREATION DIVISION

2400. MISSION. Recreation Programs are established for promoting and maintaining the physical well being and morale of individual active duty personnel, their family members and other authorized patrons at no cost or for a nominal fee.

2401. Station Library. The Station Library provides materials, (e.g. books, audio cassettes, magazines), and services (e.g. interlibrary loan, story hour, internet), that nurtures and develops the educational, informational and recreational learning.

1. Check out period for reading materials is three weeks. Video cassette check out is limited to a one week check out period.

2. Library "card holders" must be active duty, reservist, retired military or DOD civilian. These individuals may sponsor their family members by listing them on the registration card.

3. Failure to return borrowed materials will result in:

a. First notice of delinquency issued seven days after due date, and forwarded to "card holder."

b. Second notice issued two weeks delinquent via Command's List and forwarded to unit Sergeant Major for action.

c. Final resolution (60 days past due) a pay checkage will occur to cover cost of delinquent material.

4. Children's enhancement activities, such as story hour, may be offered to authorized patrons.

5. Computers with preloaded software, internet access, and word processing are available on a first come basis.

a. Access to internet is limited to patrons over 18 years of age.

b. Patrons must surrender picture ID, other than military ID, for duration of computer/internet access.

c. Viewing or printing sexually explicit material or pornography is against DODDIR 5500.7-R and SECNAVINST 5239. Disciplinary or administrative action will result by order of the Commanding Officer, MCAS, Yuma.

d. Computer use will be limited to thirty minutes if a waiting list exists.

2402. INFORMATION, TICKETS AND TOURS. Information, Tickets and Tours (ITT) provides information, to include ticket sales, concerning on base and off base recreational, cultural, and entertainment activities.

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1. Ticket sales will include a surcharge for handling. This surcharge is included in advertised price.
2. The reservations for Ramada Field Picnic Area will be coordinated through the Information, Tickets and Tours (ITT) office.
  - a. First come, first serve basis.
  - b. Reservation authorizes the consumption of beer and wine. Written request for alcohol use directed to the Commanding Officer, MCAS, Yuma is not required per StaO 1746.2S.
  - c. Reservation requires designated individual to be held responsible for return condition of Ramada Field.

2403. RECREATIONAL VEHICLE LOT. Guidance for the Recreational Vehicle Lot is located in MWRI 1710.

1. Rented on first come first serve basis.
2. Recreational vehicle is defined as motor home, boat, canoe, motorbike, ATV, jet ski and any trailer that will transport such vehicles. Recreational Vehicles are not sports cars or other "on road" vehicles.
3. Applications and payments for the RV Lot will be handled at the ITT office.
4. Patrons must keep their space in a high state of cleanliness.
5. Access to gate is managed through the ITT office during normal business hours. Military identification card is required prior to release of gate key to patron. After hours access to gate key will be through the Seven Day Store.
6. Patron assumes risk of damage, loss, vandalism or destruction.

2404. BOWLING CENTER. The Bowling Center provides a 12 lane bowling facility with snack bar, pro shop and league competition.

1. Lane assignments are on a first come first serve basis for open bowling. League and group reservations take precedent.
2. Food will not be consumed in the approach area of the lanes.
3. During open bowling, limit three games per person when other patrons are waiting.
4. All patrons are required to wear bowling shoes while bowling. Socks must be worn with Cactus Bowl shoes. Patrons will not leave bowling center while wearing rental shoes.
5. No outside food or drink permitted without prior approval from the Entertainment Complex Manager.

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2405. STATION THEATER. The Station Theater supports official command training as well as the movie program. Reservations for training purposes may be made through the Station Training Office. The motion picture program provides current release movies and snack bar operations.

1. All individuals entering the theater, except when in military uniform, will show appropriate ID's (military, ~~MWR~~ <sup>MCS</sup> or Federal).

2. Authorized patrons are responsible for the conduct of and must remain with their guests. chr2

3. No children under ten years of age will be admitted to the theater unless accompanied by an adult who remains with them throughout the movie.

4. ATTENDANCE/FILM CLASSIFICATION. Classifications and attendance regulations will be strictly adhered to and are based on the Motion Picture Association of America and MWRI 1700 ~~MWR~~ <sup>MCS</sup> Rules and Regulations for MCAS Yuma Station Theater. chr2

a. GENERAL AUDIENCE (G). Subject material is appropriate for all ages. Admittance of children under ten will not be permitted without the accompaniment of an adult who stays with the child throughout the feature.

b. PARENTAL GUIDANCE SUGGESTED (PG). Some material may not be suitable for children. Admittance of children under the age of twelve will not be permitted without the accompaniment of an adult who remains with the child throughout the feature.

c. PARENT STRONGLY CAUTIONED (PG-13). Some materials may be inappropriate for children under 13. Admittance of children under the age of thirteen will not be permitted without the accompaniment of an adult who stays with the child throughout the feature.

d. RESTRICTED (R). Under seventeen years of age not admitted unless accompanied by an adult.

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

5. No outside food or drink permitted without prior approval from the Entertainment Complex Manager.

6. Use of tobacco products (any form) is prohibited.

2406. AUTO HOBBY SHOP. The Auto Hobby Shop provides a recreational facility with equipment and technical assistance for personal automotive repair and information classes.

1. The use of the auto hobby shop will be based on a first come first serve basis.

2. All patrons will sign in with the attendant prior to using the facility. Patrons must be at least 16 years old.

3. Information and technical advise may be obtained from the shop attendant.

4. Employees are prohibited from accepting payment or gratuities for technical assistance rendered to Auto Hobby Shop patrons.

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5. Auto Hobby Shop patrons cannot use facility and equipment for monetary gain.
6. Car lifts will be operated by shop attendant only.
7. Patron assumes all risk for loss, damage or destruction.
8. Spray painting in the Auto Hobby Shop is prohibited.
9. Safety rules and EPA regulations are strictly enforced.
10. Children not participating in the repair of vehicle or project are not authorized in shop area.

2407. LAKE MARTINEZ RECREATION AREA. Lake Martinez provides cabins, park models and campsites for a fee. Fishing, boating, picnicking and swimming are available.

1. Per waiver, 1710/12 dated 9 April 97, received from CMC, lifeguards are not provided at the recreation area, therefore, water activities are to be used with patron assuming responsibility for personal safety as posted.
2. All patrons must sign in upon arrival and must sign out prior to departing recreation area.

3. Reservations accepted up to 30 days in advance for military personnel (active duty and retired) and 7 days in advance for DOD civilians.

4. A time limit of seven nights will be imposed for the use of facility, however, reservations may be extended with the approval of the Lake Martinez Recreation Manager.

5: "Pets are allowed in Lake Martinez and must be declared upon assignment of quarters. Pets must be maintained on a leash if outside RVs or Cabins. Pets will not be allowed in the Park Models. Any pet known to be "bad tempered" or "vicious" will not be allowed in the recreational area, RVs or cabins. Any pet that turns "bad tempered, vicious, or threatens other patrons with harm will be vacated from the recreational area immediately via the termination of the pet owners stay in an RV slot or cabin"

b. Life cushions or vests for each person on board will be issued at boat house and maintained on board. At no time will persons on board exceed number of U.S. Coast Guard approved personal floatation devices (PFD) on board.

c. Alcoholic beverages will not be consumed by persons prior to checking out MWR boat or while onboard MWR boat.

7. Cabin, park model and campsite cleanup is the responsibility of patron using facility, with patron bearing legal and financial responsibility for damage.

2408. YOUTH ACTIVITIES. Youth Activity Programs provide comprehensive year around programs designed to include directed and self-directed leisure recreational activities to promote physical fitness and general well being.

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1. All Youth Activities are considered recreational in nature.
2. At no time may a parent substitute the activities offered or the facilities as a child care service.
3. All eligible children between the ages of six and seventeen will be given the opportunity to be involved in the Youth Activities.
4. Parents/guardians assume responsibility for children's behavior at all times. Patron misconduct will be resolved using these methods:
  - a. First offense: Verbal reprimand, notify parents.
  - b. Second offense: One day suspension.
  - c. Third offense: One Week Suspension.
  - d. Forth offense: One month suspension.
  - e. Fifth offense: Membership privileges revoked
  - f. Serious offenses or violations (as defined by Director, ~~MWR~~) will result in the immediate termination of membership privileges. **MCS**
5. Youth Activities will coordinate all reservations for the Little League Field.
6. Reservations for meetings etc., that require the use of the Youth Activities building will be addressed to the Director of ~~MWR~~ and forwarded to the Youth Activities Coordinator. **MCS**

2409. AQUATICS. The Aquatics program provides a safe well rounded recreational and training swim program.

1. NAVMED P5010.4 Manual of Naval Preventive Medicine outlines the Marine Corps policy for the safe and sanitary operation of swimming pools and other bathing facilities.

2. POOL ASSIGNMENT

a. SNCO/O pool is assigned to SNCOs (E6-E9) and Officers, active duty or retired, their family members, bona fide guests and Civilian personnel rated at or above: GS-6, UA-6, W8, WS-13, WL-6, WG-12, NA-12, NL-6, NS-8 and NF-3.

b. Enlisted pool is assigned to E5 personnel and below, active duty or retired, their family members, bona fide guests and Civilian personnel rated at or below: GS-5, UA-5, AS/PS-7, WS-7, WL-5, WS-11, NS-7, NL-5, NA-11 and NF-2.

3. Training of personnel takes precedence over recreational swimming at the SNCO/O pool. Station Training will submit a training schedule to the Recreational Director of all swim classes to facilitate the scheduling of recreational swimming.

4. Patrons using pools must wear proper swim attire. The lifeguard on duty will make final determination on proper attire.

5. All children in diapers will wear a rubber/plastic protective garment over diaper when in pool.

6. Children under ten years of age must be accompanied by, and under the direct supervision of, an individual at least sixteen years of age. Children between ten and sixteen, if left unattended must demonstrate the ability to swim at least twenty five yards.
7. Patrons with open sores, skin disease, bandages, or casts will not be permitted in the pool.
8. No fraternization with lifeguards is permitted.
9. All lifeguards will be Red Cross Life Guard certified to include Cardio Pulmonary Resuscitation (CPR).
10. All patrons will comply with the directions of lifeguards to include the establishment and execution of pool breaks.
11. Patrons desiring to reserve pools for private use can receive reservation details, to include fees, from the Information, Tickets and Tours office.
12. No rafts, air mattresses, or floatation devices are allowed, except U.S. Coast Guard approved personal floatation devices (PFD).

2410. INTRAMURAL PROGRAM. The Intramural Program is organized to provide an opportunity for active participation by all personnel, regardless of skill or experience, in some form of sport. Intramural sports help units to improve physical fitness, enhance mental alertness and build esprit de corps.

1. Selection of sports included in the Intramural Program is determined by the resources, staff, needs, numbers and interest of participants.
2. Teams
  - a. Division "A" is represented by commands having 251 or more people assigned to command.
  - b. Division "B" is represented by commands having 250 people or below assigned to command.
  - c. The A and B commands will participate together in the same leagues and tournaments.
3. Commanding Officer's Cup, Divisions A and B, will be awarded to units accumulating the most points while participating in station intramural program during the calendar year.
  - a. The team must participate in at least one half of scheduled events during calendar year.
  - b. Method of competition in all events will be in either league play, meets, or elimination tournaments.
    - (1) Pre-season tournament will be scheduled the weekend prior to the beginning of league play.

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(2) The league will be a single or double round robin depending on the number of commands participating.

(3) The top league finishers will be seeded according to final standing in a double or single elimination tournament to determine Commanding Officer's Cup points and station champions.

4. POINTS

a. First Place	Major Sport: 120	Minor Sport: 60
b. Second Place	Major Sport: 100	Minor Sport: 30
c. Third Place	Major Sport: 80	Minor Sport: 15
d. Fourth Place	Major Sport: 20	Minor Sport: 10
e. Participation	Major Sport: 10	Minor Sport: 10

5. Major sports requiring team involvement (subject to change based on participation):

- a. Flag Football.
- b. Basketball.
- c. Volleyball.
- d. Softball.
- e. Bowling.
- f. Golf.
- g. Assorted Running Events.
- h. Soccer.

6. Minor sports requiring participation of singles or 2 person teams (subject to change based on participation):

- a. Racquetball.
- b. Wrestling.
- c. Sergeant Major's Run.
- d. Devil Dog Duathlon.
- e. Track and Field.
- f. Billiards.
- g. Table Tennis.

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- h. Power lifting.
  - i. Swimming.
7. Eligibility extends to active duty military personnel attached to MCAS, Yuma.
- a. For individual/dual sports, each participant must compete for the unit they are attached with.
  - b. Units not having teams, may waiver their personnel to participate on a specific team.
  - c. No more than 25 percent of a team's participants may consist of players from other units.
  - d. TAD personnel assigned for less than 90 days must have written release from their parent command.
  - e. Civilian Personnel may obtain a waiver and assignment to military units for participation in intramural sports at the discretion of the Commanding Officer, MCAS, Yuma.
8. Team rosters of all players must be in the Athletic Director's office by entry deadline.
- a. Players may be added at any time prior to team's last regular season game. Added player must play for new team in at least one regularly scheduled event prior to tournament or playoff.
  - b. Players may not change teams after competition has begun unless player is from a team that has dropped out of the competition and has majority captain approval from all teams.
9. Rules for competition will be drawn from the nationally recognized organization associated with sport. These organizations are outlined in ~~MTR~~ **MCAS** Policy Manual.
10. VALID PROTESTS
- a. Eligibility of player.
  - b. Errors in scoring.
  - c. Illegal Equipment.
  - d. Errors based on interpretation of the rule.
11. Protests of judgment calls by officials will not be considered valid protests.
12. Forfeits will occur if a team fails to appear or is not ready to play with the specified number of players within ten minutes of regular scheduled time to play.
- a. A command or individual forfeiting two times during the scheduled period of play will be dropped from intramural competition in that sport.
  - b. After second forfeit Commands will have 5 points per person for individual and 10 points for team events deducted from their CO's Cup points.

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c. Officials' fees will be taken from the Command's recreation unit allocation after second forfeit.

13. Time and place of competition will vary depending on event and will be indicated on Intramural schedule. For those sports which lack adequate station facilities, it may be necessary to assess a participation fee to assist in offsetting the cost of using off station facilities.

14. If a player or coach is ejected from a game, they must leave the area (out of sight and hearing).

a. Ejection from game will result in automatic suspension for the next two scheduled games including playoffs and tournaments.

b. Player or coach ejected from more than 2 games will be suspended for the remainder of the season.

c. A flagrant ejection may result in a suspension from intramural sports on the first incident.

15. All contests are "on" until officially postponed. Postponements will be authorized for total Command commitments and not for individual player's commitment.

2411. COMMAND VARSITY SPORTS. Command Varsity Sports provide an opportunity for MCAS Yuma teams to compete in the Marine Corps West Coast Regional Sport Program as well as participate in community competitions. Varsity sports develop morale, provide entertainment and foster good public relations.

1. A varsity team should not be formed unless troop strength, talent, facilities and funds permit.

2. Varsity sports program must not jeopardize, financially or otherwise, the organization and operation of an active and well balanced intramural program.

2412. STATION GYM. Promotes the physical well being of the authorized patron by providing athletic and recreational activities and programs.

1. All patrons must sign in prior to using gym facilities.

2. EQUIPMENT CHECK OUT

a. Valid military identification card required.

b. All equipment must be signed for on check out sheets.

c. Patron signing out equipment assumes full responsibility of item until such time as it is returned to gym attendant.

d. Equipment checked out must be returned prior to close of business, same day.

3. Lockers can be signed out for personal use for up to 30 days.

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4. Reservations for athletic fields, are made on a first come basis up to one week in advance. During specific seasons, reservations may be limited to intramural teams.
5. Racquetball, basketball and volleyball courts may be reserved up to 24 hours in advance with the exception of challenge hours: Monday-Friday 1100-1300, holidays and all day Saturday and Sunday.
6. Children under 16 will not be allowed to use racquetball courts, saunas, weight rooms, fitness centers in accordance with MCO 5100.30 Marine Corps Off-Duty and Recreation Safety Program.
7. Towels must be used when working out in the station gymnasium, towel service is provided.

2413. ARIZONA ADVENTURE. Provides various camping, sporting and boating equipment for patrons.

1. Equipment will be issued on a first come first serve basis.
2. Reservations will be required for boats, campers, canoes and dunk tanks.
3. User fees will be required for some equipment and a list will be posted noting specific charges.
4. Special requests must be submitted in writing 24 hours in advance.
5. No equipment will be issued for military exercise field use other than sporting gear and games.
6. Existing policies for late returns, lost or damaged equipment are posted in Arizona Adventures and briefly outlined below:
  - a. All patrons losing or damaging equipment will compose and sign a statement detailing the circumstances relating to the loss or damage.
  - b. Negligence or carelessness resulting in loss or damage will render patron financially responsible for "replacement in kind" or financial reimbursement. Arizona Adventures will not accept any equipment for replacement unless it meets the specifications of the lost/damaged equipment.
  - c. Replacement/reimbursements must occur within one week or patron will be assessed a daily use/late fee for equipment that has not been returned.
  - d. Late fees are assessed as \$1.00 per day per item or normal user fee, whichever is greater.
7. Deposits are required for camping trailers.
8. Patrons under 18 years of age must have confirmed written authorization from their sponsor.
9. Time limits for rentals vary and are posted inside Arizona Adventures.
10. Tents and canopies will be set up by patron when issued and returned.

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11. All equipment is due by 1300 on scheduled return date.

12. CAMPING AND BOAT TRAILERS

a. Vehicle must be equipped with a permanently installed hitch of a class one or better, with provisions for two safety chains.

b. Electrical connectors for camp trailers will be permanently installed and sealed, be of a quick connect design to match the camp trailers.

c. Electrical connection for boat trailers may be of the trunk connector designed to match the boat trailers.

d. Individuals are responsible for familiarizing themselves with all state vehicle laws regarding towing.

e. Individuals are responsible for connecting trailers to their personal vehicle.

f. Camping trailers and boats are limited to a radius of 500 miles from Yuma. They may not be removed from the Continental United States at any time.

g. Safety Training provided by ~~MAR~~ <sup>MCCS</sup> Staff is required prior to checking out boat in accordance with MCO 5100.30 Marine Corps Off-Duty and Recreation Safety Program.

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2414. SPECIAL EVENTS. Special Events is responsible for organizing, promoting and conducting routine and special events that directly affect the morale of the service members and other patrons stationed at MCAS, Yuma.

1. Develop and execute a special events program calendar to include social activities for all patrons.

a. Working with ~~MAR~~ <sup>MCCS</sup> Club Managers to develop leisure time morale programs provided within club system.

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b. Plans, develops and markets special event programs such as concerts and barracks bashes.

c. Direct recurring and non recurring activities such as marathons, mud bowls, Field and Fun days.

2. Develops and executes a Single Marine Program (SMP) targeted primarily to service members 18-25 years old living in barracks, geographic bachelors, single parents and single officers.

a. Serve on SMP Commander's Committee.

b. Participate and facilitate SMP training sessions.

c. Identify Quality of Life (QOL) issues that require improvement and request action to resolve those issues.

d. Provide programs, activities and support for target audiences.

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CHAPTER 2

OPERATING DIVISIONS

SECTION 5: RETAIL DIVISION

2500. MISSION. The Retail Division shall be the primary source of resale merchandise and services necessary for the health, comfort and convenience of authorized patrons aboard MCAS, Yuma. Retail Sale stores encompass the Marine Corps Exchange (MCX); to include the Seven Day Store (7 DAY) and the Cannon Air Defense Exchange (P-111), the Military Clothing Sales Store (MCSS), Service Station and Resale Merchandising.

2501. MARINE CORPS EXCHANGE (MCX). Marine Corps Exchange and patron services are revenue generating activities and must operate at a profit as established by the MWR Director under guidance of CMC (MW). Extensive guidance for the operation of these resale sites are included in the MWR Policy Manual and MCO P4066.13 Marine Corps Exchange Manual. *MCS* *chr2*

1. Merchandise purchased for resale must be limited to the items, categories and cost limitations authorized in the DOD Directive 1330.9 Armed Services Exchange Regulations (ASER). Compliance is mandatory.

2. Pricing policy for retail merchandise mark ups will be determined on the local level and based on market competition.

a. Pricing shall be the same for all categories of patrons.

b. No patron will receive special prices or privileges that are not available to all patrons.

c. This pricing policy shall not preclude the unique promotions that are implemented to target groups.

d. Special prices and privileges shall not be given to functions designated as "Command Sponsored."

3. Retail stores operate on the Price Match Guarantee Program (PMG) that allows the resale of in-stock items at locally advertised prices. *MCS* requires the patron to present the current advertisement stating/showing the item description (brand, size, weight, etc.) and sale price from local competitor. *chr2*

4. Customer satisfaction is the primary patron objective of all MWR activities. Refunds, exchanges or price adjustments may be made in the event of patron dissatisfaction. *MCS* *chr2*

a. Proof of purchase in the form of a sales receipt, layaway ticket or MWR price tag is required before an adjustment can be finalized.

b. If unable to produce proof of purchase, refund or price adjustment will be at the discretion of the facility manager.

c. Refund, exchange or price adjustment policy is also applicable to purchases originating in any *MCS* Retail facility outside of the MCAS Yuma Retail Division. *chr2*

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d. Merchandise paid for with a credit card will receive the refund or adjustment as a credit applied toward the credit card account.

5. Requests for special orders will be considered and investigated to determine if patron's needs/requests may be met. Shipping charges for all special orders will be borne by patron.

6. Mail order sales from the MCX Catalog will be available to patrons during normal business hours within the MCX and 7 Day Store. A direct telephone line and current issue of the MCX catalog will be located in a patron accessible area for self service.

7. House Brand product assortment provides authorized patrons with low cost alternatives to nationally advertised brands.

8. The Deferred Payment Plan (DPP) is offered to active duty personnel under an agreement with the Army, Air Force Exchange Service (AAFES). The DPP is authorized for use at any Marine Corps, Army or Air Force exchange.

a. DPP accounts can be activated by any authorized patron who applies for and is accepted by AAFES.

b. DPP accounts will be assessed a finance charge on balance as prescribed in credit agreement.

c. Prohibited charge items include: alcoholic beverages, food and hospitality activities, or gasoline purchases.

d. Delinquent accounts will result in card holder being placed on "Indebtedness to ~~MWR~~ Bad Check List" and could lead to punishment under the Uniform Code of Military Justice (UCMJ). Ch 2

e. Uniform Clothing Deferred Payment Plan (UCDPP) is a finance free charge program for use at Military Clothing Sales Store.

9. Standardized Layaway Plan offers customers the opportunity to purchase retail merchandise by making partial payments.

a. The minimum dollar amount of a layaway transaction will be \$30.00.

b. A minimum deposit of \$10.00 or 10% of the total layaway sale, whichever is greater, is required.

c. A one time, non-refundable \$1.00 service fee will be charged on all new layaway sales.

d. Layaways will be authorized under one of three payment period programs below:

(1) For layaway purchases of all clothing and shoes, the maximum period of layaway will be 45 days, with balance payable in two equal payments.

(2) For Layaway purchases of less than \$200.00, the period of layaway will be 90 days, with the balance payable in 3 equal monthly payments.

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(3) For layaway purchases of \$200.00 or more, the period of layaway will be 180 days, with payable in 6 equal monthly payments.

e. Exempt merchandise for the layaway program includes red tag merchandise, cut piece goods, perishable products, combustibles and Defense Personnel Support Center military clothing.

f. If payments are neglected for a period of 30 days the layaway will be canceled and returned back to stock with a refund check, minus the \$1.00 service fee, being sent to patron via ~~MWR~~ Accounting. **MCCS**

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10. High risk, high value, highly pilferable items will be stored in controlled patron access area, with the use of critical control procedures and tracked with the use of Critical Item Control Forms.

11. Cigarette sales will be limited to patrons 18 years of age or older with control of quantity sales as established by CMC(MW). Prior to completing a transaction involving the purchase of cigarettes, Sale Clerks are required to check military identification for confirmation of patron's age.

12. Alcohol sales authority for the operation of retail package sales is issued by CMC (MW). Control of sales is provided by StaO 1746.2S, Control of Alcoholic Beverages Aboard Marine Corps Air Station Yuma, Az. Sale Clerks are required to check military identification for confirmation of patron's age.

a. Sale of alcoholic beverages to an obviously intoxicated patron is prohibited.

b. Age restrictions for the purchase and consumption of alcoholic beverages will be consistent with the laws of the state in which installation is located. State of Arizona authorizes patrons 21 years of age and older to purchase and consume alcoholic beverages.

c. Samples, coupons or give away pricing of alcoholic beverages is prohibited.

d. To avoid the glamorization of alcohol, the Retail Division shall not advertise or promote alcohol outside it's facilities in any manner.

13. Weapons and ammunition sales is addressed in the ~~MWR~~ **MCCS** Policy Manual, National Firearms Act of 1986, MCO P4066.17 and Retail Internal Instruction (RIInst) 5510.1, Selling and Security of Weapons and Ammunition. **ch 2**

a. Patron must be at least 21 years of age to purchase handgun or handgun ammunition.

b. Patron must be at least 18 years of age to purchase any other firearm (authorized for sale), ammunition or gun powder.

c. Only authorized, trained clerks will sell weapons and ammunition.

d. PROHIBITED SALES

(1) The sale of shotguns with barrels less than 18 inches in length is prohibited.

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(2) The sale of rifles with barrels less than 16 inches in length is prohibited.

(3) The sale of fully automatic weapons is prohibited.

(4) The sale of mufflers or silencers is prohibited.

e. Required patron proof for transaction of sales:

(1) Proof of age.

(2) Proof of residency or permanent military assignment.

(3) Military Identification Card.

f. Department of Treasury Form 4473, Firearms Transaction Record (MFR 464) will be maintained for 20 years.

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2502. SERVICE STATION SALES AND SERVICE. The extent of sales and services provided will be based on patron preference and financial limitations as established locally. The Service Station must operate as a revenue generating facility.

1. The Service Station is required to comply with all local, state and national Environmental Protection Agency (EPA) and HAZMAT guidelines.

2. Patron requests for quotes, diagnostics or repairs will use a service order form of a duplicate nature, pre-numbered and controlled by management.

3. Adequate instructions for the safe operation of gas pumps will be prominently displayed.

4. NO SMOKING signs will be posted in appropriate areas.

5. U-Haul Trucks and accessories are available for rent.

2503. MILITARY CLOTHING SALES STORE (MCSS). MCSS is the primary source for the acquisition of mandatory uniform items, accessories and memorabilia. The MCSS has satellite sales located at the 7 Day Store, Main Exchange and P-111.

1. Authorized source for issue type uniform items and accessories is the Defense Personnel Support Center (DPSC).

2. Master stock listing and prices will be established by CMC.

3. The Commanding Officer of MCAS Yuma shall establish procedures to ensure that only eligible persons purchase items of uniform clothing and accessories.

2504. MERCHANDISING. Merchandising is a general term that deals with all functions having to do with bringing the merchandise to the point of sale, adjusting the stock investments according to the goods, styles, quantities and prices so as to satisfy patron demand. The Merchandising Department uses patron demand and surveys of market trend to develop a successful resale merchandise procurement plan.

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- a. Procurement will be by negotiation when brand is a factor in patron preference.
- b. Competitive solicitation will be used when brand name is not a factor and will be limited to the prime source list as established by installation location and category of item requested.
- c. Special requests for patrons will be investigated and procured if item meets needs of patron and is authorized for procurement by CMC (MW).
- d. All procurements will be on a fair and impartial basis.
- e. Evaluation of products will be based on selective factors such as quality, value, fashion styles, consumer trends and past sales experience.
- f. "Open to Buy" plan will be used as part of the overall merchandising strategy.

CHAPTER 2

OPERATING DIVISIONS

SECTION 6: FOOD AND HOSPITALITY

2600. MISSION. Promotes well being, morale, camaraderie and the wholesome use of leisure time for authorized patrons by providing quality food, beverage, entertainment and services.

2601. FINANCIAL STANDARDS. The Food and Hospitality Food and Beverage Branch will maintain a net profit of at least 5%. To reach and maintain this financial goal, the following cost percentages will be implemented:

1. Full Service Operations:

Food Cost of Sales	37%-42%
Bar Cost Of Sales	25%-30%
Food Labor Cost	33%-38%
Bar Labor Cost	20%-25%

2. Snack Bar Operations:

Food Cost of Sales	30%-35%
Food Labor Costs	23%-28%

3. Combined food/beverage and labor costs for full service operations must not exceed seventy-five percent of sales.

4. Financial standards are minimal and should be exceeded so the operation produces additional revenue to fund improvements.

2602. FOOD OPERATIONS. Operations will reflect professional, quality service and offer foods that meets the desires of patrons within the confines of Marine Corps regulations to include ~~MCP~~ *MCCS* Food and Hospitality Standards, ~~MCP~~ *MCCS* Policy Manual, NAVMED P5010-1 and other directives from higher authority. *ch 2*

1. CONTROLS TO ESTABLISH PRICING

a. Food production and pricing controls will use standardized recipes in the preparation of all food items.

b. Menu item cards containing proportioned ingredients at cost, total cost of item, item selling price and gross profit percentage must be kept on every menu item.

c. Menu pricing must be based on the cost of ingredients used to produce the menu item relative to the cost of goods (COG) percentage as established by higher authority and outlined above.

2. Nutritional fare will offer variety and include food selections of health conscious alternatives.

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- a. Buffets will be controlled by a cyclic menu.
  - b. Menus will be reviewed quarterly to identify changes based on patron's desires and to assess necessary pricing adjustments.
3. Inventories of the value of food will be determined at least twice a month. Spot checks on sensitive items will be performed weekly.
4. Guest Check will be of a duplicate nature, pre-numbered and controlled by management.

2603. BEVERAGE OPERATIONS. Beverage Operations will adhere to strict controls governing the sale and consumption of alcoholic beverages. Guidance can be found in the ~~MWR~~ Policy Manual, ~~MWR~~ Food and Hospitality Standards (CMC/MW), StaO 1746.2S and directives from higher authority to include applicable Dram Shop Acts (DSA). DSAs or Civil Liability Acts impose liability on the seller of intoxicating liquors.

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1. CONTROLS TO ESTABLISH PRICING

- a. Beverage recipe cards will be maintained. Cards will list ingredients, the selling price and portion control.
- b. Standard portion size will equal one ounce (30 ml).
- c. This standard does not preclude use of greater or lesser amounts as called for in recipes for mixed or cocktail type drinks.

2. Beverage menu pricing will be based on the cost of ingredients used to produce the menu item relative to the cost of goods (COG) percentage as established by higher authority.

3. CONTROLLING SALES

- a. Serving alcohol beverages to anyone who appears to be intoxicated is prohibited.
- b. Alcohol drinking contests are prohibited.
- c. The serving of "doubles/overpours" without doubling the price is prohibited.
- d. Snack or other food items will be available.
- e. Non alcohol beverages will be offered on beverage menus.
- f. Patrons or groups may not bring in private stock beverages into the activity for consumption.

4. ALCOHOL INVENTORY CONTROL. Internal control methods to monitor the proper dispensing of alcohol will be performed following strict guidelines and procedures to include:

- a. Nightly Retail Accountability Report.
- b. Nightly Survey Accountability Control Report.

*Marine Corps community services*

- c. Monthly Product Inventory.

2604. CATERING

1. Prepriced contracts will be executed for all private parties and will include the following:
  - a. The specifications and the price agreed upon.
  - b. Guaranteed number of guests.
  - c. Deadlines for special purchases and final preparation.
  - d. A reasonable cancellation clause.
  - e. Responsibility for payment.
2. There will be a single pricing policy for all special functions whether they are catered for protocol and command affairs or individual members.

2605. STAFF TRAINING. The following is the minimum training and certification established for the positions indicated:

1. BARTENDERS AND WAIT STAFF

- a. Food Sanitation Training (renewed annually).
- b. Responsible Use of Alcohol (renewed annually).
- c. Dram Shop Act (renewed annually).
- d. Other training as required.

2. FOOD HANDLERS

- a. Food Sanitation Training (renewed annually).
- b. Health Card (renewed annually).
- c. Other training as required.

3. All employees will be familiar with NAVMED 5010.1 Food Service Sanitation and will implement it as a basis for sanitation and handling.

2606. CLUB OPERATIONS. Club operations shall reflect professional and quality service and shall be administered in accordance with the provisions set forth in the ~~MFR~~ Policy Manual, StaO 1746.7K Officers' Club Constitution and Bylaws, StaO 1746.11C Staff Club Constitution and Bylaws and StaO 1746.12D Enlisted Club Constitution and Bylaws.

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1. Membership in Marine Corps clubs is voluntary. Individuals will not be required to provide reason for not joining or for withdrawing membership. Membership may be terminated at any time by surrendering membership card and paying any debts to the club.
2. Membership eligibility guidelines are established by the respective Advisory Board and are contained in Bylaws and Constitutions of respective club. These documents must be posted in club common area.
3. Membership dues will be established by local Commander. Only the Officers' or SNCOs' club will charge dues. Dues are on a graduating scale. dues may be paid monthly, quarterly or annually. Refund of pre-paid dues and late fees for delinquent accounts will be based upon Constitution and Bylaws of respective club's Advisory Board.
4. ADVISORY BOARD. Clubs will form and maintain an active Advisory Board that is responsible to the Commanding Officer MCAS Yuma and shall under the Constitution and Bylaws, meet once a month for the purpose of formulating and presenting recommended policies. Advisory Board members will not, with the exception of Club Manager, engage in any management or operational duties. The Advisory Board will be comprised of:
  - a. The Chairman and Vice Chairman as appointed in writing by the Commanding Officer, MCAS Yuma.
  - b. One representative and alternate representative from each unit as appointed in writing by unit Commanding Officer.
  - c. All other board members as prescribed in current Bylaws and Constitution of respective club.
5. Hours of operation will be set forth and published by the respective Club Manager to best suit the members and potential business of the club.
6. Only food and beverage sold in the club shall be consumed in the club facility and club areas.
7. GUESTS. Authorized members of the club may invite guests under the following restrictions:
  - a. Authorized member is responsible for the conduct of and must remain with their guests.
  - b. The management may limit or prohibit guests on special occasions.
  - c. Guests will wear clothing corresponding to that required for military personnel when authorized to wear civilian attire. Current air station regulations apply.

2607. COMMAND'S SPECIAL USE OF FACILITIES

1. Use of club facilities for training is contingent upon space availability.
2. Request should not interfere with the mission of the club to provide "quality food, beverage, entertainment and services."

*Marine Corps Community Services Ohz*

However, military requirements have priority over club business operations provided reasonable man time constraints are applied (i.e., catered non-military event scheduled for a month with military event requesting to be scheduled same day, but a week prior to the events. Catered event has priority.)

3. Command is responsible for the set-up and clean-up of designated meeting area.

#### 2608. TEMPORARY LODGING FACILITIES

1. Temporary lodging is available through ~~MCAS~~ <sup>*MCAS*</sup> for personnel reporting aboard or being detached from MCAS Yuma, for transient personnel, personnel of the local command, their family members and other authorized patrons. *Ohz*

#### 2. RESERVATIONS

a. PCS active duty personnel may make reservations up to 30 days in advance.

b. Active duty personnel in a leisure status and TAD personnel may make reservations up to three weeks in advance.

c. All other authorized patrons may make reservations up to two weeks in advance.

3. Deposits are required on all reservations with the exception of reservations made under the Sponsorship Program. Sponsors are required to provide copy of Unit Sponsorship Assignment.

a. Reservation will be guaranteed by either a major credit card or secured with a deposit of one nights rent.

b. Deposit will be refunded if reservation canceled up to 24 hours prior to check in date.

4. In the case of a no-show, reservation balance is canceled the following day at 1000 and deposit forfeited. If held by major credit card a charge of one nights lodging will be processed.

#### 5. OCCUPANCY LIMITS

a. Maximum occupancy limit of 7 nights will be imposed for all personnel drawing Basic Allowance for Quarters (BAQ).

b. PCS guests may occupy a TLF up to 30 days maximum. Local Commander may authorize extensions beyond 30 days.

c. For individuals not drawing BAQ, limit for initial reservation will be 14 nights with extensions granted by manager.

d. PCS personnel will maintain top priority for extensions, but, at no time will guaranteed reservations be canceled, or patrons removed from occupancy for the benefit of PCS personnel.

6. Room rates will be targeted within 75 percent of the prevailing Joint Federal Travel Regulations (JFTR).

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7. Registration form will be completed by person bearing responsibility of reservation and will include a list of guests lodging under patron's responsibility.
8. Guests are the responsibility of registered patron. Patron is personally accountable for all violations and financially responsible for damages resulting thereof.
9. Children under the age of 12 years must be supervised by an adult or Red Cross certified care giver at all times.
10. Check in will be after 1400 on day of reservation and check out time no later than 1000. Check outs occurring later than 1000 without prior authorization will be charged current rental rate for one nights lodging.
11. Pets are not authorized.
12. Smoking is not permitted.

001208  
(Date)

MEMORANDUM FOR THE RECORD

From: Directive Control Point Clerk  
To: Files

Subj: STATION ORDER P 1700 .7

1. Upon my assumption as Station DCP Clerk, and upon my review of the subject Order, there was no supporting documentation contained in the Official File Folder.

Some Back up material provided, no Naumac 16974 Card Available  
  
(SIGNATURE)