



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 1700.2
MCCS

16 AUG 2007

STATION ORDER 1700.2

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR THE MARINE CORPS
COMMUNITY SERVICES (MCCS) BUSINESS OPERATIONS DIVISION

Ref: (a) MCO P1700.27A
(b) MCO P5750.1G
(c) ABO 1020.1U

Encl: (1) Business Operations Programs and Facilities

1. Purpose. To promulgate regulations and policies for the operation of the Marine Corps Community Services (MCCS) Business Operations Division as directed by reference (a).

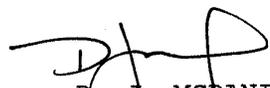
2. Background

a. The MCCS Department consists of five divisions: Business Operations Division, Semper Fit Division, Support Services Division, Personal Services Division and Family Team Building Division. The Business Operations Division is placed under the staff cognizance of the Deputy Assistant Chief of Staff (AC/S), MCCS Department.

b. The Business Operations Director is responsible for the management of the Business Operations Division and will report to the MCCS Deputy AC/S on the organization and conduct of this Division.

c. The Business Operations Director will coordinate and supervise the operations of the branches within the Business Operations Division.

3. Action. General and Special Staff Officers, Commanding Officers and Officers in Charge will ensure that all personnel under their cognizance are familiar with information contained in this Order.


D. J. MCDANIEL
Chief of Staff

16 AUG 2001

BUSINESS OPERATIONS PROGRAMS AND FACILITIES

1. Amusement Machines

a. Location. Amusement Machines are located at various facilities on board the station.

b. Definition. "Amusement Machine" means any coin operated device which affords amusement and/or recreation, including, but not limited to, juke boxes, pool tables, video arcade, pinball, etc., which may afford free games from play but which afford no other type of remuneration. The term specifically excludes gaming devices and vending machines which dispense a product or a service (e.g., candies, beverages, etc.).

c. Operation. A contractual agreement under which a contractor installs, maintains and services machines for a percentage of income generated and affords the simplest means of obtaining amusement machines. When it becomes necessary to enter into a new contract, the MCCS Contracting Officer will review arrangements.

d. Procurement. Procurement of amusement machines with appropriated funds is not authorized. Procurement from nonappropriated funds of MCCS is authorized and shall be conducted on a competitive bid basis.

e. Control of Operation

(1) Audit Board. The amusement machine operations will be audited semi-annually.

(2) Cash Collections. A minimum of one MCCS employee and one contractor employee will be assigned to harvest coins. All coin collections will be made during normal working hours. Amusement machines will be controlled by non-resettable coin counters and the cash receipts reconciled with the meters each time the machines are serviced. These designated cash verifiers will open each amusement machine and record all meter readings of harvested coins with copies going to the activity accounting officer and the contractor. A coin harvest summary report will be completed after each harvest and forwarded to the MCCS Accounting Office. All harvested coins will be accounted for in accordance with nonappropriated fund accounting system instructions.

ENCLOSURE (1)

16 AUG 2001

(3) Malfunction Refunds. Managers of each facility will submit refund sheets to the contractor employee biweekly as necessary. In exchange the contractor employee returns the money back to the facility manager. Refund money is subtracted from the total of money vended from the facility and annotated on the amusement game sheet.

(4) Facility Managers will monitor the amusement machines in their respective facility to ensure that there is no abuse of machines and that machines are not relocated except by operational or maintenance personnel. MCCS managers will ensure that change machines are replenished as required to meet the needs of amusement machine users. Adequate change will be provided. Facility managers may actively participate in the bi-weekly harvest of amusement machine receipts.

(5) Meter Malfunction. In order to prevent improprieties and to realize potential income, machines with inoperative meters will be taken out of service and repaired or replaced immediately. An inoperative meter includes a meter that had a deviation of total actual income from expected income during the accounting period by plus/minus 50 coins. Machines will be equipped with non-resettable meters.

(6) Terms of Contract. The contract shall continue for a period of twelve (12) months from the effective date unless terminated. The contract may be renewed for a period of twelve (12) months upon mutual agreement in writing. Extensions will be limited to a maximum of four such renewals.

2. Auto Hobby Shop

a. Location. Located in building 6673, north of Miramar Way across from the Miramar Exchange gas station.

b. Facilities. Over sixty indoor and outdoor stalls, auto hoists, oxygen/acetylene and arc welding equipment, tire changing unit, wheel balancing equipment, battery charger, brake center, electronics test equipment, timing lights, miscellaneous hand tools and equipment required for automobile repair.

ENCLOSURE (1)

16 AUG 2001

c. Eligible Participants. Active duty, reserve and retired military personnel and their family members (16 years of age and older). MCAS Miramar DOD civilian personnel will be allowed to utilize the facility on a space-available basis.

d. Required Dress. Military working uniform or appropriate mechanic type civilian attire is authorized. Closed toe shoes must be worn at all times. Shower shoes and sandals are not authorized and will not be allowed in the Auto Hobby Shop.

e. General Regulations

(1) Admittance. All automobiles entering the Auto Hobby Shop must display a valid military decal or be authorized to be on station. Before an automobile is admitted, a Stall and Work Permit form must be completed and signed by the vehicle owner and attendant, specifying expiration date and the Auto Hobby Shop's policy on abandoned vehicles. All special projects (i.e., vehicle restoration) to be extended beyond the 30-day limit will be considered and approved or disapproved by the Auto Hobby Shop Manager.

(2) Owner to Perform Work. No vehicle shall be left at the Auto Hobby Shop for work to be accomplished by the attendants. Automobiles will not be allowed in the area unless the owner is present and is helping to accomplish the necessary work. Auto Hobby Shop staff personnel will provide safety instruction and repair advice only.

(3) Guest Policy. Guests must be signed-in and accompanied by the sponsor at all times. When sponsor leaves the facility, the guest must leave also.

(4) Personal Use Only. All work accomplished in the Auto Hobby Shop must be for personal use. There is neither space nor equipment to allow accomplishment of work, which normally is the responsibility of this station, of fleet units based on board or for repairs done for hire.

(5) Government Material. Personnel using the Auto Hobby Shop facilities shall not use any government materials.

(6) Disposal of Abandoned Vehicles. All automobiles left in the Auto Hobby Shop area for a period of more than 30 days or for which stall payments are two weeks past due will be considered

ENCLOSURE (1)

16 AUG 2001

abandoned. Vehicles considered abandoned will be impounded and disposed of. The patron's command or PMO will be notified regarding patron's duty status prior to towing. Special arrangements will be made for patrons on emergency leave, deployment, etc.

(7) All tools and other equipment must be cleaned by the user and returned to the tool room at least 30 minutes prior to closing time.

(8) The MCCS Department is not liable for any items that are lost, missing or stolen from a vehicle on the compound. It is recommended that all loose gear, parts and personal effects be locked inside vehicles left overnight.

(9) The Auto Hobby Shop and its personnel are not responsible for fire, theft or any damage to personal property.

3. Big Bear Recreational Facility

a. Location. Located at Big Bear Lake, California just east of the Snow Summit Ski area.

b. Facilities

(1) The recreational facility consists of: eight, two story cabins with a bedroom, living room, kitchen, bathroom and a loft bedroom; five RV campsites equipped with water and electric hook-up; an RV dump station; five dry tent sites; restroom and shower facilities; tennis, volleyball, basketball and badminton courts; a children's playground; game room which consists of a pool table and electronic dart board; and items for rent which consist of a Sony Playstation, mountain bikes and snow sleds.

(2) Each cabin has a bedroom downstairs with a queen-size bed and a clock radio. The upstairs loft has two full sized beds. Bed linen, blankets and pillows are provided for each bed. Bath towels and soap are not provided. The dining room has a table with seating for four and counter space for two. The living room has two sofas with a coffee table, color television, VCR and a fireplace. Each cabin kitchen is equipped with a refrigerator, gas range/oven, microwave oven, coffeemaker and a can opener. Cooking items such as pots and pans are provided as well as dishes and

ENCLOSURE (1)

16 AUG 2001

flatware for six. A charcoal grill and picnic table are provided at each cabin. All cabins are stocked with adequate cleaning supplies and cleaning equipment (vacuum, sponge, mop, broom, etc.). The Main Lodge has a limited supply of high chairs and playpens available for checkout.

(3) The lodge does not provide personal bath items such as bath/hand soap, bath/hand towels, etc., radios, charcoal, lighter fluid or firewood.

c. Eligible Participants. Active duty, reserve, retired military personnel, their family members and DOD civilians are eligible. Eligible family members under the age of 18, other than a spouse, may not reserve cabins or campsites and may not occupy the facilities unless accompanied by the sponsor or parent.

d. Rules and Regulations

(1) The sponsor whose name appears on the receipt of payment must be present in the cabin during the entire stay. Subletting of the cabin is prohibited. More than one sponsor's name may appear on the receipt if requested at the time of payment.

(2) Motor Vehicles

(a) Driving or parking any vehicle or trailer except in designated areas is prohibited. Vehicles, including motorcycles, will not be driven within the facility except for access or egress. Vehicles should be parked on asphalt surface at all times.

(b) Motorcycles must be equipped with a Forest Service approved spark arrest, in proper working order. Only motorcycles licensed for the street may be operated in designated areas of the National Forest. Maps of these areas are available at the facility and the Big Bear Discovery Center on the North Shore of Big Bear Lake.

(3) Animals. Pets are not permitted anywhere on the premises.

(4) Fires. The Forest Service permits charcoal burning only in the barbecue pits at the cabin, campsite or group picnic areas. No wood burning is permitted in the cabin barbecue pits. However, in the group picnic area, a fire pit is available for

ENCLOSURE (1)

16 AUG 2001

single or group campfire purposes. Each campsite is equipped with a fire ring. All fires must be contained within the fire ring. Cutting down trees for firewood is strictly prohibited.

(5) Conduct

(a) Quiet hours throughout the facility are between the hours of 2200 and 0800. Only authorized guests are permitted in the area between these hours.

(b) Boisterous, threatening, abusive, indecent or intoxicated conduct will not be tolerated at any time of the day or night.

(c) Solicitation is prohibited.

(d) No bills, notices, papers or advertising devices will be posted in camp except with the approval of the Big Bear Facility Manager.

(e) The possession of firearms, including air powered weapons and bow weapons, is prohibited on the facility grounds.

(f) The discharging of fireworks is prohibited.

(g) Children under the age of 16 may not use the Main Lodge Facility, or check out any equipment/item unless accompanied their parent or an adult.

(6) Patron Responsibility

(a) Personnel checking in must present a valid military ID card, receipt and/or payment to the lodge attendant to receive a cabin key or campsite assignment. The maximum occupancy of a cabin is six people (adults, children and infants). Check in time is between 1400 and 2200.

(b) Tent camping is permitted only in the specified campsite area. The maximum total occupancy of a campsite is eight people (adults, children and infants). A maximum of two tents are allowed per campsite.

(c) Patrons are required to clean cabins and campsites and police the outside surrounding area before checking out. Check-out time is between 0800 and 1100.

ENCLOSURE (1)

16 AUG 2001

(d) Patrons must notify the lodge attendant prior to departure to have their cabin or campsite inspected. There will be a charge for broken, damaged or missing items.

(e) There is a \$25.00 refundable cleaning deposit for cabins. This fee will be collected upon arrival at the facility at check-in. The fee will be refunded upon check-out, provided the cabin is clean.

e. Reservations

(1) Cabin Reservations

(a) Cabin reservations are accepted by phone at the Entertainment Ticket Office, building 2524, MCAS Miramar, (858) 577-4141/26 or (DSN) 267-4141/26 between the hours of 0830 to 1700, Monday through Friday only.

(b) Active duty personnel stationed at MCAS Miramar and active duty Marines at other duty stations have first priority. They may make reservations beginning the first business day of the month for the following calendar month.

(c) Second priority category is all other active duty personnel; they may make reservations beginning on the second business day of the month for the following month.

(d) Third priority category is all other authorized personnel. They may make reservations beginning on the third business day of the month for the following month.

(e) On the fourth day of reservations, any authorized patron may reserve a cabin.

(f) There is a two-night reservation minimum on weekends. The weekend is considered to be Friday and Saturday nights. On holiday weekends there will be a three-night minimum.

(g) Payment must be paid in full within five working days or reservations will be canceled. Payment may be made by check, money order or credit card either in person or through the mail. The receipt will be proof of confirmation for the reservation and must be presented to the lodge attendant at check-in.

ENCLOSURE (1)

StaO 1700.2

16 AUG 2001

(2) Campsite Reservations

(a) RV/Tent campsite reservations may be made at the Big Bear Facility in person or by telephone at (909) 866-3965.

(b) Reservations are accepted on a first-come-first-served basis. Reservations are taken beginning on the first business day of the month for the following calendar month. The RV sites are open year round, weather permitting.

(c) Reservations must be paid in full within five working days or reservations will be canceled. If payment is not received within five working days, you will be notified that your reservation has been canceled. Payment can be made by check or money order and mailed to the Big Bear Facility, P.O. Box 1665, Big Bear Lake, CA 92315.

(d) If time permits, a receipt will be mailed as proof of confirmation and must be presented to the lodge attendant when checking in.

(3) General Reservation Regulations

(a) Refund Policy. There will be no refunds given without military orders or medical excuse from a doctor. If a cabin/campsite reservation is canceled and is re-booked, a refund will be forwarded. Inclement weather refunds will be reimbursed if the Highway Patrol closes all three highways (38, 330 and 18) at the same time, leading to the campsite.

(b) Holiday reservations are in accordance with the following chart:

When Holiday Falls on	Minimum Night Reservation Required	Check Out Day
Sunday	Fri/Sat/Sun	Monday
Monday	Fri/Sat/Sun	Monday
Tuesday*	Mon/Tues	Wednesday
Wednesday*	Tues/Wed	Thursday
Thursday*	Wed/Thurs	Friday
Friday	Thurs/Fri/Sat	Sunday
Saturday	Fri/Sat	Sunday

*May be one night depending on the holiday.

ENCLOSURE (1)

4. Bowling Center

- a. Location. Located in building 2525, north of Bauer Road.
- b. Facilities. Twelve lanes, snack bar, pool tables and video games.
- c. Eligible Participants. Active duty, reservist and retired military personnel, family members, MCAS Miramar MCCA employees and bonafide guests are eligible to use the facility. Other MCAS Miramar DOD civilian employees may utilize the bowling center for leagues and open bowling on a space available basis.
- d. Required Dress. Uniform of the day or appropriate civilian attire is authorized. Shirts and shoes are required. In accordance with paragraph 9a of reference (c) coveralls are not authorized.

5. Commissioned Officers' Club and Catering Operation

- a. Location. Located in building 4472 on Anderson Avenue.
- b. Facilities. The Officers' Club consists of a main ballroom, an officers' ballroom that can be divided into smaller catering rooms, a main bar and a lounge (The WOXOF).
- c. Eligible Participants. Active duty, reserve and retired officers, their family members, unremarried widows, DOD civilian employees (GS-7 and above) and bonafide guests are eligible. Bonafide guest is defined as a member of the host's party for whom the host is willing to assume full responsibility. The Catering Operation is open to all hands.
- d. Required Dress. Uniform of the day or casual dress is appropriate. Cutoffs, running shorts, tank tops, bare feet or shower shoes are not acceptable.
- e. Check Cashing Policy. Authorized patrons may cash checks up to \$100.00 per day with proper identification.
- f. Guest Card Holder. A guest card permits the holder limited privileges at the Officers' Club. The following restrictions and requirements must be adhered to: must have a valid driver's

ENCLOSURE (1)

16 AUG 2001

license or ID card with a recent photograph; vehicle operators must present a valid driver's license, vehicle registration and proof of automobile insurance when applying for a guest card; when entering MCAS Miramar must proceed directly to the club, and must vacate the club at closing time and proceed directly off station; guest cards must be surrendered to club management upon request. Each applicant must be sponsored by an authorized patron. Applications are available at the Officers' Club or may be obtained by sending a self-addressed, stamped envelope through the mail. All applications must be filled out completely.

g. Identification and Proof of Age. All patrons and guests will be prepared to present a picture identification card (armed forces ID cards, driver's license, etc.) which permits adequate identification and proof of age. Civilian guests and family members under 18 years of age are not permitted in the bar areas at any time unless escorted by an adult sponsor or parent at all times. The sponsor or parent shall be held responsible for their conduct and are required to ensure that their presence will not cause discomfort or annoyance to other patrons.

h. Conduct. While utilizing the Officers' Club, individuals must conduct themselves at all times in such a manner to reflect credit upon the United States Marine Corps.

i. Social Functions. In order to safeguard club privileges, the following regulations must be followed for groups of 20 or more.

(1) Each booking request for a function of 20 or more persons shall be referred to the catering office for proper handling.

(2) A completed Private Party Contract shall accompany each booking request submitted for approval and will contain sufficient information to enable the appropriate reviewing authority to determine the eligibility of the function's sponsor. Actual scheduling of the function is contingent upon approval of the Club Manager.

j. Service of Employees

(1) Complaints or grievances in connection with the service of any employee of the facility will be submitted to the facility manager or the operations assistant on duty. Patrons shall not

ENCLOSURE (1)

16 AUG 2001

personally admonish facility employees. Names, dates, times and the nature of complaint shall be supplied by the patron as soon as possible.

(2) All appointees and employees of the facility have authority to maintain good order and discipline within the facility; however, patrons are expected to conduct themselves in an orderly and proper manner. The consumption of alcoholic beverages by appointees and employees of the activity while in a duty status is strictly prohibited.

k. Denial of Service. Club patrons will be denied further service of alcoholic beverages when, in the opinion of the management staff or the server, the individual is intoxicated or continued service would reflect discredit upon the United States Marine Corps. Management's decision is final.

l. Suspension. The facility manager may recommend to suspend facility privileges of any individual, including guests who violate the rules of the facility, for a period not to exceed 30 days. Recommendations for suspensions of more than 30 days along with the reasons will be submitted to the Chief of Staff for approval or disapproval.

m. Gambling. Gambling for money on the facility premises is strictly prohibited.

n. Miscellaneous

(1) No animals or pets will be permitted in the facility at any time, except for bonafide handicap assistance dogs or police dogs in the execution of official duties.

(2) The facility will not be held responsible for personal property or clothing brought into or left unattended in the facility.

6. Enlisted Club

a. Location. Located in building 5509 on Bauer Road.

b. Facilities. The Enlisted Club includes a restaurant (Pizza Pizzazz), a ballroom with seating capacity for 260, a sports lounge with seating capacity of 50, entertainment center with televisions and video games, an outdoor patio with seating capacity for 200 and a kitchen.

ENCLOSURE (1)

16 AUG 2001

c. Eligible Participants. Active duty, reservist and retired military personnel pay grades E-1 through E-5, their family members, MCAS Miramar DOD civilians and bonafide guests. Officers and personnel pay grades E-6 to E-9 are permitted as bonafide guests. Patrons must provide valid identification for admission. All patrons must be 21 years or older to purchase or consume alcoholic beverages. Restaurant is open to all hands.

d. Control of Discipline. Eligible patrons will conduct themselves at all times in such a manner to reflect credit upon the Marine Corps. If appearance or conduct is considered inappropriate the individual may be asked to leave by the manager on duty. The Provost Marshal may be notified for assistance, if necessary.

e. Required Dress. Uniform of the day or casual dress. Casual dress does not include cutoffs, tank tops (men) or bare feet. Appropriate uniforms or formal attire may be prescribed for special occasions. In accordance with paragraph 9a of reference (c) coveralls are not authorized. Eligible patrons and family members are responsible for ensuring their guests conform to the prescribed attire.

f. Publication or Directives. A bulletin board will be maintained in a conspicuous position in the club and kept up to date by the club manager. A copy of the Bylaws and Constitution and any other directives pertaining to the club shall be posted on the bulletin board.

g. No Smoking Policy. Smoking will not be permitted in the Enlisted Club at anytime. Smoking will only be allowed outdoors in designated areas.

h. Identification and Proof of Age. All patrons and guests will be prepared to present a picture identification card (armed forces ID cards, driver's license, etc.) which permits adequate identification and proof of age. Civilian guests and family members under 18 years of age are not permitted in the bar areas at any time unless escorted by an adult sponsor or parent at all times. The sponsor or parent shall be held responsible for their conduct and are required to ensure that their presence will not cause discomfort or annoyance to other patrons.

i. Conduct. While utilizing Enlisted Club facilities individuals must conduct themselves at all times in such a manner to reflect credit upon the United States Marine Corps.

ENCLOSURE (1)

16 AUG 2001

j. Social Functions. In order to safeguard club privileges the following regulations must be followed for groups of 20 or more.

(1) Each booking request for a function of 20 or more persons shall be referred to the Club Manager for proper handling.

(2) A completed Private Party Contract shall accompany each booking request submitted for approval and will contain sufficient information to enable the appropriate reviewing authority to determine the eligibility of the function's sponsor. Actual scheduling of the function is contingent upon approval of the Club Manager.

k. Service of Employees

(1) Complaints or grievances in connection with the service of any employee of the facility will be submitted to the facility manager or the operations assistant on duty. Patrons shall not personally admonish facility employees. Names, dates, times and the nature of complaint shall be supplied by the patron as soon as possible.

(2) All appointees and employees of the facility have authority to maintain good order and discipline within the facility; however, patrons are expected to conduct themselves in an orderly and proper manner. The consumption of alcoholic beverages by appointees and employees of the activity while in a duty status is strictly prohibited.

l. Denial of Service. Club patrons will be denied further service of alcoholic beverages when, in the opinion of the management staff or the server, the individual is intoxicated or continued service would reflect discredit upon the United States Marine Corps. Management's decision is final.

m. Suspension. The facility manager may request to suspend facility privileges of any individual, including guests who violate the rules of the facility. Recommendations for suspensions along with the reasons will be submitted to the Chief of Staff for approval or disapproval.

ENCLOSURE (1)

16 AUG 2001

n. Gambling. Gambling for money on the facility premises is strictly prohibited.

o. Miscellaneous

(1) No animals or pets will be permitted in the facility at any time, except for bonafide handicap assistance dogs or police dogs in the execution of official duties.

(2) The facility will not be held responsible for personal property or clothing brought into or left unattended in the facility.

7. Entertainment Tickets and Leisure Travel

a. Location. Located in building 2524 on Mitscher Way (south of McDonald's Restaurant).

b. Facilities. Tickets, both discounted and non-discounted, are available for sporting events, movies, amusement parks, etc. Brochures are available on most San Diego and Los Angeles attractions. Entertainment discount books with cards and coupons to most San Diego amusement areas are available for purchase. A TicketMaster outlet to purchase tickets to concerts and other events is located in this office. The Leisure Travel office is a full service travel agency available to meet all of your travel needs including airline and train tickets, hotel accommodations, rental cars, cruises and tour packages.

c. Eligible Participants. Active duty, reserve, retired military personnel, their family members, MCAS Miramar DOD civilian employees and their sponsored guests are authorized with the exception of those tickets designated for active duty military only. A valid military ID card is required for all ticket purchases.

d. General Regulations. All tickets are subject to a service charge. TicketMaster tickets are not discounted and are subject to the prevailing TicketMaster surcharge. Tickets may be refunded when in good resale condition with a receipt and are subject to a return fee. Tickets that are designed for the scan system and expired tickets cannot be refunded (subject to vendor control). Tickets on which the account has been closed are not refundable. Refunds of \$75.00 or more will be made by check within two weeks of

ENCLOSURE (1)

StaO 1700.2
16 AUG 2001

return. Cancellation policies for travel arrangements (airline, tour, cruise) are controlled by individual tour/air/cruise companies. In addition, service charges may be added by Leisure Travel.

8. Food Services (Fast Foods/Snack Bars)

a. Locations. The Food Services Branch includes food services in the following locations: Food Court (consisting of McDonald's, Deli Delight, Rice King and Baskin Robbins), building 2660 in the Miramar Exchange complex; Devil Dog Chuck Waggin, Coffee Stand and Island Hut south of the Miramar Exchange complex; McDonald's Restaurant with a drive through on the corner of Elrod Road and Mitscher Way; Flightline Food Court (consisting of Rice King and Deli Delight) in the Exchange Annex, building 8600; Tower Snack Bar located in the Operations Building, building 8211; and Snack Bar cubes located at Hangar 1 and building 7550.

b. Eligible Participants. Active duty, reserve and retired military personnel, their family members and DOD civilians and their guests. The hangar snack bar is restricted to personnel with flight line access.

c. Required Dress. Uniform of the day or appropriate civilian attire is authorized. Shoes and shirts are required. In accordance with paragraph 9a of reference (c), clean and serviceable coveralls are only authorized in the flight line exchange food court and the Operations tower snack bar.

d. Facilities. The snack bar eating facilities offer a variety of food items including, but not limited to: McDonald's hamburgers; Japanese/Chinese fast food (Rice King); Filipino food (Island Hut); a selection of submarine sandwiches, including party trays and six foot long sandwiches (Deli Delight); ice cream, including specialty cakes and pies (Baskin Robbins); gourmet beef hot dogs (Devil Dog Chuck Waggin); and various snacks and beverages.

e. Personal Checks. Food Services facilities only accept personal checks for special order items from Deli Delight and Baskin Robbins (i.e., party trays and cakes).

ENCLOSURE (1)

StaO 1700.2
16 AUG 2001

9. Golf Course (Miramar Memorial Golf Course)

a. Mission and Facilities. The mission of the MCAS Miramar Memorial Golf Course is to promote the game of golf, encourage adherence to golfing etiquette and sportsmanship, increase social enjoyment, and provide recreational golf facilities; to include an 18 hole championship course (par 72), a driving range, two putting greens, one chipping green, a practice bunker (sand), a pro shop and a snack bar/lounge.

b. Location. The golf course and pro shop are located in building 3485, west of Anderson Avenue, between Bauer Road and Miramar Way.

c. Hours of Operation

(1) The hours of operation of the MCAS Miramar Memorial Golf Course will be posted at the facility.

(2) The golf course superintendent is authorized to close the golf course or any portion of the course whenever, in their opinion, repairs, maintenance or adverse weather conditions render it unplayable. If possible, an advance notice will be posted at the Starter's Booth and on the clubhouse bulletin board.

d. Authorized Patrons

(1) Authorized patrons include active duty, reserve, retired military personnel and their family members, and DOD employees. Federal employees (i.e., IRS, FBI, FAA, etc.) are authorized to use the golf course after 1200 (space available, same day). Active duty and retired military from foreign nations may use the course on a space available basis. They must pay guest fees and are authorized one guest.

(2) Guests of authorized patrons may be privileged to play on the course subject to the following conditions:

(a) They are accompanied at all times by the sponsor.

(b) There are no more than three guests per sponsor. Off base DOD and Federal employees are limited to one guest.

ENCLOSURE (1)

16 AUG 2001

(c) The sponsor is responsible for the conduct of their guests in the clubhouse and on the course.

e. Charges

(1) Fees will be charged at the prevailing rate which will be prominently posted at the Miramar Memorial Golf Course clubhouse. Rain checks will not be issued after golfer starts to play unless management suspends play on the course.

(2) Advance fee cards or greens fee receipts entitle holder to use this course. Green fee receipts entitle patron to only one round per receipt, with a 50 percent discount on additional rounds of golf played within the same day. Full cart rental prices remain in effect for additional rounds.

(3) Reciprocity for green fees will be granted for active duty military personnel and family members who have paid advance fees at their Marine Corps home courses. Retirees and other advance fee patrons will be eligible for reciprocity. Reciprocity does not extend to Camp Pendleton cardholders since their home course is less than 50 miles away.

(4) The MCCA Deputy AC/S must authorize special discounts for green fees or equipment rental, in writing..

f. Restrictions

(1) Children under the age of six are not permitted on the golf course or practice area.

(2) Children, ages 12 through 17 may not play on the golf course prior to 1130 on weekends and holidays without specific approval from the Head Professional. On weekdays, children 12-17 may play with an eligible sponsor at any time. Upon demonstration of their ability and knowledge of golf, children ages 12-17 may be authorized to play during the excluded periods as authorized by the Head Professional. Children must pay full green fees and have their own bag and set of clubs.

(3) Children between the ages of 6 and 11 are permitted to use the practice facilities provided they are under the direct supervision of a sponsor over the age of 18. Children 12-17 may use the practice facilities without adult supervision.

ENCLOSURE (1)

1 6 AUG 2001

(4) Sponsors are responsible for the conduct of their children at all times.

(5) Children ages 6 and up may accompany their sponsor on the golf course as a spectator providing the following conditions are met:

(a) Rules of golf etiquette must be observed.

(b) Sponsor is responsible for maintaining speed of play with group in front.

(c) Full cart fees must be paid. Only two persons per cart, including children. Children not playing must ride in a cart and are not permitted to walk.

(6) If a sponsor allows children to impede the normal speed of play or unreasonably disturb other golfers, the sponsor and child may be asked to leave the course. If asked to leave, there will be no refund of greens fees or cart/club rental fees.

(7) Exceptions for the Summer Junior Golf Program and clinics will be approved by the Head Professional.

(8) Pets are prohibited on the golf course and in the clubhouse area.

g. Registration/Check-in. All persons must register before teeing off and must show, upon request, either military identification or advance payment card to the Starter. Players will not commence play unless they have registered with the starter and have been called to tee. Single players and twosomes must give way to any match, and will not be allowed on the course unless authorized by the Head Professional or Starter.

h. Dress Code

(1) The wearing of suitable golf attire is required on areas of the course (except restaurant). Prohibited items of apparel include tank tops, undershirts, flip flop shoes, bathing suits, halter tops, short-shorts, jogging and workout clothing. Shirts are required to be worn at all times. Items of apparel that promote or advocate drug and/or alcohol abuse are prohibited.

ENCLOSURE (1)

16 AUG 2001

(2) Military personnel on active duty may wear utility uniforms or flightsuits on the driving range, practice areas and in the clubhouse.

i. Reservations/Tee Times

(1) Each active duty member may bring one non-active duty guest (if there is a fivesome there must be two active duty in the group) during prime time, 0600 to 0900 on Saturday and Sunday. Other individuals may make reservations for tee times for active duty who are at sea or are otherwise not available to call or walk in on the scheduled day. However, the active duty member must be present and show their ID card at the time of the scheduled tee time. Abuse of this privilege may result in the loss of the reserved tee time and/or the loss of authorization to make a reservation. If they cannot be present another active duty person may take their place. Tee times may be made up to nine days in advance (Monday through Tuesday) on the following days:

- Monday, 1200-1300, active duty walk-ins only.
- Monday, after 1300, active duty call or walk-ins.
- Tuesday, beginning 0600, active duty, retirees, dependents and reservists call or walk-ins. After 1200 MCAS Miramar DOD call or walk-ins.

(2) Players must check in with the Starter/Pro Shop 20 minutes prior to tee time.

j. Men's and Women's Golf Associations. The MCAS Miramar Men's and Women's Golf Clubs are groups of golfers organized for the purpose of furthering interest and golfing enjoyment. Although these are not official organizations, they perform certain functions not otherwise provided; such as maintaining handicaps, conducting tournaments, providing social activities, etc. As a result, they are extended certain golf course privileges as approved by the MCCS Deputy AC/S. Membership for the golf associations are handled by the specific clubs.

k. Basic Rules

(1) The United States Golfing Association (USGA) Rules of Golf Etiquette and local rules will govern all play on the course. The golf professional shall have the authority to make such written rules to preserve the course and expedite play.

ENCLOSURE (1)

StaO 1700.2

16 AUG 2001

(2) All personnel playing the course are expected to be familiar with the recognized rules and etiquette of golf and will govern themselves accordingly. Any serious infraction of rules or flagrant disregard of reasonable measures necessary to the preservation of the course, such as repair of ball scars, replacement of divots, raking of sand traps, using regular greens or fairways for practice, and misuse/abuse of carts, will be referred to the Head Professional for appropriate action. Violators will be held responsible for payment of damages to carts, etc.

(3) Abusive consumption of alcohol, foul language, or inappropriate behavior on the course, in the clubhouse, or on the premises may result in disciplinary action.

(4) Each player will have a bag and set of clubs in their possession.

(5) Spikeless or soft spike golf shoes or tennis shoes must be worn. No sport cleats, combat boots or other shoes that could damage the course are allowed.

(6) Slow players must wave following players through when there is a full hole open ahead of them. The Course Marshal shall inform players that they are delaying play and are required to let the group behind them play through every time they fall behind one hole. All players must keep up with the group in front of them. Course Marshals have the authority to ask players to pick up their golf ball and move to the proper position on the golf course.

(7) Twosomes will not be allowed to play alone during peak playing periods or during other busy times, without starter/pro shop approval.

(8) Keep rakes in the bunkers. Rake bunkers after use.

(9) Individuals making purchases in the Pro Shop must show valid military ID. DOD civilians and guests of authorized personnel may purchase items needed to play golf.

(10) The Pro Shop is authorized to accept eligible patron's checks only for the amount of purchase. No checks will be accepted from guests. The Head Professional may authorize exceptions to this policy if funds are available (not to exceed \$20.00).

ENCLOSURE (1)

StaO 1700.2
16 AUG 2001

(11) Visa, MasterCard, American Express and Discover credit cards will be accepted as payment for all purchases of \$10.00 or more. Civilian guests may use credit cards when presenting other valid ID.

(12) Refunds of \$50.00 or more will be made by check within five working days from the MCCA Accounting Office.

(13) Gift certificates are valid for 90 days, unless they are for deposits on shoes, clubs, bags or golf lessons.

(14) Receipt certificates are good for 90 days. Receipt certificates for deposits on merchandise are good for six months only.

(15) Driving range practice balls are the property of Miramar Memorial Golf Course and are distinctly marked with paint and may not be removed from the driving range. They are authorized for use on the range only and are not authorized for use on the golf course or practice areas.

(16) All play on the course shall commence on the first tee unless specific permission is obtained from the Starter or Head Professional, to tee off on hole #10.

(17) All practice will be confined to designated practice areas.

(18) Chip shots will only be allowed on the designated practice chipping green.

(19) The golf course may be closed for special events such as tournaments, etc.

(20) When players finishing the ninth hole are not able to tee off on #10 directly, because players ahead of them are on the tee, there is no objection to proceeding to the clubhouse provided they return without holding up play. However, if they are not on the tee in time to tee off when players ahead are out of range, they lose their place for continuing play and must wait for a vacancy behind those finishing the ninth hole.

ENCLOSURE (1)

StaO 1700.2
1 6 AUG 2001

(21) The Head Professional is charged with providing appropriate action for enforcement of the rules and regulations of the Miramar Memorial Golf Course as set forth herein. Violations: 1) immediate expulsion (PMO will be called if needed), 2) temporary indefinite suspension and 3) disciplinary action UCMJ.

l. Clubhouse Regulations

(1) The MCCS Department Business Operations Director is responsible for the control and administration of the Golf Course clubhouse, food and beverage operations.

(2) The Business Operations Director shall specify hours of operation and service governing the restaurant/bar.

(3) Golf Course property shall not be removed without authority from the Head Professional.

(4) Only food and beverages purchased from the clubhouse or course vending machines are allowed on the course.

(5) Small personal coolers are permitted on the course provided beverages are purchased at the course.

m. Golf Cart Policy

(1) The 90-degree rule apply in fairways at all times.

(2) When parking or driving by a green, carts will be kept on paths where provided or parked and driven in the rough by the green. Golf carts will be kept off the closer mown aprons around the greens, which are approximately 30 feet or more from the greens perimeter.

(3) Golf carts will be kept on paths when parked by tees.

(4) Golf carts are limited to two people only, and must be seated in the cart while in motion.

(5) Golf carts will be kept out of roped areas and must obey cart signs at all times.

ENCLOSURE (1)

16 AUG 2001

(6) Handicapped golf carts, identified by a blue flag, must follow the golf cart rules with one exception. Handicapped carts will be allowed on the closer mown aprons around the greens, up to the 6 foot collar cut around the outside of the green. Handicapped carts are parked on the sides or rear of the greens apron. Handicapped carts will not be parked in front of the green. No carts are allowed to be driven or parked between the bunker and the green.

n. Tournaments

(1) All tournaments must be requested in writing and sponsored by active duty or retired personnel. Tournament contract must be signed at least two weeks prior to the tournament.

(2) MCAS Miramar commands/organizations may sponsor a maximum of three tournaments per quarter and players shall be no less than 16 in number per tournament. Consecutive tee times only.

(3) As a rule, tournaments will not be scheduled on Friday, Saturday, Sunday or holidays. Special requests must be submitted in writing to the Head Golf Professional and subject to approval by the Business Operations Director.

(4) The Men's and Women's Clubs must submit requests in writing to the Business Operations Director for weekend tournaments which can be approved up to one (1) year in advance. These tournaments are subject to cancellation or rescheduling for military only tournaments. Other Men's and Women's Club outings can be approved by the Head Professional.

(5) Groups scheduling tournaments may use cash for awards or purchase gift certificates redeemable at the Pro Shop.

(6) Specific rules on tournaments for non-fundraisers and fundraisers are covered under separate Station Orders.

10. Museum (Flying Leatherneck Aviation Museum)

a. General. Reference (b) and applicable museum standards guide the Flying Leatherneck Aviation Museum in its vision and performance.

ENCLOSURE (1)

16 AUG 2001

b. Location. The museum currently occupies the large area north of the Officers' Club on Anderson Avenue, where 23 aircraft are displayed, and building T2002 east of the Officers' Club. Building 2264, on the corner of Graham Avenue and Delta Road, is the museum's warehouse and restoration facility.

c. Facilities. Building T2002 houses the museum offices, the museum library, a limited collection of Marine Corps historical displays, aircraft models and aviation art, the Historical Foundation offices and the Historical Foundation Gift Shop. The museum uses the west two-thirds of building 2264 for its restoration department and storage. Three museum aircraft are also located at the entrance to the Miramar Exchange. Future plans for the museum include building a 30,000 square foot hangar at the corner of Delta and Anderson Roads across from the Officers' Club.

d. Eligible Participants

(1) Aircraft. Viewing of the aircraft is available to the general public during posted hours of operation, free of charge.

(2) Tours. Tours are available to everyone, but are limited to posted hours and the availability of volunteer docents. Tours are scheduled through the Foundation Office at (858) 693-1723.

(3) Library. The library is a research library and library materials cannot be removed from the premises. The library is available to all active duty, reserve, and retired Marine Corps members and to members of the Historical Foundation for their enjoyment. The museum also supports limited research projects for these groups without charge or at minimal cost of goods and labor. Large research projects and private or commercial research projects are subject to hourly rates depending on the nature of the project.

e. Restrictions

(1) Visitors must comply with posted museum hours. Because of security reasons no viewing of aircraft is permissible when the museum is closed.

(2) Children must be supervised by an adult at all times.

(3) Tours are generally limited to groups of five or more for all persons above the age of 7.

ENCLOSURE (1)

16 AUG 2001

(4) Tours must be scheduled at least ten days in advance in order to ensure a docent will be available.

(5) Climbing on aircraft is prohibited.

f. Historical Foundation. The Flying Leatherneck Aviation Historical Foundation has been granted permission by the Commander, Marine Corps Air Bases Western Area (COMCABWEST) to support the Flying Leatherneck Aviation Museum aboard MCAS Miramar. The Historical Foundation provides, but is not limited to, fundraising to support the museum, membership drives, recruiting volunteers, running the museum tours, training docents and managing a gift shop in building T2002. The Historical Foundation is a nonprofit organization that qualifies donors to the Foundation for tax relief from the IRS. The Historical Foundation directly supports the museum financially as well as with volunteer support, but does not have a management role in Museum operations.

g. Volunteers. Every museum requires volunteers to do much of the museum's work. Expertise is not required. Anyone capable of doing a serious days work can inquire about training. Volunteers usually work during the week or as directed by the Curator and the Foundation. Volunteers are needed to work on aircraft, in the gift shop, to act as docents and give tours, and/or to support the Historical Foundation Board of directors on various committees or staff positions.

h. Other Support. Other individuals, groups, agencies, and organizations support, collaborate, or otherwise work with the museum and historical foundation in mutual efforts to advance individual or mutual interests or causes. This type of collaboration is encouraged to facilitate the museum's purpose and mission.

i. Military and Civilian Functions. The museum supports most military functions that fall within its ability, but do not violate standards of safety and security. All liability for injury or damage rests with the party hosting the event. Command functions and many other military functions can be supported by the museum at no cost to the hosting command or party. However, charges will accrue to events that exceed the museum's support capability or events requiring special equipment and services, or to events that are held after the museum's normal hours of operation. These

ENCLOSURE (1)

16 AUG 2001

charges will include, but are not limited to, cost of services and labor, clean up and security. Fees for special events such as Marine Corps Balls, catered events, birthday parties, weddings, reenlistment, wetting downs, etc., will be determined on a case by case basis. Upon completion of future construction the museum will be able to host large catered events. Catering by off station caterers is prohibited. Civilian events will be approved on a case by case basis.

11. Stables

a. Location. Located north of Miramar Way, 1/2 mile east of the MCAS Miramar main gate.

b. Facilities. Sheltered paddocks, office, tack rooms, riding arenas, numerous riding trails, tack and feed resale store, lounge, rest rooms and facilities to board privately owned horses.

c. Eligible Participants

(1) Active duty and retired military personnel, their family members entitled to Exchange/Commissary privileges, drilling reserves and their spouses, MCAS Miramar MCCS employees and DOD civilians are permitted to board horses at the Miramar Stables. Bonafide guests will be permitted as participants or as spectators at scheduled events on the stable grounds.

(2) Personnel permitted to board their privately owned horses are listed by priority: 1) active duty personnel and their family members; 2) retired military personnel and their family members; 3) drilling reserves and their spouses; 4) MCAS Miramar MCCS employees; and 5) DOD civilians. These priority lists will be maintained by the Stable Manager for new horse, pipe corrals, box stalls and tack sheds.

(3) When a boarder no longer meets eligibility requirements they must remove their horse from the stables within 14 days.

(4) A family member owner will not have to have their boarding contract cosigned by their sponsor as long as the family member is 18 years or older. If the owner is a minor, the sponsor must assume owner responsibility.

ENCLOSURE (1)

16 AUG 2001

(5) Use of trails by outside horses is subject to the following restrictions:

(a) Pre-authorization shall be obtained from the Stable Manager and recorded in a logbook maintained in the stable office.

(b) A current boarder must act as sponsor and remain in the company of the outside horse(s) and rider(s).

(c) Rider(s) of outside horse(s) should be prepared to provide proof of current stable required vaccinations and proof of negative Coggins testing within the last six months.

(d) The manager or his designated representatives must clear all guests before entering the stable area.

(e) The stable grounds are off-limits to all personnel except stable employees and other authorized personnel after 2100.

(f) By prior arrangement with the manager, owners and veterinarians may be admitted to the stables to administer medical aid to horses after hours. Owners and veterinarians without prior arrangement may administer emergency medical aid.

d. Required Dress. Uniform of the day or appropriate civilian attire is authorized. Hard-soled shoes are strongly recommended. Hard hats (riding helmets) are required when jumping and for all riders under the age of 18. In accordance with paragraph 9a of reference (c) coveralls are not authorized.

e. Stabling and Veterinary Requirements

(1) New boarders must present proof of eligibility to use the facility (i.e., military ID card), proof of ownership or lease agreement of horse to be boarded with emergency contacts and instructions. Eligibility checks will be made from time to time on all boarders. New boarders must be registered at Miramar's U.S. Army Veterinary Treatment Facility (VTF). Proof of annual vaccinations, negative Coggins test and military ID are required to be presented to the VTF.

(2) All new horses at the stables must be quarantined for a minimum of three days. Proof of current vaccinations (EEE, Wee, Tetanus, equine influenza and rabies) in the form of a receipt from a licensed veterinarian along with negative Coggins test (within

ENCLOSURE (1)

16 AUG 2001

the last six months) must be presented to the stable office upon arrival. Horses without proper documentation will automatically be scheduled for necessary vaccinations and/or testing with a licensed veterinarian. Boarder will be responsible for all charges. Horses will be held in quarantine until all requirements are met. All horses on quarantine will be released from quarantine by the base veterinarian or their designated representative from the Miramar VTF. A physical exam will be performed on the new horse prior to release from quarantine.

(3) All horses at the stables must be immunized annually against Eastern and Western equine viral encephalomyelitis (sleeping sickness), equine influenza (flu), tetanus and rabies. Venezuelan encephalomyelitis is highly recommended. Additionally, all horses must have a current negative Coggins test upon introduction to the stables and must be wormed at least twice annually. Owners will be responsible for these veterinary services. The stable conducts annual vaccination and worming clinics in the Spring. Written notification of the schedule for inoculation and worming will be sent to the owners. In the event an owner elects to make other arrangements for these required veterinary services, evidence of completion must be presented to the Stable Manager by the first of the month prior to the scheduled inoculation and worming dates. All horses which are owned by active duty military or retired military will be able to receive Coggins tests, health certificates and additional services from the Miramar VTF. Emergency services are the responsibility of the horse owner. Rabies, equine necrophalitis (western and eastern), tetanus toxoid and equine influenza vaccines are required annually. Rhinopneumonitis vaccine is recommended for breed mares and foals quarterly, but not required. The frequency of vaccinations for equine influenza is recommended to increase to biannually. A negative result is required on all animals over six months of age. A negative Coggins test is required on all animals being transported onto Miramar from outside the state of California. Health certificates are required for interstate travel.

(4) The Stable Manager will notify the Miramar VTF whenever they suspect a contagious illness in any horse and quarantine the horse. The suspect horse will remain in quarantine until declared free of disease by a licensed veterinarian.

ENCLOSURE (1)

f. Equipment Care

(1) Owners shall furnish their own tack and will assure that all tack is properly stored when not in use. The stable is not responsible for lost or stolen property.

(2) The manager shall assure that all MCCA Department tack, equipment and supplies are maintained in a proper state of repair and are being properly stored.

g. Assignment of Stalls

(1) Stalls shall be assigned according to the priority list posted at the stables. Any stall to be rented will be prepared prior to rental. After rental, it is the renter's responsibility to keep the stall maintained by mucking excessive wet spots, leveling, adding rock dust, etc. If a potential boarder feels a stall has not been adequately prepared for rental it is the boarder's responsibility to notify the Stable Manager prior to renting that stall.

(2) Any alterations to the stall must be pre-approved by the Stable Manager and meet the guidelines established in the current Stall Modification Regulations document. A copy of the Stall Modification Agreement will be kept in the boarder's file maintained in the Stable Manager's office.

(3) Any stall built by private owners will become the property of the MCAS Miramar Stable upon termination of contract or be removed by owner within two days. No additional private stalls will be allowed. Any private stalls sold by the owner must be removed from the stables within ten days. Existing owner built stalls must meet material specifications and repair and maintenance requirements as established in the current Stall Modification Regulations document.

(4) The Stable Manager reserves the right to assign, reassign stalls or temporarily move horses at any time in the interest of health, safety or general well-being of the horses.

(5) If the owner wishes to have a new stall assigned, other than for stall changes from the priority waiting lists or the Stable Manager's reserve right, there will be a \$25.00 fee.

ENCLOSURE (1)

16 AUG 2001

h. Stable Responsibility

(1) Feeding of Horses. Horses are fed two times per day. Alfalfa pellets in the morning and alfalfa hay cubes at night. Any deviation from the feeding routine (such as "hay cubes only") must have a note from a licensed veterinarian on record with the stable office. Any supplemental feeding is the responsibility of the horse owner. An owner, who intends to remove a horse from the stable for horse shows, training, etc., may draw rations for the horse for the duration of the absence. Rations requested "after the fact" cannot be reimbursed.

(2) Cleaning of Stalls. Stalls are cleaned daily except Sundays and holidays.

(3) Repairs and Maintenance. The stable will provide any needed maintenance or repairs to the stall roof, beams, pipe panels, siding, gates and automatic water dispenser. Stable hands will prepare vacant stalls for rental by removing any manure and leveling the stall with rock dust to insure proper draining. If boarder requests a separate water bucket in addition to the automatic water dispenser provided by the stables, it is the responsibility of the boarder to provide a clean, full and maintained water bucket. The water bucket will be removed if the owner does not keep it in a safe and sanitary condition.

(4) Riding Lessons and Horse Training. The Stables will make available, under contract, qualified instructors and trainers to provide services to patrons wishing instruction and training. No outside instructors or trainers are allowed.

(5) Tack and Feed Store. Feed and horse care products are available at the Tack and Feed Store during business hours. See store sign for hours of operation. If the store is locked, designated stable employees will unlock and assist patrons upon request.

(6) Stable Office. Between 1 October and 31 March, the stable office is open between the hours of 0800 to 1600, Monday through Saturday. Between 1 April and 30 September, the stable office is open between the hours of 0800 to 1700, Monday through Saturday. The office is open every Sunday from 0900 to 1500 and

ENCLOSURE (1)

16 AUG 2001

closed on holidays. Payment for board and lessons should be made before 1600. Payment received after 1600 will be considered as received the following day.

i. Boarder's Responsibilities

(1) Veterinary Services. Veterinary services are the responsibility of the owner. In the event that veterinary service is needed and the owner cannot be contacted, the manager will request the service, which will be paid for by the owner. If an owner prefers a particular vet, it should be so written and included with the boarding agreement. All horse owners must register with the Miramar VTF within one week of arrival or new birth. Owners are required to show proof of vaccination, negative Coggins test (within the last six months) and valid military ID.

(2) Stall Floor Condition. After renting a stall, it is the boarder's responsibility to keep the stall floor in good condition by leveling, adding rock dust, mucking wet spots, etc. Rock dust will be provided on a self-serve basis. The Stable Manager is available to answer questions on the proper maintenance procedure. The Miramar VTF Veterinarian routinely checks stall floors for condition. If boarders fail to maintain their stalls properly the Stable Manager will: 1) ascertain if the boarder knows how to properly maintain the stall; 2) verbally warn the boarder of the continued unsatisfactory condition of the stall; and 3) issue the boarder a written warning. If the condition of the stall is not corrected within ten working days from the issue of a written warning, the Stable Manager is authorized to correct the stall floor condition according to the stable specifications. Stable personnel will make the required corrections and the boarder will be billed accordingly.

(3) Boarder's Authorization. The sponsor or owner must furnish the Stable Manager, in writing, the names of all individuals who are authorized to groom and exercise their horse during any absence. These individuals must meet all eligibility requirements as stated above. Stable hands may be authorized, provided the horse care is performed during off-duty hours.

(4) Proper Care. Owners must ensure that their horses are groomed and exercised at least twice weekly. Regular farrier service is required for the health of the horse. It is the

ENCLOSURE (1)

16 AUG 2001

boarder's responsibility to ensure that these needs are taken care of. If stable management must intervene, the boarder will be charged accordingly. In addition, owners who do not properly care for their horses will be required to remove them from the stable, upon recommendation of the stable manager and final decision by the Business Operations Director.

(5) Notification

(a) Owners must declare any vice that their horse has (i.e., biting, kicking, fighting, tail chewing, cribbing, etc.) to stable management upon entering stable or onset of habit. Special stabling precautions may be the responsibility of the owner.

(b) Boarder must notify Stable Manager, in writing, to terminate any and/or all contracts with M CCS Stables.

(c) When a participant sells their horse(s) to another eligible participant, the new participant may not assume possession of the previous owner's stall. The new participant must put their name on the proper priority list before they may be assigned a stall.

j. Rules and Regulations. The following rules apply:

(1) Payment for board and storage is due on the first day of the month. A late charge of \$10.00 per horse will be assessed if not paid by 1600 on the tenth day of the month. Late fees for storage units and trailer parking are one half of the monthly fee.

(2) Persons other than owner or immediate family having permission to ride privately owned horses must have written statement from the owner when not in their company.

(3) Children between the ages of 7 and 13 must be under general supervision of an adult. Children under the age of seven (7) must be in the presence of an adult at all times and shall not be allowed to roam the facility.

(4) All non-military guests shall remain with the sponsor at all times.

(5) Stable grounds close at 2100. Premises must be vacated at that time.

ENCLOSURE (1)

16 AUG 2001

(6) The speed limit throughout the stable area is five miles per hour.

(7) All requests for special events shall be submitted to the Stable Manager for approval.

(8) The stable has riding instructors under contract to give riding lessons and training to patrons. Payments for these services are to be paid in advance at the stable office.

(9) Fire safety precautions shall be adhered to at all times.

(10) When riding in the arenas, ring etiquette shall be practiced.

(11) To protect the rider, as well as the horse, no attempt should be made to dismount if a snake is encountered.

(12) Trail riding shall be confined to riding on designated trails only.

(13) The following prohibitions apply:

(a) Stallions are prohibited. Colts that are not gelded by 12 months of age or colts under the age of 12 months whose behavior could be considered a danger to the other horses are also prohibited.

(b) Running horses through the stable area is prohibited, except inside the arenas.

(c) Riding in the arena while lessons are being given without consent of the riding instructor.

(d) Turning horses loose anywhere, except an empty arena. Horse may be turned loose only if owner stays at the arena. Horses may not be turned loose for more than 20 minutes. Anyone wishing to ride in the arena has priority over turned out horse(s) and the owner must remove the horse(s) immediately.

(e) Galloping/running horses through or near other riders or group of riders.

ENCLOSURE (1)

16 AUG 2001

- (f) Horses in the parking lot or on the road for any reason other than for loading and unloading.
- (g) Horses in the picnic area.
- (h) Tying or leaving horses unattended in the arenas.
- (i) Causing horses to become excessively overheated or any other deliberate mistreatment of horses.
- (j) Horses taken from the stalls without bridle or a halter and lead line. Loose horses are dangerous to both riders and non-riders.
- (k) Consumption of alcoholic beverages, anywhere on the stable premises, except at authorized functions approved by the Stable Manager. Intoxicated persons shall not ride horses.
- (l) Stalls built or modifications made to any existing stall without written approval of the Stable Manager in accordance with the Stall Modification Regulations.
- (m) Washing of horses other than at the wash rack.
- (n) Dogs in the stable area or east Miramar trails.
- (o) Private vehicles driven anywhere except on the main road and parking lot without permission from the Stable Manager.
- (p) Smoking is prohibited anywhere at the stables, except in the parking lot or outside east entrance to building 547. Smoking is prohibited on the trails.
- (q) Positive equine infectious anemia carrier under any circumstances.
- (r) Riding horses in any arena while MCCS stable work crews or tractor is operating in the arena.
- (s) Training horses or giving riding instruction, for emuneration, unless under individual services contract with the MCCS Department.

ENCLOSURE (1)

16 AUG 2001

(t) Turning horses loose in arenas that are being watered. Serious injury could result to the horse.

(u) Feeding or disturbing the wildlife at any time.

k. Failure to Pay Stall Fees. If a boarder fails to pay stall fees for two months a certified letter of demand will be sent for payment within 30 days. If payment is not received within the 30 days, the horse(s) become eligible for sale in order to collect stall fees. Any excess monies received from the sale will be forwarded to the original owner(s).

12. Staff Non-Commissioned Officer (SNCO) Club

a. Location. Located in the northwest end of building 5509 on Bauer Road.

b. Facilities. The SNCO Club consists of a bar and table seating area with a capacity for 64.

c. Eligibility. Active duty, reserve and retired military personnel in pay grades E-6 through E-9, their family members, unremarried widows and bonafide guests. DOD employees GS-05 and above. Patrons must be 21 years or older to purchase or consume alcohol.

d. Required Dress. Uniform of the day or casual dress. Casual dress does not include cutoffs, tank tops (men), barefoot or sandals of the type worn without socks. Appropriate uniforms or formal attire may be prescribed for special occasions. In accordance with paragraph 9a of reference (c) coveralls are not authorized.

e. Control of Discipline. Eligible patrons will conduct themselves at all times in such a manner as to reflect credit upon the United States Marine Corps.

f. Check Cashing. The club is authorized to cash checks for eligible patrons in the amount not to exceed \$100.00 per patron, per day or the amount of purchase plus \$25.00 over (dependent upon the availability of funds and manager's approval). All personnel cashing checks shall be required to present appropriate identification. Checks shall not be made payable to a club employee, vendor or entertainer.

ENCLOSURE (1)

1 6 AUG 2001

g. Identification and Proof of Age. All patrons and guests shall be prepared to present personal picture identification (military ID cards, driver's license, etc.) which permits adequate identification and proof of age. Civilian guests and family members under 18 years of age are not permitted in the bar areas at any time unless escorted by an adult sponsor or parent at all times. The sponsor or parent shall be held responsible for their conduct and are required to ensure that their presence will not cause discomfort or annoyance to other patrons.

h. Service of Employees

(1) Complaints or grievances in connection with the service of any employee of the facility will be submitted to the facility manager or the operations assistant on duty. Patrons will not personally admonish facility employees. Names, dates, times and the nature of complaint shall be supplied by the patron as soon as possible.

(2) All appointees and employees of the facility have authority to maintain good order and discipline within the facility; however, patrons are expected to conduct themselves in an orderly and proper manner. The consumption of alcoholic beverages by appointees and employees of the activity while in a duty status is strictly prohibited.

i. Denial of Service. Club patrons will be denied further service of alcoholic beverages when, in the opinion of the management staff or servers, the individual is intoxicated or continued service would reflect discredit upon the United States Marine Corps. Management's decision is final.

j. Suspension. The facility manager may request to suspend facility privileges of any individual, including guests who violate the rules of the facility, for a period not to exceed 30 days. Recommendations for suspensions along with the reasons will be submitted to the Chief of Staff for approval or disapproval.

k. Gambling. Gambling for money on the facility premises is strictly prohibited.

ENCLOSURE (1)

16 AUG 2001

1. Miscellaneous

(1) No animals or pets will be permitted in the facility at any time, except for bonafide handicap assistance dogs or police dogs in the execution of official duties.

(2) The facility will not be held responsible for personal property or clothing brought into or left unattended in the facility.

13. Station Training Center/Theater

a. Location. Located in building 2242 on the corner of Elrod Road and Foster Lane.

b. Facilities. Auditorium with a capability of seating 1,600 persons and a snack bar. The auditorium also has a full stage, sound and lighting capabilities.

c. Eligible Participants. All personnel eligible to use MCCS facilities and their family members.

d. Guest Policy for Motion Picture Presentations. An eligible military sponsor must accompany guests. Sponsors are responsible for the conduct of their guests. There is a limit of three guests per military ID card.

e. Required Dress. Uniform of the day or appropriate civilian attire. Shirts and shoes must be worn at all times. In accordance with paragraph 9a of reference (c) coveralls are not authorized.

f. Schedule. Motion pictures are shown every day except Monday and Tuesday. The theater opens one hour prior to show time. Information on the feature and show times may be obtained by calling 577-4143. Movie schedules are available at the theater and various other facilities on base. All movies begin promptly as scheduled.

g. Facility Usage. The Station Training Center/Theater is available for use by authorized commands for meeting and training. Requests must be submitted to the MCCS Administration Office, building 2273, at least 48 hours prior to the event. Reservations for command use may be made by phone to the MCCS Central Receptionist in building 2273 at 577-4099. Confirmation will be

ENCLOSURE (1)

16 AUG 2001

done in person with the MCCS Central Receptionist. All reservations are made on a first come first use basis. Any conflicts will be resolved by the Leisure Activities Director. The theater has limited audio/visual equipment for use, which will be explained at the time of the reservation. All other equipment must be obtained by the individual command from the station Training Department.

h. Theater Rental. Any eligible person may rent the theater for private use depending upon availability. Contact the theater manager for rates, times available, etc, as they vary depending on the specifics of theater usage.

14. Temporary Lodging Facility (TLF) (Miramar Inn)

a. Location. The Inn is located on Newlin Lane, east of Mills Park in buildings 2516, 2517, 2518 and 2519.

b. Facilities. 89 units which include kitchenettes, a guest laundry facility, an outdoor gazebo with a gas barbecue grill, a small 24 hour retail store, hot tub, voice mail, TV and VCR, and a free continental breakfast.

c. Eligible Participants. Active duty, reserve, retired military personnel and their family members, foreign military personnel and DOD civilians. Guests of military personnel may stay at the Inn when checked in by the military sponsor.

d. Reservations. Reservations are taken up to 60 days in advance for active duty and reserves and 30 days in advance for all others. Individuals on Permanent Change in Station (PCS) orders can make reservations at any time. Reservations and room assignments are made without regard to rank or rate.

e. Rules and Regulations

(1) No pets allowed. The front desk person has a referral list of local kennels.

(2) The maximum occupancy of each unit is five individuals. There are rollaway beds available at the front desk.

(3) All kitchen utensils must be left clean when checking out of the Inn.

ENCLOSURE (1)

16 AUG 2001

(4) Check in time is 1500 and check out time is 1200.

15. Veterinary Treatment Facility (VTF)

a. Location. The clinic is located in building 6248 on Bauer Road (south of the Youth Center).

b. Eligible Participants. Active duty, eligible retired personnel (with medical privileges and DEERS enrollment), their widows and family members. Reservists on active duty status must show current orders and must be authorized to utilize military medical system.

c. Purpose. To define the animal care mission of the U.S. Army Veterinary Services, and to prescribe the policies and procedures to be followed in the care of privately-owned, small animals, primarily felines and canines. Care is defined as immunization and outpatient treatment as related to zoonotic diseases.

d. Responsibility. The mission of the U.S. Army Veterinary Services is to protect the health and maintain the fighting strength of the Armed Forces. The first priority of this mission is medical care of military working dogs, and other government owned animals. The second priority is to provide food inspection and quality audits of subsistence to be consumed by humans. The third priority is to provide veterinary care of privately owned animals (pets) of military families. Pet care is in accordance with Army Regulation 40-905, and will be given to the extent available by Veterinary Corps Officers and Animal Technicians.

e. Services Provided. Vaccinations, de-worming, health certificates for travel, heartworm and gastrointestinal parasite prevention. Also provided are flea control products, pet care guidance and minor sick call appointments. Emergency services, critical care and surgical services are not provided for civilian owned pets.

(1) Animals are seen on an appointment basis only. Appointments are made by telephone or in person.

(2) Animals requiring more intensive care are referred to a civilian veterinarian. A valid veterinary-client-patient relationship must exist with the VTF prior to any prescriptions being given or filled.

ENCLOSURE (1)

16 AUG 2001'

f. Definitions

(1) Canine: Dog, any breed.

(2) Feline: Cat, any breed.

(3) Immunizations: Any vaccination given to animals for zoonosis control or community health purposes.

(4) Outpatient care/treatment: Treatment or care given that can be administered or accomplished without hospitalization, anesthesia or intensive care and that is related to zoonotic disease control.

(5) Emergency care: Emergency care to military working dogs and government owned animals will take priority over daily activities and pet appointments.

(6) Zoonotic disease: Any disease common to animal and man, or can be transmitted between animal and man.

(7) External parasites: Any insect or animal living upon another animal (i.e., fleas).

(8) Litter(s): Any number of canines or felines born to one female in the same 24-hour period. In this directive, litter is also defined as animals not yet weaned from their mother, or less than seven weeks old.

g. Restrictions and Limitations. The restrictions and limitations as stated herein will apply to all personnel using the clinic, in order to distribute the services available more fairly throughout the military community.

(1) All pets will be registered in clinical medical records as belonging to the sponsor of the eligible family. This will include family members living separately from the sponsor.

(2) Animals raised for commercial or sale purposes will not be provided care. Litters will be provided only initial vaccinations at eight weeks of age. A civilian veterinarian must give the remainder of the vaccination series.

ENCLOSURE (1)

16 AUG 2001

(3) Only animals belonging to the sponsor or their family members may be provided care. Non-military acquaintance's or relative's animals may not be claimed by the sponsor in order to acquire care. Owners must accompany their own pet. Only power of attorney letters of permission will be accepted to provide care.

(4) No children under 12 years of age will be allowed in or around the clinic premises on pet appointment days. Days when there is no clinic, children are allowed. Children in cars left unattended will be reported to the Provost Marshal.

(5) Proper military and civilian attire in accordance with current military regulations will be worn while in the clinic. Shirt and shoes are mandatory.

(6) When an owner makes an appointment and does not keep the appointment, arrive on time or does not cancel at least 24 hours in advance, this is considered a "no show." When two "no shows" are recorded, that owner will lose all veterinary privileges for one year.

h. Conduct of Patrons and Animal Control while in the Clinic. Animals shall be strictly controlled by their owners while in the clinic. All dogs shall be on a leash, and all cats must be in a carrier. Animals that are noisy, aggressive, and vicious or otherwise causing a disturbance shall be removed by the owner and asked to wait outside. Owners are required to clean up after their animals, in and around the facility, as a common courtesy to all patrons. Patrons shall conduct themselves in a civil manner during their clinic visit. Patrons who are causing a disturbance or are abusive will be required to leave the clinic. Animals deemed to be aggressive or uncontrollable by the owner may be refused service by the clinic staff.

ENCLOSURE (1)