UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION MIRAMAR
P O BOX 452000 SAN DIEGO CA 92145-2000

StaO 5700.1
MCCS
20 MAY 2002

STATION ORDER 5700.1

From: Commanding General
To: Distribution List

Subj: TOURS AND CATERED EVENTS

Ref: (a) SECNAVINST 5720.44a
(b) DODI 1015.10
(c) DoD 5500.7-R
(d) ALMAR 010/01

1. Purpose. To publish Command policy regarding air station tours and community relations events that are conducted by the Public Affairs Office and catered by Marine Corps Community Services (MCCS). These evolutions often are referred to as Tours and Catered Events (TCEs).

2. Background

a. Per reference (a), the Marine Corps Air Station (MCAS), Miramar Public Affairs mission encompasses community relations activities, including air station tours, that increase the general public's understanding and awareness of Marine Corps roles and missions, thereby enhancing the Command's relationship with the civilian community. Reference (b) authorizes installation commanders to make MCCS food and beverage services available to authorized guests who would not otherwise qualify as eligible patrons. The Commanding General has authority to approve tour participants as authorized guests.

b. TCEs further the public affairs mission by providing a unique setting in which the public can learn about the Marine Corps while enjoying catering services that enhance the experience.

3. Policy

a. Commanding Officers, Department and Special Staff Officers, and Supervisors will ensure that all personnel are familiar with the community relations purpose for TCEs and the policies stated in this Order.

b. Tour and other community relations events aboard MCAS Miramar are free and open to the public, but need not be publicized. Approval of requests for such events will not be conditioned on participants' agreement to purchase MCCS catering services.

c. Solicitation and acceptance of advertising, contributions, donations, subscriptions or similar services for TCEs by commands or their personnel is prohibited.

d. Competition against commercial businesses that offer the same or similar service is prohibited.

e. TCEs will be conducted in a manner free from any discrimination on the basis of age, race, creed, religion, color, national origin or sex. Organizations that discriminate with regard to age, race, creed, religion, color, national origin or sex will not be approved for a TCE.

f. Navy and Marine Corps activities on board MCAS Miramar are prohibited from taking part in private commercially sponsored activities for profit.

g. Use of MCAS Miramar facilities, equipment and personnel in support of TCE tours is authorized in accordance with reference (c).

h. Per reference (d), civilian personnel associated with TCEs are prohibited from the operation of government equipment.

i. Navy and Marine Corps Color Guards may participate in events which are not clearly sponsored by or conducted for the benefit of commercial enterprise.

4. Action

a. The PAO will review TCE requests for propriety and approval. The Chief of Staff is the final approval authority.

b. The tour and community relations portions of each TCE will be conducted and/or coordinated by the PAO. The PAO and MCCS will coordinate their efforts to ensure that catering services do not detract from the PAO event.

c. The PAO and MCCS will jointly develop and promulgate a standard operating procedure for the planning and conduct of TCEs, consistent with this Order.

5. Applicability. This Order is applicable to all Commands aboard MCAS Miramar.

G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A