



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE SUITE 238  
SAN DIEGO, CALIFORNIA 92140-5001

IN REPLY REFER TO:  
DepO 1710.1  
14  
OCT 19 2001

DEPOT ORDER 1710.1

From: Commanding General, MCRD/WRR  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE MCRD RECREATION CENTER  
(SHORT TITLE: SOP FOR MCRD REC CENTER)

Ref: (a) MCO P1700.27A (MCCS Policy Manual)  
(b) MWRIntInst 704Q.2H

Encl: (1) MCCS Policy Manual (PP 1-21 to 1-24) Eligible Users

1. Situation

a. Marine Corps Community Services (MCCS), Recreation Branch commenced operation of a Recreation Center in November 1999.

b. The Recreation Center has proven to be popular with patrons of all ages, including dependents of active duty and retired personnel. Data and after-actions have indicated the need to establish specific rules and guidelines for utilization of the Recreation Center by all patrons.

c. The Recreation Center is a multi-faceted entertainment asset consisting of bowling lanes, arcade, theater, cyber center, social/dance area, and the bar, where alcoholic beverages are dispensed and consumed.

d. The proximity of minors to alcohol, as well as the inevitability of random contact with adult patrons and staff, creates a need to ensure that children recreating at the Center are properly supervised.

2. Mission. To promulgate instructions concerning the purpose, function, and guidelines of the MCRD Recreation Center.

3. Execution

a. Commander's Intent. The Recreation Center is open seven days per week at the hours prescribed by the Assistant Chief of Staff, MCCS, and as posted at each entrance. The Recreation Center is for the use of all authorized users as prescribed by DoD and Marine Corps regulations, and as directed by the Commanding General MCRD/WRR. The facility is primarily focused on active duty Marines with those who reside aboard the Depot as the principal customer. Enclosure (1) is a list of authorized users by category in accordance with reference (a).

b. Concept of Operations

(1) Manager, Recreation Center. The manager is responsible to the Director, Recreation Branch for the effective operation of MCRD Recreation Center.

OCT 19 2001

(a) Assume operational and administrative control of the MCRD Recreation Center.

(b) Ensure all personnel employed at the MCRD Recreation Center are thoroughly familiar with the contents of this SOP.

? (c) Select, supervise, train, schedule, discipline, and evaluate Recreation Center staff.

(d) Actively promote the Center and associated special events to active duty and authorized personnel.

(e) Ensure overall patron orderliness and monitor activity to ensure adherence to rules, regulations, and policies governing the operation of the Center.

(3) Bowling Alley Supervisor *who is this?*

(a) Responsible for the operation of the MCCR bowling lanes, equipment maintenance and repair facilities.

(b) In the absence of the manager, is responsible for the overall operation of the Recreation Center.

(4) Bartender *how many*

(a) Assist the Manager, Recreation Center, in the operation of the bar.

(b) Adhere to federal and state laws while serving alcohol to patrons.

(5) Bowling Equipment Mechanic

(a) Install, repair, overhaul, and regularly inspect bowling electrical, mechanical, and computerized equipment.

(b) Establish regularly scheduled maintenance programs for all bowling equipment.

4. Administration and Logistics

a. Administration

(1) Recreation Center Funding Categories

(a) The bar is a revenue-generating (Category C) operation, and as such, shall receive no direct appropriated funds (APF) support. Salaries, operational expenses, and physical improvement projects are paid by non-appropriated funds (NAF).

(b) The bowling facility within the Recreation Center consists of fewer than thirteen lanes, and as such, is classified as a Category B operation. The bowling operation generates NAF income that pays for a significant portion of related expenses. Nevertheless, an annual shortfall is anticipated, as is the case with typical Category B activities. This shortfall may be resolved with APF support, up to a maximum of 85% of total program expense.

(c) The theatre, recreation room, dance area, and cyber café are available free of charge and will be operated as a Category A activity using appropriated funds. NAF money, if available, may be used to support these functions, but it is anticipated that actual required expenditures of NAF money will be kept to a minimum.

(2) Employee Training

(a) All employees will be CPR trained.

(b) The Recreation Center manager will publish and ensure all employees are familiar and proficient with established emergency medical procedures in the event of an emergency medical situation.

(c) Bartenders will have requisite training in the serving of alcoholic beverages. This includes identifying patrons who have exceeded their limitations on alcohol consumption.

b. Logistics

(1) Bowling Alley. The bowling alley consists of 12 lanes and reservations or walk-ins are welcome. League play begins in September and runs through April, one day per week and after 1700. Hours are subject to change and patrons are advised to check with Center or the MCCS website for current operating hours.

(2) Arcade/Billiard Room. Arcade video games and pool tables are available on a first come basis. A 30-minute time limit per video game is in effect when others are waiting. A 60-minute time limit on the pool tables is in effect when others are waiting. Children 12 and under will not be allowed to check out pool balls or to shoot pool without a parent/guardian present. Pool balls will only be used on the pool tables. No food or drinks will be placed on top of machines or on pool tables. Hours are subject to change and patrons are advised to check with Center or the MCCS website for current operating hours.

(3) The Theater. The theatre has a 50-seat capacity and is capable of showing 8mm, VHS, and DVD films. Entry is free to all authorized patrons and their guests. Food and drinks are allowed inside theater. The movie schedule will be followed as posted unless mechanical problems prevent compliance. Groups of five or more may request a specific movie showing through the Recreation Center manager to be scheduled around current movie show times. MCRD units can also reserve this area for official functions. To use this facility for activities other than movies, units must contact the Recreation Center manager for coordination at least one week in advance.

OCT 19 2001

d. Cyber Room. The Cyber-Room has computers for the use of authorized patrons. Use is on a first come basis. Patrons will log in at the front counter with the duty recreation aide. There is a 30-minute limit when others are waiting. All rules for the use of government computers will be strictly enforced. Patrons will log out when finished.

e. Social/Dance Area. The social/dance area is a multi-purpose area, which can be used for different events upon approval of the Recreation Center Manager. Private parties are not allowed at this area. Units aboard MCRD may reserve this area for a command function. The facility manager must approve all reservations. Unscheduled gatherings of groups to watch a sporting event on the televisions is highly encouraged.

f. The Bar. The bar offers patrons a wide assortment of refreshments which can be consumed anywhere in the confines of the building. Patrons must be 21 years of age to purchase and consume alcohol. Persons under the age of 21 are not allowed in the bar, unless they are on active duty or the bonafide guest of an authorized patron. At no time will a guest under the age of 18 be allowed in the bar. Active duty members under the age of 21 may be in bar with other active duty 21 or older, but may not consume alcohol. Private functions by units aboard MCRD may be conducted in the bar if normal business hours are not interrupted. Prior arrangements must be made with facility manager. Snacks, popcorn, and finger foods are provided to the patrons in the bar. Alcohol will not be taken from the bar and given to others not authorized to patronize the bar. All patrons must possess an authorized ID card or be the guest of an authorized patron to consume alcohol. Exceptions are guests of the Commanding General, i.e. recruiting command visitors, visitors for recruit graduation, etc. Bartenders are guided in their duties by desktop procedures provided and revised as needed.

g. Recreation Center Rules

(1) Only authorized users contained in the enclosure may use the Recreation Center. Users must be prepared to present proper identification for entry.

(2) The overall curfew for patrons under 18 years of age will be 1700, unless accompanied by a parent or guardian.

(3) All unaccompanied minors age 13-17 must sign the logbook at the front desk with name, sponsors name, and emergency contact number.

(4) Children 12 years and younger must be accompanied by parent/guardian at all times.

(5) Authorized sponsors may escort up to 2 guests per ID card holder. Recreation Manager is authorized to make exceptions.

(6) Running, throwing objects or boisterous conduct of any kind is not allowed.

(7) Command sponsored events are encouraged. Coordinate with manager.

(8) Private parties are not allowed.

(9) Access will be limited to the single entrance along Chosin Avenue. The two side doors and the door to the bar will be exits only.

5. Command and Signal

a. Command

(1) Recommended changes will be submitted via the chain of command to this Headquarters (Via: Director, Recreation Branch, Director of Programs Division, and AC/S, M CCS).

(2) The manager of the MCRD Recreation Center will review this SOP and submit recommendations for changes semi-annually.

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



T. W. SPENCER  
Chief of Staff

DISTRIBUTION: A

MCCS POLICY MANUAL

1201. ELIGIBLE USERS

1. Unlimited use authorized for all MCCS MWR programs except as noted:

CATEGORY	AUTHORIZED GROUP
Armed Forces and their families	Members on active duty.
	Members of the Reserve Components (Ready Reserve and National Guard; Reservists in training or hospitalized) and Delayed Entry Program personnel. Inactive reservists not otherwise authorized may only use the exchange to purchase necessary uniform clothing and equipment in such quantities required immediately when they are called to active duty.
	Cadets of Service Academies.
Other Uniformed Services and their families	Members of the Coast Guard, Commissioned Corps of the Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA) on active duty.
Armed Forces and other uniformed service retirees and their families	Retired from active duty.
	Retired from the Reserves with pay, and retired without pay (gray area).
Others separated from the Armed Forces and their family members	Honorably discharged veterans with 100 percent Service-connected disability and involuntarily separated service members under the Transition Assistance Management Program. Personnel separated under the Voluntary Separation Incentive (VSI) and Special Separation Benefit (SSB) Programs for two years after separation.
	Medal of Honor recipients.
Former and/or surviving spouses and family members	Unremarried surviving spouses of personnel who died while on active duty or retired status.
	Unremarried former spouses who were married to military members for at least 20 years while the military member was on active duty to the Armed Forces.

Enclosure ( | )

MCCS POLICY MANUAL

2. Limited use of MCCS MWR activities (except exchanges) for groups listed below is at the discretion of the installation commander. Commanders may open activities to these patrons based on local demand and capacity. Resale of food, State tax-free beverages, and tobacco products is restricted to amounts consumed on the premises, and to convenience merchandise incidental to daily participation (such as golf tees). APF and NAF civilian personnel employed by MWR activities of other Services, and their family members, may purchase merchandise without restrictions from MCCS resale activities (except Business Operations exchange and retail service activities).

CATEGORY	AUTHORIZED GROUP
U.S. DoD civilians and family members	Both APF and NAF, and retired DoD civilians.
DoD contract personnel and technical representatives	Working full time on the installation.
Others associated with the Department of Defense	Reserve Officers' Training Corps cadets when participating in field training or practice cruises.
	Former Prisoners of War (POWs) and spouses of POWs or Service members missing in action may use clubs.
Other Federal Employees	Use of clubs within the U.S. Individuals are recertified annually.
Guests	Who are not otherwise eligible to use MCCS MWR programs, when specifically invited and accompanied by an authorized user. Installation commanders approve local rules governing the number of guests and the frequency of use at specific facilities.
Members of the public within the U.S.	Leaders in the local community designated by the installation commander. Individuals are recertified annually.
	The general public can attend infrequent MCCS MWR activity-sponsored events when the installation meets the criteria below. <sup>1</sup>
	The general public within the US. may use Category C programs when criteria below <sup>1</sup> have been met and specifically approved by CMC (MR). This approval authority may not be delegated.

Enclosure ( | )

MCCS POLICY MANUAL

their enlistment papers along with a photo ID card. Retired reservists, including those under age 60 are identified by the DD Form 2 (Retired) identification card. Family members of reserve members shall be identified by DD Form 2S (Reserve) or Service specific ID card. Family member ID cards may be temporarily substituted with a photo ID and copy of their sponsor's Leave and Earning Statement (LES) or retirement orders.

d. Personnel who have been involuntarily separated from the Armed Services and are entitled to transition assistance can be identified by a modified DD 1173 (dependent's ID card) with red one inch "TA" letters stamped on the face and an eligibility date indicated on the back. Special attention must be paid to the eligibility date since exchange privileges are only authorized for a two year period.

e. MCCS MWR activity employees and family members who are not otherwise entitled to retail privileges shall be identified by Form DD 2574. This form shall be issued for a specific period not to exceed three years.

f. MWR employees of other services will be identified by a letter from their employer stating that they are MWR employees along with a photo ID, or if their service issues a photo ID card this will be adequate as long as it positively identifies the individual as an MWR employee.

g. An agent for an authorized patron may be identified by letter.

h. When making purchases in the service station, authorized users may be identified by station vehicle identification decals or stickers, providing such decals or stickers positively identify the individuals as authorized users.

i. When an individual using a Government Commercial Purchase Card (GCPC) wishes to make an official purchase for their organization, photo identification shall be required to verify against the name on the GCPC card. Other identification is not necessary.

Enclosure ( | )