UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 206
MCRD SAN DIEGO, CALIFORNIA 92140-5001

DepO 5050.1B
3/Ops
04 May 04

DEPOT ORDER 5050.1B

From: Commanding General
To: Distribution List

Subj: PROCEDURES FOR HANDLING GROUP VISITS, CEREMONIAL SUPPORT, AND USE OF DEPOT PHYSICAL TRAINING AREAS BY OUTSIDE AGENCIES

Ref: (a) NAVMEDCOM INST 6320.3B
(b) AC/S G-2/3 Memo Ltr on Ground Security Force and Ceremonial/Funeral Detail Personnel Requirements and Tasking Dtd 23 Jan 04
(c) MCO 1533.6D
(d) ALMAR 010/01
(e) MARADMIN 537/03
(f) DepO P5000.10

Encl: (1) AC/S, G-2/3 Rules, Policies and Guidelines
(2) AC/S, G-4 Rules, Policies and Guidelines
(3) Criteria Matrix
(4) Obstacle/Event matrix
(5) Checklist For Use Of Depot Physical Training Areas by Outside Agencies
(6) Informed Consent and Waiver of Liability
(7) Standard Itineraries for Visits
(8) Ceremonial Support Scheduling Priorities/Billeting Support Priorities
(9) Request for Armed Forces Participation in Public Events (Non-Aviation) (DD Form 2536, Sept 2000)

1. Situation. MCRD/WRR, San Diego is the host for numerous VIPs and visiting groups, such as ROTC, JROTC, Devil Pups, Young Marines, and federal, state, and local government agencies. When supporting non-active duty military organizations, the Marine Corps' affiliation with and interest in such groups justifies providing the necessary logistical and training support. Frequently this support involves the use of the physical training areas. Members of such groups are of varying ages, fitness levels, and physical abilities. This order has been updated to ensure safe and worthwhile training for all groups and individuals while fostering positive community relations, and ensuring the United States Marine Corps is portrayed in a positive manner.

2. Cancellation. DepO 5050.1A and DepO 5050.2A.

3. Summary of Revision. This order has been re-formatted, additional taskings have been added, and it has been modified to provide guidance on the use of Depot physical training areas previously governed by DepO

5050.2A. This order should be read in its entirety.

4. Mission. To promulgate instructions and guidance for handling military/civilian group visits and billeting aboard Marine Corps Recruit Depot (MCRD) San Diego and for providing DI, band and ceremonial support for both military and civilian agencies in the San Diego area.

5. Execution

a. Commander's Intent. The primary mission of MCRD is the recruiting and training of basic Marines. In coordinating visits/tours for various visiting groups at MCRD San Diego, ensure the use of government assets, to include, but not limited to, facilities, athletic fields, obstacles, and vehicles will be scheduled on a "not to interfere" basis with recruit training and coordinated to reduce support requirements. Visits, tours, and ceremonial support are critically important to the image of MCRD San Diego, its personnel, and ultimately, the missions of recruiting and recruit training. It is incumbent on all personnel to portray MCRD as a truly quality institution and facility; every visiting individual and group must be provided a first class experience. Subordinate units of MCRD/WRR may be tasked to provide support for ceremonial events outside the assigned time frame announced by Depot bulletin or tasker. Final approval of visits/tours resides with the Commanding General.

b. Concept of Operations

(1) All requests to visit MCRD San Diego, or use Depot organizations for ceremonial support by outside groups and agencies will be routed to AC/S G-2/3 Operations for coordination/action in accordance with this order and enclosures (1-2). The AC/S G-2/3 will retain staff cognizance for the approval of all visits. Once the group is approved, the AC/S G-2/3 will provide tasking in writing for the conduct of the visit. Staff sections and subordinate commands may be aissigned lead agency role for the conduct of a specified visit. Designated command escorts will be personally briefed by the AC/S G-2/3 Operations prior to the visit.

(2) In accordance with Reference (b), the Depot will not allow non-DOD visitors use of high risk training facilities that may cause bodily harm or death. Requests for waivers to this policy will be received unfavorably. AC/S G-2/3 has staff cognizance over scheduling and coordinating support for requests submitted to the Depot. Enclosures (3-6) update Depot policy on use of training areas.

(a) Criteria Matrix The criteria matrix in enclosure (3) is for the determination of the following:

1. Groups permitted to use the training areas.

2. The supervisory requirements necessary to conduct

training.

3.The medical support required for each event.

(b) Obstacle/Event Matrix

1. The matrix in enclosure (4) provides guidance in the determination of which obstacles/events the approved groups may utilize.

2. The guidance contained in this matrix will be superseded only in situations to further restrict use of certain obstacles/events. Even though a group has been approved for use of Depot training facilities, the Instructional Training Company instructor is authorized to deny participation to an individual who appears unable to safely negotiate the event or obstacle. Safety is of paramount concern in all training.

(c) Checklist. The checklist in enclosure (5) provides additional guidance that will further clarify the roles and responsibilities of the RTR Tour Guides (Drill Instructors) and the visiting groups.

(d) Liability Waiver

1. This standard form, enclosure (6), is to be filled out by non-DoD personnel, and signed prior to participating in any type of physical training aboard the Depot. Participation will not be allowed without the liability waiver.

2. Reference (a) is the Navy Medical Command Instruction authorizing limited emergency care to command sponsored personnel aboard the Depot.

c. Tasks

(1) Commanding Officer, Recruit Training Regiment

(a) Provide escorts for visits scheduled per this order.

(b) Host visiting groups as detailed by enclosure (7), or per the schedule provided.

(c) Provide DI's for drill competitions, recruiting station visits and poolee functions.

(d) Provide personnel to participate in Depot burial details in accordance with reference (b).

(e) Provide personnel for contingent color guard during the months of October, November, and December to provide ceremonial and logistical support as directed by AC/S, G-2/3 in the event that the Depot

Color Guard is unavailable.

(f) Provide a Receiving Orientation to visiting groups approved for the "Yellow Footprints" tour.

(g) Provide ITC instructors to give a proper safety brief, instruction, and supervision to military/civilian groups utilizing Depot physical training areas.

(h) Ensure ITC provides a brief explaining the risks involved in the event/events that a group is about to participate in, and briefs that participation in any event aboard the Depot is always voluntary.

(i) Ensure that the Physical Training Division is fully briefed as to the requirements of this order.

(2) Commanding Officer, Headquarters & Service Battalion

(a) Provide escorts for visits scheduled per this order.

(b) Host visiting groups as detailed by enclosure (7).

(c) Provide qualified staff NCOs and NCOs to evaluate drill competitions.

(d) Provide personnel to participate in Depot burial details in accordance with reference (b).

(e) Provide personnel for contingent color guard during the months of July, August, September to provide ceremonial and logistical support as directed by AC/S, G-2/3 in the event that the Depot Color Guard is unavailable.

(3) Commanding Officer, Weapons Field Training Battalion

(a) Provide tours to command visitors at Edson Range.

(b) Provide qualified staff NCOs and NCOs to evaluate drill competitions.

(c) Provide personnel for contingent color guard during the months of January, February, March to provide ceremonial and logistical support as directed by AC/S, G-2/3 in the event that the Depot Color Guard is unavailable.

(4) CO, 12th Marine Corps District.

(a) Provide escorts for visits scheduled per this order.

(b) Host visiting groups as detailed by enclosure (7).

(c) Provide personnel for contingent color guard during the months of April, May, June, to provide ceremonial and logistical support as directed by AC/S G-3 in the event that the Depot Color Guard is unavailable.

(d) Provide personnel to participate in Depot burial details in accordance with reference (b). The 12th MCD will be tasked via the AC/S, Recruiting. The AC/S, G-3 will notify AC/S, Recruiting via Depot tasker of 12th MCD personnel requirements in support of the Depot's funeral and memorial mission.

(5) AC/S, G-2/3

(a) Assume overall cognizance for all visitors to MCRD/WRR, San Diego, CA.

(b) Coordinate all visits by active duty, retired or former military, and foreign dignitary groups when the primary purpose of the visit is for training or orientation in nature.

(c) Coordinate all aspects of visits to include, but not limited to, DI requests, band, color guard and other ceremonial support per the references and this order.

(d) Maintain the Depot Ceremonial Detail.

(e) Provide support for non-routine visits, civilian youth groups, ceremonial requirements (band, color guard), funeral details, and DI support for drill competitions, as required.

(f) Coordinate with AC/S, G-4 regarding logistics requirements for determination and supportability, i.e., lodging request, buses, and meal request.

(g) Coordinate through the CO, RTR regarding ITC instructor availability contingent on the recruit training requirement.

(h) Ensure liability waivers are signed and collected for every visiting group member scheduled to utilize a Depot physical training area. Retain copies of these waivers on file for two years.

(i) Publish via Depot tasker ceremonial and memorial support responsibilities.

(j) Publish via Depot tasker visiting group assignment and support responsibility to MCRD/WRR unit's/activities.

(k) Establish rules/guidelines for all visits, tours and

training of visiting groups on board the Depot as per this order.

(6) AC/S, G-4

(a) Coordinate billeting, messing, and bus support as required, and reimbursement for rendered services as appropriate.

(b) Establish rules and guidelines for visiting groups utilizing billeting, messing, etc., and inform the AC/S, G-2/3 of violations for appropriate action.

(c) Attend in-briefs for visiting groups staying overnight, and inspect their billeting areas one time each day.

(7) AC/S, Recruiting

(a) Serve as the coordinating agency for all "Depot taskers for support" concerning 12th MCD, 9th MCD, 8th MCD, RS San Diego and Recruiter School.

(b) Coordinate and ensure that all "Depot taskers for support" are supported and properly replied to as requested by the Depot. All taskers for support to activities above will be in a direct effort to enhance and support the Marine Corps' recruiting efforts/initiatives.

(c) Notify AC/S G-2/3 of visits to 12th MCD, 9th MCD, and 8th MCD.

(8) Public Affairs Office

(a) Assist the AC/S G-2/3 with coordination of all Educators Workshops and civilian group tours, media visits, reporters, and all other organizations or individuals as designated by AC/S G-2/3, and ensure that these groups adhere to all rules/guidelines established in this order.

(b) Ensure all LOIs/request for support for all visits are published through the AC/S, G-2/3 for distribution and tasking.

(c) Coordinate with AC/S, G-2/3 for all groups requesting to stay on board MCRD/WRR San Diego CA prior to PAO approval of visiting groups request.

(d) Ensure liability waivers for any groups under your assigned cognizance using physical training areas are signed, collected, and turned in to the AC/S G-2/3 prior to the group's arrival at the physical training area.

(9) Protocol Officer

(a) Assist the AC/S G-2/3 with coordination of all Congressional

Staff visits, distinguished guest tours and official command visits.

(b) Ensure all LOIs/request for support for all visits are published in coordination with AC/S, G-2/3 for distribution and tasking.

(10) Staff Judge Advocate. Upon request from the AC/S G-2/3, examine requests for support per applicable statutes and regulations.

(11) AC/S MCCS

(a) Ensure all LOI's/requests for facility use by visiting groups are submitted to the AC/S G-2/3 for distribution and tasking.

(b) Upon request from the AC/S G-2/3, coordinate scheduling of facilities in order to support their requirements.

6. Coordinating Instructions

a. Routine Visits. All routine visits will be scheduled for Fridays using the itineraries listed in enclosure (7), or modified itineraries approved by the AC/S G-2/3. No more than 200 visitors will be scheduled for guided tours on any Friday. No more than two visiting groups at any onetime will be allowed to stay overnight on board the Depot (NO EXCEPTIONS TO THIS POLICY). Active duty military units have first priority followed by MECEP, ROTC, and JROTC; all other groups/organization will be on a first come basis.

b. Non-routine Visits. Visits not of a routine nature, such as Congressional Staff visits, distinguished guests, or official command visits, will be scheduled for Fridays whenever possible. When visits cannot be scheduled for Friday, action officers will ensure that proposed itineraries are staffed through the AC/S, G-2/3 for approval.

c. Friday Morning Colors. No more than four total groups will be scheduled for Morning Colors Ceremony. The four visiting groups consist of the following: two of the groups will be groups that stayed onboard the Depot overnight, the other two will arrive and be in place/seated no later than 0730 the morning of the ceremony.

d. Civilian Youth Groups

(1) MCJROTC units and other service JROTC units are congressionally funded programs sponsored by each service secretary, per reference (c), and will be handled separate from other civilian youth groups. JROTC units will be afforded every opportunity to participate in activities aboard the Depot per reference (d). No MCJROTC or any other service JROTC unit will be scheduled for a "Yellow Footprint Orientation" **(NO EXCEPTION TO THIS POLICY)**.

(2) Groups comprised of school age children, or individuals that are already contracted to join the Marine Corps (poolees), will not receive the same initial introduction to Receiving Barracks that recruits do without approval by the AC/S, G-2/3. In lieu of simulating initial processing, poolees and school age children will be given a standard briefing, orientation, and tour of the Receiving Barracks. No "Marine Corps Poolees" or groups with youth 18 years of age and younger will be scheduled for a "Yellow Footprint Orientation" **(NO EXCEPTION TO THIS POLICY)**

(3) Groups desiring to simulate initial recruit arrival may be afforded the opportunity based upon the type of group and coordination with the CO, RTR.

(4) DoD and Marine Corps recognized civilian nonprofit youth groups and civilian groups engaged in charities will be afforded messing and limited billeting support on a not to interfere basis and on a reimbursable basis as outlined in enclosure (2). Applicable messing regulations and statutes, as determined by the AC/S, G-4, will decide which visiting group(s) are authorized to subsist at the discounted meal rate per reference (e).

(5) Minor children will not be transported off MCRD San Diego via Depot transportation assets, i.e., youth 18 years of age and younger, unless specifically authorized by the Commanding General or his designated representative.

e. Military and Non-Military Units Conducting Training

(1) DoD organizations and organizations authorized by DoD policy to conduct training will be approved by the AC/S, G-2/3. Organizations conducting physical training will do so per reference (d) which delineate which organizations may use particular facilities and require that completed waivers of liability be submitted prior to conducting physical training. Waivers of liability will be submitted to the AC/S G-2/3 and copies will be provided to RTR and maintained on file not less than two years.

(2) Visiting units and DoD authorized organizations conducting physical training/athletics aboard the Depot will provide their own corpsman/medical support and safety vehicle, and will be instructed by authorized Depot personnel from the RTR and WFTBn on safety policies regarding the use of obstacles and training areas per reference (d). Registered Nurses, Certified Nurses Assistants and Emergency Medical Technicians (EMT) will suffice if a military medical representative is not available to assist requesting organization. In the event organic support is not available, corpsman and vehicle support may be provided on a "not to interfere basis."

(3) All non-military personnel that billet aboard the Depot or utilize Depot transportation assets are required to submit the waiver of

liability/consent form in enclosure (6). The Depot will not provide transportation for any requesting group/organizations with youth 18 years of age and younger unless specifically authorized by the Commanding General or his designated representative (**NO EXCEPTION TO THIS POLICY**).

f. Ceremonial Support Requests

(1) Band requests will be approved and coordinated by the AC/S, G-2/3, and staffed in accordance with reference (f), and enclosure (8). Non-military organizations requesting Band support will be required to complete and submit enclosure (9).

(2) All Color Guard requests will be approved and coordinated by the AC/S, G-2/3 and staffed per enclosure (8). Non-military organizations requesting Color Guard support will be required to complete and submit enclosure (9).

(3) Requests by Navy units to support changes of command or retirements will not normally be approved. Requests for ceremonial support for Navy flag officers require approval by the AC/S, G-2/3.

(4) Funeral Details

(a) Burial of all active, retired, reserve, and former Marines in the greater San Diego area will be scheduled through the AC/S, G-2/3.

(b) Requests for burial support of active, retired, reserve, and former members of other service branches having documented service with a Marine unit will be considered upon submission of documentation to the AC/S, G-2/3.

(5) Requests to utilize the historical uniform costumes will be approved and coordinated by the AC/S, G-2/3 and prioritized per enclosure (8). The AC/S, G-2/3 based on mission requirements and the nature of the request will approve veterans and retired military groups on a case-by-case basis. Units that check out the uniforms are responsible for replacement of lost, stolen or damaged equipment. The Command Museum will provide the names of acceptable vendors for replacement of missing equipment. Units that request the uniforms will be responsible for insured shipping via United Parcel Service.

g. DI Support Requests

(1) Requests for DI's to grade drill competitions will be routed through, and approved by the AC/S, G-2/3.

(2) In the event of multiple taskings or significant numbers of DI's being requested for any given time period, the AC/S, G-2/3 will ascertain if other qualified staff NCOs or NCOs can be provided in lieu of

DI's. HQSVCBN and 12th MCD will provide these Marines as tasked by the AC/S, G-2/3.

(3) The AC/S, G-2/3 will arrange with the hosting organization to have adequate non-DI support provided for the drill competition in the event sufficient DI support is not available.

(4) Requests for DI's to participate in RS visits or poolee functions will be routed through the AC/S, G-2/3.

h. Request for logistics support will be forwarded to AC/S, G-4 Operations and logistics officer for determination of supportability via the AC/S, G-2/3 operations officer.

i. Depot Officer of the Day/Assistant Depot Officer of the Day. The DOOD and the ADOOD will conduct at least one physical tour each of all visiting groups staying overnight aboard MCRD in barracks 6E and 5W, upper and lower decks during their tour of duty. After completion of a tour, a thorough logbook entry will be entered concerning visiting group(s) status, i.e., building problems, injuries to guests, re-supply of cleaning gear, etc. Issues concerning injuries or Depot personnel will be reported to the AC/S, G-3 Ops Section, room # 108 immediately the next workday morning. Issues concerning re-supply, equipment and all damage to any building or dining facility will be reported to the AC/S, G-4 immediately on the next workday morning.

7. Command and Signal

a. Command. This order is applicable to MCRD and WRR activities.

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

T. W. SPENCER
Chief of Staff

DISTRIBUTION: A plus AC/S G-2/3 (5)

AC/S, G-2/3 Rules, Policies and Guidelines

VISITING GROUPS CHECKLIST

Name of Group: _____ Date of Arrival: _____

Number of Males: _____ Number of Females: _____ Number of Chaperons: _____

POC Number of Unit: _____ Cell phone POC # _____

Group Supervisor Name: _____ Asst Sup Name: _____

Actual dates onboard Depot: From: _____ To: _____

Request barracks: Yes/No Request tours: Yes/No Request dining facility: Yes/No

Group initial contact date: _____ Draft of schedule provided to group: Yes/No

Group final schedule provided to group on: _____ Group received: Yes/No

Name of group sponsor: _____ Sponsor POC #: _____

Sponsor made contact with group: Yes/No Sponsor contacted G-3 on: _____

Group POC, G-3 Ops, G-4 Rep, Group Sponsor meeting date: _____

Group POC briefed and signed acknowledgement rules, picked-up keys, policies, ect.

G-4 do not provide barracks keys to any group w/o a signed copy of checklist.

Group turned-in "Waivers of Liability/Medical Sheets" to G-3 on: _____

Group agreed to provide post critique report to G-3 prior to departure: Yes / No

Group notified to bring medical support, Nurse, Corpsman, or EMT: Yes/No, on _____

Groups are not allowed to conduct mini-boot camps at all (NO EXCEPTIONS)

Groups staff read & understands advance copy of rules/regulations: Yes / No

Date Group acknowledges understanding of rules and regulations: _____

Group will not make changes to schedule once provided by the G-3 Ops Department. The group will follow all rules/regulations as briefed by Depot Staff. Failure to follow any rules/regulations may result in immediate dismissal from the Depot, and possible future request to visit the Depot being denied. Depot staff will check on the group, inspect Depot barracks and monitor the groups daily. After meeting with Depot staff, I clearly understand all rules/regulations.

Group Supervisor: _____ Date: _____

AC/S, G-2/3 Rules, Policies and Guidelines

VISITING GROUPS AFTER ACTIONS AND COMMENTS

Group/Guest Name: _____ Dates of visit: _____ to _____

Please provide any recommendations, comments or concerns you encountered during your stay aboard MCRD San Diego below. Please turn this critique in to the AC/S, G-2/3 at Pendleton Hall in bldg #31, Operations Section, room #108 upon completion.

1.

2.

3.

4.

5.

6.

Name: _____ Signature: _____ Date: _____

Enclosure (1)

AC/S, G-2/3 Rules, Policies and Guidelines

Visiting Group Initial Procedures

From: AC/S, G-2/3, MCRD/WRR, San Diego CA

Welcome all visiting guests to MCRD/WRR San Diego CA. I would like to take this time to wish you the best while in San Diego, and hope your stay is productive, yet, enjoyable. Below are rules, policies, guidelines and other procedures the Depot implemented to ensure the safety of all visiting groups, and to ensure the Marine Corps is represented in a professional manner at all times.

Initial Procedures:
* Guest contacts G-3 Ops or PAO via phone, e-mail, fax or written correspondence
* G-3 Ops provides guest with copy of DepO 5050.1B, group reviews/submit requests
* Once G-3 Ops has guest proposed schedule/visiting group checklist, a DRAFT" schedule will be prepared for visiting guests approval
* G-3 Ops will coordinate lodging and dining with G-4/RTR as required
* Coordination completed, G-3 Ops will task Depot activities for support

G-3 Ops Informs visiting group/unit of the following:
* Must provide their own medical support, i.e., Corpsman, Cert. Nurses, EMT, etc.
* Must check-in and checkout during Monday - Friday during normal working hours (0730 - 1630)
* No mini-boot camps at all (NO EXCEPTIONS)
* All groups will be assigned an escort while visiting/staying aboard the MCRD
* All waivers/medical forms must be turned-in to G-3 Ops/RTR prior to arrival at any Depot sponsored training site (forms will be collected at G-3 In-brief w/unit

Visiting Groups/units check-in policy
* Upon arrival the group/unit leader meets w/G-3, G-4, and escort for in brief
* Review and turn-in all required paperwork

While group/unit is aboard the Depot
* Assigned escort will be with the group/unit during entire schedule that occurs aboard the Depot (escort will accompany group/unit through entire evolution
* Escort will not accompany unit to activities off base, escort contact via phone
* Guests report all incidents/damage or request for gear to G-3/G-4 as appropriate

Depot Activities Requirements
* G-3 Ops will check/visit each group once-a-day during their stay aboard MCRD
* DOOD/ADOOD will make two separate checks/visits of groups/units (logbook entry)

Visiting groups/units checkout and depart Depot
* Out brief with G-3 Ops and unit leader (guest turn-in critique sheet)
* G-4 inspects barracks 6E and 5W / collects all keys from visiting group/unit
* Escort returns to command, group depart Depot

Rules
* All attendees to Friday Morning Colors must be seated or in place NLT 0730
* No group/unit will deviate from approved schedule provided by AC/S, G-2/3
* Groups/units must agree to adhere to this Order prior to arrival at MCRD
* All Groups will read SOP prior to making arrangement to visit MCRD San Diego
* All Depot staff and personnel will read, comply and enforce all rules, policies and guidelines in this order

Enclosure (1)

AC/S, G-2/3 Rules, Policies and Guidelines

Depot Task Support Breakdown

Organization	Groups tasked to support	# of visits per yr
CO, HQSVCBN	Army and Air Force JROTC Boys/Girls & Eagle Scouts Youth Camps / Sea Cadets MC MECEP	20 - 25
CO, RTR	Active Duty Units / Veterans Groups Young Marine Groups (ALL) ROTC (ALL SERVICES)	25 - 30
AC/S, Recruiting --8th MCD --9th MCD --12th MCD --Recruiter School	Regional/National YPFC Marine Corps JROTC Navy JROTC	20 - 25

Note: Additionally, the following staff sections/organizations have Marines participating in every "Educators Workshop" conducted under MCRD/WRR: AC/S, G-2/3, AC/S, G-4, AC/S, Recruiting, PAO, HQSVCBN, RTR, WFTBN and 12th MCD.

The visits above do not account for all visits that are conducted aboard MCRD San Diego CA, all dignitaries, Flag Grade Officer/Civilian equivalent VIP group visits are planned, organized and executed under the direction of AC/S, G-2/3, AC/S, G-4, Protocol Office and PAO.

All Funeral/Memorial Service support for Sergeants and below will be executed by the AC/S, G-2/3 Ceremonial Guard/Depot Funeral Detail. All Funeral Service support for SNCOs and above will be supported by HQSVCBN and RTR as tasked by the AC/S, G-2/3/Depot Funeral Detail.

All tasks for support will be sent to organizations by LOI, Depot Tasker via e-mail or other written correspondence from the AC/S, G-2/3.

The Depot SJA Office will review all requests of a non-routine nature concerning Band, Color Guard, Ceremonial and Logistical support. All other requests will be approved by the CG, COS, and AC/S, G-2/3 Department.

Failure to comply with or follow the rules, regulations, policies and guidelines of this order while aboard the Depot could result in immediate dismissal, and may prevent your group or organization from returning to the Depot for any future visits.

AC/S, G-2/3 Rules, Policies and Guidelines

VISITING GROUP RULES WHILE ABOARD THE DEPOT

- NO USE OF SHEPHERD FIELD PARADE DECK WITH OUT APPROVAL FROM G-3 OPERATIONS
- NO PHYSICAL TRAINING BEFORE 0530
- PHYSICAL TRAINING OR MARCHING AT TIMES OF DARKNESS REQUIRE REFLECTIVE GEAR AT FRONT AND REAR OF FORMATION
- ENSURE GROUP IS ON TIME FOR CHOW, MUSEUM AND OTHER TOURS OF THE DEPOT

MESS HALL:

- NO CHANGES TO ASSIGNED CHOW TIMES WITHOUT 24 HOUR NOTICE AND APPROVAL FROM G-3 OPS AND
- DO NOT ATTEMPT TO EAT AT THE MESS HALL IF NOT PREVIOUSLY SCHEDULED
- ENSURE GROUP EATS AT THE MESS HALL AT ASSIGNED HATCH TIME - ENSURE GROUP IS ON TIME

DEPOT AREAS OFF LIMITS TO VISITING GROUPS:

- BUILDING 31/PENDLETON HALL AND NORTH OF BLDG 31
- ALL AREAS WEST OF THE PARADE DECK TO INCLUDE RECRUIT TRINING REGIMENTS AREAS WITHJOUT A MCRD MARINE ESCORT
- NO FORMATIONS ON ROADS THAT WOULD DISRUPT TRAFFIC

AC/S, G-4 RULES, POLICIES AND GUIDELINES

From: Assistant Chief of Staff, G-4, Logistics Chief

At this time we would like to welcome you to Marine Corps Recruit Depot (MCRD) San Diego, CA and thank you for visiting our installation. We must ask that during your stay, you adhere to all rules, policies and guidelines while your group is billeting and utilizing MCRD/WRR facilities.

A. SUPERVISION: Chaperones/Coaches must supervise their students at all times.

B. ATTIRE. While aboard the Depot, guests are required to dress conservatively. Inappropriate clothing is that which contains offensive or obscene language, and promotes drug use, etc. Male guests must wear shirts at all times. Additionally, the following items of clothing are prohibited:

_____ Bikini/halter tops and shirts that expose the midriff.
_____ Micro-mini and "short" shorts.
_____ Cutoff jeans/fitness clothing will not be worn in the dining facilities.
_____ Beach sandals/flip-flops are not authorized in the dining facilities.
_____ No hats of any type will be worn in-doors at any time.
_____ No dirty/smelly athletic clothing will be worn in dining/exchange bldgs.

C. CONDUCT. While aboard the Depot you are expected to behave respectfully, in addition, the following behavior is prohibited:

_____ Offensive, racist or sexist language of any type.
_____ Horseplay in or around the squad-bays or work-areas.
_____ Smoking in government buildings
_____ Drugs or alcohol use.
_____ No loud music at any time aboard the Depot.

D. RESTRICTED AREAS. The following areas are "off limits:" (See Map)

_____ Recruit training area, to include all obstacle and circuit courses.
_____ Fitness center, to include indoor basketball and racquetball courts.
_____ Permanent personnel barracks.
_____ Work areas and office spaces.
_____ Guests are strictly prohibited from entering the squad-bay/bathroom/showers of the opposite sex.

E. SQUAD BAYS. Guests are expected to keep their building area clean. This includes cleaning the bathroom, shower, and squad-bay areas. Cleaning supplies will be provided to guests by the AC/S, G-4 Department. In addition, the following applies:

_____ Do not move wall-lockers, racks or footlockers.
_____ Do not climb out of the window onto the balconies.
_____ Keep window shades down at all times.
_____ MCRD is not responsible for stolen gear. Guest are required to secure items.
_____ No A/C, Fans, Cable or any other audio/visual equipment is provided by G-4.
_____ No Pillows, blankets, linen of any type will be provided by MCRD to guests.

F. CLEAN UP. The cleaning requirements that need to be accomplished everyday to

AC/S, G-4 RULES, POLICIES AND GUIDELINES

ensure proper hygiene and to keep up with the Marine Corps standards of cleanliness are as follows:

_____ Clean up is done first thing in the morning and last thing at night.
_____ If cleaning gear is needed, contact AC/S, G-4, not Marines working in bldg 6.
_____ Trash is taken out of squad-bay, restroom and shower area, to include dirty underwear, unclaimed soap bars, ect.
_____ Squad-bays, restrooms, showers and stairs are swept and moped.
_____ All trash is picked up outside office spaces, by the candy machine and outside of bldg 6 grassy areas.
_____ Ensure there are no leftover clothing and lint inside washers and dryers.

G. SHARING SQUAD-BAYS. Various groups will be billeted in the same squad-bay in order to provide support to all. We ask for your help and cooperation to make your stay/visit a pleasant one aboard MCRD San Diego.

_____ Make contact with the chaperones of the other visiting group.
_____ Work as a team and provide equal support for daily clean up.
_____ Use one-side of squad-bay only. Use lower/upper racks for group integrity.
_____ Due to limited amount of wall-lockers, use one wall-locker per two people.

H. SUPPORT.

_____ Guests that miss scheduled meals without a 24-hour notice will be held liable and required to pay full meal charge. All cancellations are approved by AC/S, G-4 Department.
_____ Any damage done to government facilities will be charged to visiting group.
_____ Cleaning supplies remain in squad-bays at all times (Guest do not take).

AC/S, G-4 RULES, POLICIES AND GUIDELINES

Helpful Information

DINING FACILITY HOURS:

MONDAY-FRIDAY		SATURDAY/SUNDAY	
BREAKFAST	0600-0730	B-BRUNCH	0800-1100
LUNCH	1100-1300	D-BRUNCH	1500-1700
DINNER	1630-1800		

EXCHANGE HOURS:

MONDAY - FRIDAY	7:00 AM - 9:00 PM
WEEKENDS	9:00 AM - 8:00 PM
FOOD COURT	DAILY 7:30AM - 8:00PM

PHONE NUMBERS

FIRE/MEDICAL EMERGENCY: **9-911**
24 Hr DUTY MEDICAL WATCH: **Cell (619) 302-8923 Pager (877) 637-6239**
DEPOT OFFICER OF THE DAY: **524-8700**
DEPOT G-4 (LOGISTICS): **524-8835**
DEPOT G-3: (OPERATIONS) **524-8753 OR 8760**
PUBLIC AFFAIRS: **524-8745**

BUILDING NUMBERS

CHOW HALL- 620
G3/G4/PAO- 31
DEPOT THEATRE- 30
MEDICAL- 596
MUSEUM- 26
EXCHANGE- 11

SQUAD BAY PHONE NUMBERS (FOR EMERGENCIES ONLY)

WEST UPPER- 619-524-8288
WEST LOWER- 619-524-8280
EAST UPPER- 619-524-8290
EAST LOWER- 619-524-8287

FACILITY SERVICE

-REPORT ALL TROUBLE CALL TO G-4 DURING WORKING HOURS. IF EMERGENCY OCCURS AFTER WORKING HOURS OR DURING THE WEEKEND REPORT TROUBLE CALL TO STAFF DUTY.

MEDICAL ATTENTION

-IF MEDICAL ATTENTION IS REQUIRED ON BASE THERE IS A MEDICAL DUTY AVAILABLE. CALL MEDICAL DUTY NUMBER AT THE NUMBER PROVIDED ABOVE.

AC/S, G-4 RULES, POLICIES AND GUIDELINES

Checkout Procedures

In order for your group to check out of the squad-bays, you must complete the following:

- ❑ **Sweep and mop the squad bay, bathrooms and common area**
- ❑ **Empty all trash cans**
- ❑ **Ensure all wall locker doors are open**
- ❑ **Close all window**
- ❑ **Turn off all light**
- ❑ **If checking out after 1630 or during the weekend drops off all keys and linen to Staff Duty office located in building 31.**
- ❑ **If your group is sharing the squad bay with another group do not leave your mess for them to clean up. Clean up after yourself**

AC/S, G-4 RULES, POLICIES AND GUIDELINES

The below groups are authorized to subsist in the Depot's Dining Facilities:

AUTHORIZED (CG/G-3/PAO command sponsored events only)
CMC WASHINGTON DC MARADMIN MSG 537/03 PAR 3B Youth Groups:

- JROTC
- Boys Scouts of America
- Girl Scouts
- Church Youth groups
- High School groups
- Veteran groups
- Law Enforcement groups

AUTHORIZED (CG/G-3/PAO command sponsored events only)
CMC WASHINGTON DC MARADMIN MSG 537/03 PAR 9 Special Occasions:

-- Open House provision
-- Educators Workshops
-- MHS Quarterly Breakfasts
-- Thurs EGA Ceremony visitors (relatives and friends of graduating recruits)
-- Fri Graduation visitors (relatives and friends of graduating recruits)

NOT AUTHORIZED UNLESS AUTHORIZED
CMC WASHINGTON DC MARADMIN MSG 537/03 PARAGRAPH 3B OR PARAGRAPH 9

- Civil Service employees
- Retirees
- Federal Fire
- SPAWAR employees
- California Highway Patrol
- State employees
- City employees

YOUTH GROUPS: DISCOUNT MEAL RATES WILL BE CHARGED TO ALL MEMBERS OF ORGANIZED NONPROFIT YOUTH GROUPS SPONSORED AT EITHER THE NATIONAL OR LOCAL LEVEL, PERMITTED TO EAT IN THE MESS HALL BY THE COMMANDING OFFICER OF THE INSTALLATION.

THE PRIMARY PURPOSE OF GARRISON MESS HALLS IS TO FEED THE ENLISTED MEMBER. THE SUBSISTENCE PORTION OF THE MPMC BUDGET IS CONGRESSIONALLY AUTHORIZED FOR THIS PURPOSE. BLANKET AUTHORIZATION TO FEED CIVILIANS (I.E., FEDERAL EMPLOYEES, RETIREES, DEPENDENTS, GUEST, ETC.) ARE UNWARRANTED AND ARE CONTRARY TO CONGRESSIONAL INTENT FOR FUNDING THE FEEDING OF MARINES. **GARRISON MESS HALLS ARE AUTHORIZED TO SUPPORT CIVILIANS, ON AN EXCEPTION BASIS, DURING CERTAIN SPECIAL OCCASIONS SUCH AS DESIGNATED HOLIDAYS, MILITARY APPRECIATION DAYS, AND OPEN-HOUSE DAYS.** COMMANDERS OF MARINE CORPS INSTALLATIONS WHERE GARRISON MESS HALLS ARE LOCATED ARE RESPONSIBLE FOR ASSURING THAT MEALS ARE PROVIDED ONLY TO AUTHORIZED PERSONNEL WITHIN THE CAPABILITIES AND AVAILABILITY OF EXISTING GARRISON MESS HALLS, THIS INCLUDES LABOR, STRUCTURAL, AND FUNDING LIMITATION CONSIDERATIONS.

CRITERIA MATRIX

USER	Obstacle Course	Confidence Course	S/E & Circuit Course	Swim Tank	Rappel Tower	Liability Waiver
Active Military	Yes Notes (1a &4)	Yes Notes (1b &4)	Yes Notes (1a &4)	Yes Note (3)	Yes Notes (1b &2)	No
Reservists (In Active Status)	Yes Notes (1a &4)	Yes Notes (1b &4)	Yes Notes (1a &4)	Yes Note (3)	Yes Notes (1b &2)	No
Poolees	No	No	No	No	No	NA
Federal Civilian Employees	No	No	No	Yes Note (3)	No	NA
Ministers of Religion	No	No	No	Yes Notes (3 & 6)	No	NA
Military Dependents	No	No	No	No	No	NA
All Others	No	No	No	No	No	NA
ROTC	Yes Notes (1b &4)	Yes Notes (1b &4)	Yes Notes (1b &4)	Yes Notes (3 &4)	Yes Notes (1b &4)	No
JROTC/Young Marines	Yes/ Selected Obstacles Notes (1b &4)	Yes/ Selected Obstacles Notes (1b &4)	Yes Notes (1b &4)	No	No	Yes Note (5)
Civilian Youth Groups	No	No	Yes Note (1b)	No	No	Yes Note (5)

Note (1a) Requires a demonstration by an ITC Instructor
Note (1b) Requires a demonstration and the supervision of an ITC Instructor
Note (2) Requires the presence of a corpsman and a safety vehicle.
Note (3) Requires the supervision of a Water Survival Safety Instructor (WSSI)
Note (4) Requires the presence of the using unit's OIC for the duration of all training aboard the Depot.
Note (5) Requires Liability Waiver forms to be filled out and signed by each individual utilizing Depot facilities. Minors under the age of 18 are required to have a parent/guardian sign the waiver form.
Note (6) Requires authorization of the Command Chaplain or delegate in conjunction with the CO, ITC.

OBSTACLE/EVENT MATRIX

OBSTACLE/EVENT	**JROTC**	**YOUNG MARINES**
LOW VAULT	Y	Y
SINGLE HORIZONTAL BAR	Y	Y
COMBINATION OBSTACLE	N	N
WALL	Y	Y
HIGH VAULT	Y	Y
FOUR VAULT LOG	Y	Y
DOUBLE HORIZONTAL BAR	N	N
ROPE CLIMB	N	N
DIRTY NAME	N	N
RUN/JUMP/SWING	Y	Y
INCLINED WALL	Y	Y
CONFIDENCE CLIMB	N	N
MONKEY BRIDGE	N	N
TOUGH ONE	N	N
WEAVER	Y	Y
LOG WALK	N	N
WALL CLIMB	Y	Y
CARGO NET CLIMB	N	N
REVERSE CLIMB	Y	Y
SLIDE FOR LIFE	N	N
ARM STRETCH	Y	Y
SKY SCRAPER	N	N
ARM WALK	N	N
FULL ROPE CLIMB	N	N
½ ROPE CLIMB	N	N

CHECKLIST FOR USE OF DEPOT PHYSICAL TRAINING AREAS BY OUTSIDE AGENCIES

1. The following is additional information that will further clarify the roles and responsibilities of the RTR Tour Guides (Drill Instructors) and the visiting groups.

a. Do's

1) The RTR representative has read and understands Depot Order 5050.2B, "Guidelines For the Use of the Depot Physical Training Areas by Outside Agencies."

2) Copy of order on hand at confirmation brief.

3) Confirmation from G-3 that safety waivers have been completed, signed, and turned in to G-3 (not ITC).

4) Identify/Confirm any individuals that have not signed waivers (they will not participate in PT events).

5) The RTR representative will get copy of waiver roster from G-3 to give to ITC.

6) Brief the visiting group's leadership/rep that ITC is authorized to deny participation to any individual who appears unable to safely negotiate an event or obstacle, including the visiting group's leadership.

7) Inform the visiting group's leadership/rep that ITC instructors will give a proper safety brief prior to PT events and that participation in any event is voluntary.

8) Confirm proposed training schedule for visiting group with G-3 and group's leadership.

9) Once the schedule is confirmed, ANY CHANGE MUST BE APPROVED BY G-3 AFTER CONFERRING WITH RTR.

10) An inclement weather plan should be discussed and a plan formulated.

11) Confirm with the visiting group's leadership/rep that a Corpsman and safety vehicle will be provided.

12) The RTR representative will confirm nature/type of safety vehicle (e.g., is the vehicle sufficient to transport a patient on a backboard?).

13) Instructor Training Company (ITC) DI will control the PT events and related activities. Visiting groups may only assist as requested.

14) Explain to the visiting group leadership the role, duties and responsibilities of the Drill Instructor escort while the group is aboard MCRD.

15) The RTR representative has the final decision on safety issues associated with physical fitness events.

***Units will ensure that the adult leadership remains with their respective unit while at the Depot.

b. Don'ts

1) All requests will be processed through the G-3 for screening, approval, and supportability (No outside agency will be allowed to make direct liaison with individual units within RTR). G-3 should confer with RTR prior to granting any additional requests.

2) No references to mini-boot camps or high stress atmosphere by the DI's or visiting group leadership.

3) No outside RTR personnel will be allowed to act in a "Drill Instructor/Troop Handler" capacity while aboard the Depot. No campaign covers or DI belts will be worn by anyone except RTR Drill Instructors.

INFORMED CONSENT AND WAIVER OF LIABILITY

This is a voluntary release of liability and complete assumption of risk. I hereby release Marine Corp Recruit Depot San Diego (hereinafter "MCRD"), the United States Marine Corps, the Department of the Navy, the United States Government, and all agencies and instrumentalities thereof, its agents, officers, servants, and personnel (hereinafter "the government"), from any and all liability, claims, demands and actions whatsoever resulting from my presence on MCRD, or my involvement in this event.

This release applies to me, and to my parents, spouse, children, guardian, executors, future heirs, assigns, creditors and administrators. This release of liability includes, but is not limited to claims based on negligence, both passive and active, of the government arising out of, or relating to any loss, damage, illness, death, or injury that may be sustained while on the Depot. This release also applies to all dangers inherently involved in the event in which I desire to participate. I understand that the risks involved in this visit may include, but are not limited to, risks resulting from equipment, terrain, my personal physical condition, vehicles, other participants and lack of hydration.

Known risks aboard military installations include, but are not limited to: (1) Injuries or death resulting from strenuous activities; (2) Injuries or death resulting from recreational activities; (3) High volumes of traffic by civilian and military vehicles; (4) Interaction with animals, both wild and domestic; and (5) potentially hazardous training activities.

I hereby authorize emergency medical treatment in the event of injury or illness.

I understand that no special measures have been taken to address the needs, tendencies and care of minor children. I agree that this release applies not only to me, but also to my minor children who accompany me, and to any minor children entrusted to my care or guardianship.

I further state that I, _____ have carefully read the foregoing release, know the contents thereof, and sign this release as my own free act, on my behalf and/or on behalf of my children or children for whom I am authorized to act a legal guardian.

_____ _____
Date Signature of Releaser

Witness: _____

Witness: _____

STANDARD ITINERARIES FOR VISITS

SCHEDULE A **(Grad Week)**

0730	Arrival at Bldg 31
0800 - 0825	Observe Morning Colors
0825 - 0835	Movement
0835 - 0905	Tour Receiving Barracks
0905 - 0910	Movement
0910 - 0940	Tour Swim Tank
0940 - 0945	Movement
0945 - 1000	Seating for Graduation
1000 - 1120	Observe Graduation
1120 - 1125	Movement
1125 - 1235	Tour Command Museum/PX Visit
1235 - 1240	Movement
1240 - 1340	Noon Meal at Bayview Restaurant (or Messhall 620)
1345	Depart MCRD

SCHEDULE B **(No Graduation)**

0750	Arrival at Bldg 31
0755 - 0805	Movement
0805 - 0900	Class Room#105AIU (View "Marine - Earning the Title")
0900 - 0905	Movement
0905 - 0935	Tour Receiving Barracks
0935 - 0940	Movement
0940 - 1010	Tour Swim Tank
1010 - 1015	Movement
1015 - 1045	Tour PTD Training Areas
1045 - 1050	Movement
1050 - 1230	Tour Museum/PX Visit
1230 - 1235	Movement
1235 - 1335	Noon Meal at Bayview Restaurant (or Messhall 620)
1340	Depart MCRD

CEREMONIAL SUPPORT SCHEDULING PRIORITIES

1. Commanding General/Chief of Staff Directed
2. MCRD Organizations
3. WRR/Recruiting/Major Community Events
4. Marine Corps - Other
5. Navy
   (a) Navy Flag Officers (approved by Commanding General)
   (b) Depot Medical, Dental and Chaplain
6. Other Services (Flag only and approved by CG)
7. Community - City of San Diego
8. Community - San Diego County
9. Other Community

BILLETING SUPPORT PRIORITIES

1. Commanding General/Chief of Staff Directed
2. MCRD Organizations
3. WRR/Recruiting/Major Community Events
4. Marine Corps - Other
5. Navy
6. Other Services
7. Community - City of San Diego
8. Community - San Diego County
9. Other Community

REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS (NON-AVIATION)

Form Approved
OMB No. 0704-0290
Expires Jun 30, 2003

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0290), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON BACK OF THIS FORM.

ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.

PURPOSE: This form is used to request all Armed Forces MUSICAL UNIT, TROOP, COLOR/HONOR GUARD, and/or EXHIBIT/EQUIPMENT participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.

SECTION I - EVENT DATA

1. SPECIFIC REQUIREMENT *(i.e., Band, Marching Unit, Color Guard, Tank, etc.)*	2. DATE OF EVENT *(YYYYMMDD)*	3. TIME OF EVENT a. FROM: b. TO:
4. TITLE OF EVENT	5. EXPECTED ATTENDANCE	

6. SITE OF EVENT *(i.e., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.)*	7. ADDRESS OF EVENT *(Street, City, State, ZIP Code)*
8. PROGRAM *(Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.)*	9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? *(If so, specify.)*
10. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? *(If so, specify.)*	11. IS THERE ANY CHARGE? *(i.e., admission, parking, etc. If so, specify.)*

	YES	NO
12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? *(X appropriate box)*		

SECTION II - SPONSORING ORGANIZATION DATA

13. NAME OF SPONSORING ORGANIZATION

(X appropriate box for each item.)	YES	NO
14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?		
15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?		
16. DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?		

17. SPONSOR'S REPRESENTATIVE

a. NAME		b. ADDRESS *(Street, City, State, ZIP Code)*	
c. PRIMARY TELEPHONE NO. *(Include area code)*	d. SECONDARY TELEPHONE NUMBER	e. FAX NUMBER *(incl. area code)*	f. E-MAIL ADDRESS

SECTION III - SPONSORING ORGANIZATION SUPPORT DATA

Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the Instructions on the back of this form. *(X appropriate box for each item.)*

	YES	NO
18. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?		
19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?		
20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?		
21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?		
22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?		

SECTION IV - CERTIFICATION

23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.

a. SIGNATURE OF SPONSOR'S REPRESENTATIVE	b. DATE SIGNED *(YYYYMMDD)*	c. PRINT NAME AND TITLE

DD FORM 2536, JUL 2000 PREVIOUS EDITION IS OBSOLETE.

INSTRUCTIONS

1. This form is used to request Armed Forces musical unit, personnel, color/honor guard and/or exhibit/equipment participation in public events. The requested information is required to evaluate the event. Please complete all sections.

2. This form should be submitted to the appropriate Military Service *(listed in right hand column)* not less than 30 nor more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.

3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.

4. Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.

5. Additional forms may be obtained on the Internet at http://web1.whs.osd.mil/icdhome/ddeforms.htm, through the nearest military installation public affairs office, or from any of the military public affairs offices listed to the right. If you have questions regarding the information on this form, please call the Directorate for Programs and Community Relations between 8:30 a.m. and 5:00 p.m. Eastern Time, Monday through Friday, holidays excepted:
Commercial (703) 695-6108; FAX (703) 697-2577

MAIL COMPLETED REQUEST FORM TO:

The Commander of the Military Installation closest to the event; OR to the appropriate Military Service listed below:

ARMY:
Office of the Chief of Public Affairs
ATTN: Community Relations Team
1500 Army Pentagon
Washington, DC 20310-1500
(703) 697-5081; FAX (703) 697-6159
www.dtic.mil/armylink

MARINE CORPS:
Commandant of the Marine Corps
Headquarters, U.S. Marine Corps (Code: PAC)
The Pentagon, Room 5E671
Washington, DC 20380-1775
(703) 614-1054; FAX (703) 614-2358
www.usmc.mil/2536

NAVY:
Department of the Navy
Office of Information
Community Programs Division (OI-5)
1200 Navy Pentagon
Washington, DC 20350-1200
(202) 685-6660; FAX (202) 693-6671
www.navy.mil

AIR FORCE:
Office of the Secretary of the Air Force
Office of Public Affairs (SAF/PA)
1690 Air Force Pentagon
Washington, DC 20330-1690
(703) 697-6061; FAX (703) 614-5749
www.af.mil

NATIONAL GUARD BUREAU:
National Guard Bureau
ATTN: NGB-PA (ComRel)
1411 Jefferson Davis Highway, Suite 11200
Arlington, VA 22202-3259
(703) 607-2613; FAX (703) 607-3680
www.ngb.dtic.mil

SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.

24. REMARKS *(Use this area to continue any items if necessary. Reference by section and item number.)*

DD FORM 2536 (BACK), JUL 2000