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

DepO P5750.8B
3

DEC 2 9 2003

DEPOT ORDER P5750.8B

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE COMMAND MUSEUM
(SHORT TITLE: SOP FOR COMMAND MUSEUM)

Ref: (a) MCO P5750.1G
(b) SECNAVINST 4001.2F

Encl: (1) LOCATOR SHEET

1. Situation. This Manual sets forth policies and procedures governing the administration and functioning of the Command Museum in accordance with references (a) and (b).

2. Cancellation. DepO P5750.8A.

3. Summary of Revision. This Manual was revised to include Appendix D and a change to Appendix A, paragraph c.

4. Mission. History of the Marine Corps in San Diego dates back to 1846 when a detachment of Marines from the Sloop of War, Cyane, raised the first U.S. flag over Old Town. Since then, the Marines have been an integral part of Southern California. Marine units from San Diego have helped shape the course of history in the far corners of the world. The Command Museum serves to perpetuate this local and global legacy, while functioning as a vehicle for training and as a bridge to the community.

5. Execution. This Manual is applicable to all personnel and activities aboard Marine Corps Recruit Depot San Diego/Western Recruiting Region, San Diego, California.

6. Administration and Logistics. Forward recommended changes to this Order to the Commanding General (Attn: AC/S G-2/3), MCRD/WRR San Diego, CA, via the appropriate chain of command.

7. Command and Signal

a. Signal. This Manual is effective the date signed.

b. Command. This Manual is applicable to all MCRD/WRR personnel.

T. W. SPENCER
Chief of Staff

DISTRIBUTION: A

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE COMMAND MUSEUM
(SHORT TITLE: SOP FOR COMMAND MUSEUM)

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

SOP FOR COMMAND MUSEUM

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

THIS PAGE INTENTIONALLY LEFT BLANK

SOP FOR COMMAND MUSEUM

CONTENTS

CHAPTER	
1	MISSION AND ORGANIZATION
2	COLLECTION POLICY
3	LOAN POLICY
4	HISTORIC UNIFORM COLLECTION
APPENDIX	
A	MUSEUM HISTORICAL SOCIETY OPERATING PROCEDURES
B	COMMAND MUSEUM STAFF
C	SAMPLE APPOINTMENT LETTER
D	MEMORANDUM OF UNDERSTANDING BETWEEN MARINE CORPS RECRUIT DEPOT SAN DIEGO AND THE MARINE CORPS RECRUIT DEPOT COMMAND MUSEUM HISTORICAL SOCIETY

SOP FOR COMMAND MUSEUM

CHAPTER 1

MISSION AND ORGANIZATION

	PARAGRAPH	PAGE
MISSION	1000	1-3
ORGANIZATION	1001	1-3
MUSEUM OPERATIONS	1002	1-4
GIFT/ARTIFACT AND MANAGEMENT CONTROL	1003	1-4

THIS PAGE INTENTIONALLY LEFT BLANK

SOP FOR COMMAND MUSEUM

CHAPTER 1

MISSION AND ORGANIZATION

1000. MISSION. The Command Museum supports the Commanding General in the execution of his mission to recruit and train Marines. This facility portrays the development of Marine Corps Recruit Depot (MCRD), San Diego and units assigned, past and present, as part of the regional history of Southern California. Additionally, it functions as the fulcrum for the presentation of the Marine Corps history to recruits. The Command Museum contains exhibits that display pertinent artifacts, art, and other items that dramatize the past, present, and future roles of the Marine Corps to Marines, recruits, their families, and the general public.

1001. ORGANIZATION

1. Assistant Chief of Staff, G-2/3. All museum activities/operations are under the staff cognizance of the AC/S, G-2/3.

2. Director, Command Museum. Report to the AC/S, G-2/3 for Museum Operations. Responsibilities include the collection, preservation, research, exhibition, and identification of artifacts. Additionally, establish liaison with other agencies, government and civilian, foreign and domestic, in furtherance of the objectives of both the Marine Corps and MCRD historical programs. Collateral responsibilities include:

a. Make the historical experience of the Marine Corps and MCRD available for practical study and exploitation.

b. Preserve a record of MCRD accomplishments by collecting and maintaining printed and written documents and oral history tapes of lasting historical and sentimental value to the Marine Corps and MCRD.

c. Ensure that facts are presented in clear, reliable, and academically correct form.

d. Select and preserve historical photographs of particular value to the Depot.

e. Foster esprit de corps by expanding awareness of the traditions of the Marine Corps and MCRD.

f. Coordinate efforts to make the best use of artifacts, art and documents of lasting value to the Marine Corps and MCRD.

3. Museum Board of Advisors. The Board of Advisors provides advice to the Commanding General on matters of museum planning. Additionally, they

provide administrative assistance to the Director, Command Museum, in the performance of his/her assigned responsibilities to include coordination of volunteer support, and community outreach programs for the museum. The advisors also provide direction for support of the museum's mission to the Museum Historical Society. The appointing letter for the Museum Board of Advisors is set forth in Appendix C.

4. Museum Historical Society. This Society is a nonprofit public benefit corporation and as such is not part of the Command. An independent, not-for-profit 501(c)(3) corporation in its own right, the Society serves as a fundraising arm in direct support of the Command Museum. The Society operates aboard MCRD at the pleasure of the Commanding General, and in accordance with the articles of incorporation and bylaws approved by the Commanding General and the State of California. Approved operating procedures are set forth in Appendix A.

1002. MUSEUM OPERATIONS

1. General. The Museum is located in Building 26 and is open to the public. The Museum maintains a collection of documents, photographs, art, oral history and historic objects related to MCRD and the United States Marine Corps. Exhibits will be stored and displayed in controlled climatic conditions. Standing museum operating procedures, including the prohibition of eating and drinking in areas where artifacts are stored and exhibited, will be enforced at all times.

2. Exhibits. Permanent exhibits will be continuously rotated and new photographs and artifacts researched and displayed as they become available. Exhibits will be inspected daily by the Museum staff. Temporary exhibits will relate to a particular theme and will be changed as appropriate.

3. Museum Security. The Museum will meet the requirements for arms protection as set forth in DOD Instruction 5100.76M. During normal operating hours, a staff member will make periodic visual checks of all weapons. At the end of each day, a designated staff member will inspect the museum prior to securing. Television video monitors are mounted in the galleries during normal hours of operation and a designated staff member will monitor the video surveillance system.

1003. GIFT/ARTIFACT AND MANAGEMENT CONTROL

1. Gifts. Reference (b) establishes procedures for the acceptance and giving of gifts within the Marine Corps.

a. The Commanding General may accept gifts of personal property offered to the Marine Corps, its organizations, and personnel, of a value not exceeding $3,000. This authority may not be delegated. Gifts in excess of $3,000 may be accepted and will be processed consistent with the procedures stated in reference (b).

b. Gifts of an artistic or historic nature will be reviewed by the Director to ensure their suitability for acceptance by the Commanding General. In the event their value exceeds $3,000, acceptance will be coordinated with the Director of Marine Corps History and Museums (CMC Code HDM).

c. The Director, Command Museum, may accept artistic gifts of no net value. All gifts, regardless of source, are to be properly reported and documented.

2. Loaned Artifacts. The museum may acquire artifacts and exhibits from Headquarters U.S. Marine Corps on temporary loan, however, loans from individuals are discouraged unless the item(s) are of particular importance to the theme of a current exhibit. The museum loan policy is detailed in Chapter 3. Screening and disposition of artifacts offered for donation are first researched and inspected by the Museum Registrar and the Military Historian. A recommendation of acceptance is finalized by the Museum Director based on the museum mission statement, and need for the artifact in the collection. Artifacts not accepted by the Command Museum will be returned to the original donor for disposition. Abandoned artifacts not accepted by the Command Museum will be donated to other military museums. Following acceptance, all artifacts/objects will be properly accessioned, tagged and stored or displayed, and computer and accession records established.

SOP FOR COMMAND MUSEUM

CHAPTER 2

COLLECTION POLICY

	PARAGRAPH	PAGE
COLLECTION POLICY	2000	2-3
ARTIFACT LOAN POLICY.	2001	2-4
DEACCESSIONING	2002	2-4
STORAGE, CARE, AND CONSERVATION	2003	2-5

THIS PAGE INTENTIONALLY LEFT BLANK

SOP FOR COMMAND MUSEUM

CHAPTER 2

COLLECTION POLICY

2000. COLLECTION POLICY

1. General. When acquiring or assembling historical artifacts, the Commanding General, Marine Corps Recruit Depot, San Diego, incurs an obligation to preserve and exploit the museum's collections. The museum's collections include weapons, uniforms, photographs, manuscripts, paintings, maps, archaeological artifacts, and other historical items for display to the public. The mission of the Command Museum is to support the Commanding General in the execution of his mission to recruit and train Marines. The objective of the facility is to portray the development of MCRD, San Diego and units assigned, past and present, as part of the regional history of Southern California in addition to functioning as the fulcrum for the presentation of Marine Corps history to recruits. The Command Museum will establish exhibits to display pertinent artifacts, art, and other items, which dramatize the past, present, and future roles of the Marine Corps to Marines, recruits, their families, and the general public.

2. Acquisitions. The museum will acquire and collect historical artifacts and objects that reflect and are in keeping with, the Command Museum, MCRD mission statement and will not accept conditional donations that inhibit development of a professional study collection. Acquisitions will adhere to the following guidelines to strengthen the collection and relate the history of the Marine Corps Recruit Depot to Marines, recruits, and the visiting public.

a. Acceptance of an object places responsibility on the museum for the perpetual maintenance and preservation of that object.

b. The museum will not accept restrictive or conditional donations.

c. All donations become the property of the Command Museum as an institution, and the Marine Corps History and Museums Division, Washington, D. C. as the legal owner.

d. The museum will actively seek historical objects and artifacts that pertain to the history of the Marine Corps Recruit Depot, San Diego, the general history of the Marine Corps, and the history of Marines in Southern California.

e. The museum will accept a maximum of two identical specimens of any object. One specimen will be used for permanent exhibit, and one will be used for research, study, temporary exhibit, etc. The Director, on a case-by-case basis, will make exception to the policy.

f. The museum will not accept athletic trophies, prizes, unit awards or plaques, personal awards or plaques, and other items of transitory interest. As much as possible, the museum will not accept man-made recreations such as models, dioramas, or hand crafted items. Battlefield souvenirs will be accepted as long as they meet the ethical and professional standards as set by the American Association of Museums. Cultural or natural objects that have been illegally or illicitly acquired, transferred, imported, or exported will not be accepted.

g. Objects/artifacts will be carefully screened for signs of infestation. Objects/artifacts in a condition of deterioration or infestation will not be accepted. All artifacts/objects accepted will be researched and relocated in the decontamination room for a minimum of two weeks prior to inclusion in the collection.

h. Newspaper, scrapbooks, magazines and other ephemera of a self-destructive composition will not be accepted in its current state. Because the acid migration from paper artifacts may adversely affect the permanent collection, all paper artifacts will be scanned, saved to disk and reprinted as needed. The original paper artifacts will be returned to the donor.

i. Donor labels will not be placed on any item on exhibit. Donor information and credit is maintained in the accession log and object files. Donors receive proper acknowledgement and thanks prior to accession and acceptance of the object in the collection.

j. The museum does not have a certified appraiser on staff. Museum personnel are not allowed to provide either written or verbal appraisals. Donors requiring appraisals for income tax purposes must obtain the appraisal from a certified appraiser at their own expense prior to donation.

2001. ARTIFACT LOAN POLICY

1. General. The command museum will accept objects of loan for the sole purpose of a limited engagement, or special exhibit only. All loans will be conducted in accordance with the provisions specified in Marine Corps Order P5750.1 using the forms contained therein. A file of all objects on loan will be maintained and controlled by the Military Historian. Outgoing loans from the museum will be provided to Marine Corps active duty and reserve units, other agencies affiliated with the Department of Defense, and other museums. Museum artifacts will not be loaned to individuals under any circumstances. Remote exhibits loaned to units for

static display or use will be governed by the specific provisions of Marine Corps Order P5750.1. The Military Historian will maintain all outgoing loans. Loans will be made for a period of one year and will be periodically checked by the Military Historian. Weapons on loan may be picked up on the unit CRANE report as required in accordance with Marine Corps regulations regarding weapons. The unit does not assume lawful ownership of the weapons; CRANE reporting is for written guidance in accordance with Marine Corps weapons reporting regulations.

2002. DEACCESSIONING

1. Artifacts that are added to the museum's collection become the property of the U.S. Marine Corps. All artifacts accepted to the collection will be accessioned with the exception of non-historic artifacts accepted for exhibit/display only. All artifacts/objects accepted into the Marine Corps Recruit Depot Command Museum collection will be sold, traded, or given to any agency outside the Department of Defense without being properly dropped from the museum's account. Historical properties in the collection that have been determined to be unsuitable to the museum's mission, or are considered to be in excess to the museum's needs, will be offered to the following agencies in order of priority:

a. U.S. Marine Corps museums sanctioned by the Museums Branch, Headquarters, U.S. Marine Corps.

b. Department of Defense or Federal museums.

c. State or local museums or other nonprofit institutions.

d. Marine Corps or Marine Corps Reserve unit historical rooms or commands.

2. All objects/artifacts will be properly deaccessioned in accordance with Chapter X, DoD 4160.21-M. Final authority to deaccession artifacts/objects will rest with the AC/S G-2/3. The museum Director will make recommendations for deaccessions or transfers. Documentation for all deaccessioned or transferred artifacts/objects will be retained in the museum records, and the entry recorded in the accession register opposite the original entry.

2003. STORAGE, CARE, AND CONSERVATION

1. The museum's facilities place certain limitations on its ability to properly maintain its artifacts. As much as possible, the limitations will be offset by careful utilization of building 26. The atmospheric conditions in the building minimize excessive moisture in storage areas;

however, temperature control will be monitored by hygrometers with thermometers posted in critical areas of the building. Care has been taken to exclude sunlight from galleries and storage areas, and to minimize the rate of change in temperature and humidity. All storage areas are unlighted except when entered. All fluorescent fixtures in storage areas, archives and exhibits are covered with ultraviolet filters. Storage cabinets and exhibit cases are constructed of archivally correct wood and modified to exclude dust, but allow for ventilation. Artifacts are rotated frequently and monitored for light and temperature damage. All objects are stored in acid free, archivally correct containers and wrapped in a cid free tissue. Mannequins are composed of acid free material and wrapped with unbleached muslin to protect uniforms. Uniform items in the historic uniform collection are hung on padded wooden hangers, and protected from sunlight and dust. Staff will wear cotton gloves when handling all objects/artifacts. Care will be taken to ensure objects/artifacts are transferred and stored correctly at all times.

2. Archives. Photographs, documents, periodicals, books, personal papers, original artwork, and sound recordings are stored in the archives. Acid-free document boxes are utilized to store collections of personal papers, photographs and ephemera. Photographs and negatives are sleeved in acid free envelopes. Acid free tissue is used as interleaving to prevent acid or ink migration between individual items. Newspaper and magazine articles are scanned and saved to disk for storage. Original newspaper clippings are not retained in the museum archives.

3. Armory. All weapons not displayed in the museum galleries are stored and on display in the armory. The Director controls access to the armory. A key is checked out and maintained daily by the Military Historian and the Staff NCOIC. The firearms collection is stored on racks with steel doors in accordance with MCO P5750.1. All weapons are certified inoperable with firing pins removed and stored elsewhere.

SOP FOR COMMAND MUSEUM

CHAPTER 3

LOAN POLICY

	PARAGRAPH	PAGE
LOAN POLICY	3000	3-3

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

LOAN POLICY

3000. LOAN POLICY

1. General. All loans from the command museum shall be made only to other Marine Corps Museums, Marine Corps and Marine Corps Reserve units, Department of Defense historical organizations, Federal and State museums, or other not for profit museums. Loans will not be made to individuals.

2. Policy. Loans will be maintained by the Military Historian and adhere to the following specific guidelines.

a. Loans will be initiated with a letter from the prospective borrower on official stationary stating the purpose of the loan, what artifacts/objects are being requested, an explanation of how the artifacts/objects will be displayed and exhibited, storage and transportation of the artifacts/objects and security of artifacts/objects while en route and on display.

b. Artifacts/objects will be released on loan for a specific period of time not to exceed one year. Loaned artifacts/objects may be renewed at the end of the renewal period at the discretion of the Director. Loaned artifacts/objects will not be loaned for a period longer than two years.

c. Loaned artifacts/objects will be loaned to one responsible person. The Responsible Officer (RO) will sign for and receive the loaned artifacts/objects. Responsible Officers are not transferable billets. Should the RO be transferred from the borrowing unit, a new RO will be assigned in writing and the appropriate paperwork changed.

d. It is understood that artifacts/objects on loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the command museum. The condition of the artifact/object is understood to be as stated on the loan agreement.

e. All damages to artifacts/objects on loan at any point in time on any part of the artifact/object will be reported to the museum Military Historian immediately.

f. Artifacts/object may not be lent to a third party without the advance written approval of the command museum. Artifacts/objects transferred to a third party require the generation of new loan

agreements and appropriate paperwork.

g. The borrower is responsible for packing, transportation, insurance and all other factors of transporting the loaned property, unless otherwise stated.

h. The museum shall, at tits discretion, require proof of insurance and be named on the policy as the insured party. A copy of the insurance policy may be required before the loan is issued.

i. The borrower is responsible for returning the loan at the time stated in the original agreement.

j. Artifacts/objects loaned may be photographed only with the written permission of the command museum. The borrower agrees that the photographs will be used only for the purpose stated on the loan form. The museum will receive a copy of all photographs taken for record purposes. All publications of photographs of artifacts/objects on loan will bear a credit line acknowledging that the artifact/object is the property of the Marine Corps Recruit Depot, San Diego, Command Museum. All exhibit catalogs that include the loaned artifact/object will credit the Marine Corps Recruit Depot, Command Museum.

k. The borrower agrees to use the loaned artifact/object only for the purpose stated on the loan form.

SOP FOR COMMAND MUSEUM

CHAPTER 4

HISTORIC UNIFORM COLLECTION

	PARAGRAPH	PAGE
COLLECTION POLICY	4000	4-3

THIS PAGE INTENTIONALLY LEFT BLANK

SOP FOR COMMAND MUSEUM

CHAPTER 4

HISTORIC UNIFORM COLLECTION

4000. COLLECTION POLICY

1. General. The MCRD command museum maintains and exhibits an historic uniform costume collection that features examples of Marine Corps uniforms from 1775 to present. The historic uniform collection is utilized in parades, pageants and historical reenactments to provide a visual recreation of the history of the Marine Corps. The historic uniform collection is worn by Marines from MCRD, San Diego in pageants and parades in the community, during historical reenactments, and for the historic uniform pageant portion of the Marine Corps Birthday celebration yearly. Uniforms utilized in the historic uniform collection consist of donations, purchases and recreations. The "historic costumes" are assembled according to the Marine Corps uniform clothing regulations for the era of issue, and a script details the historic record. The majority of the uniforms utilized in the historic uniform collection have been assembled using invaluable donations or purchases. As with most aged textiles, care and handling is required to extend the life of the uniforms. Utilization must be minimized in order to preserve and maintain the collection for future use.

2. Policy. The historic uniform collection is the property of the command museum. Use of the historic uniform collection is controlled by the museum under the cognizance of the AC/S G-2/3. The historic uniforms are available for pageants, parades and reenactments. Historic uniforms will be lent to Marine Corps and Marine Corps Reserve units, and Department of Defense installations as directed by the AC/S G-2/3. Units that utilize the historic uniform collection will adhere to the general lending policies of the museum, and the specific guidelines presented in this chapter.

a. Standard uniform clothing regulations for the proper fit and wear of the uniform and proper grooming standards are required. Units that intend to check out the historic uniforms for display in a pageant or parade will report to the command museum for proper fir and issuance of uniforms prior to the event. Wigs are a required portion of several historic uniforms and will be issued with the uniform. Historic uniforms are fitted according to height and weight. A museum staff member will direct personnel in the proper wearing of the uniform.

b. Prior to check out, an inventory of the uniform and all accessories will be conducted. Condition and discrepancies will be noted with the museum staff member and responsible party coming to an agreement on all items. Individual unit members will be financially responsible for all

of the gear issued to them. The uniforms are to be kept in a serviceable condition at all times. All uniform equipment should remain in the issue bags, uniform-clothing bags or on hangers when not being worn. Any damage to the uniform and/or accessories, including missing buttons, broken laces or stains, should be reported to the museum staff member when the item is returned. Uniforms must be returned on or before the date due. Failure to return all uniform items by the date indicated will result in a formal report to the G-2/3 Operations Officer.

c. Historic weapons will be issued with the corresponding period uniform on request. A staff noncommissioned officer must check out all weapons for use with the period uniforms. All weapons will be checked out of the museum armory and an equipment custody record (ECR) card issued to the responsible party. When not in the pageant, all weapons will be stored in a locked and secured area in accordance with DoD Instructions 5100.76M. All weapons have been rendered safe and firing pins removed prior to acceptance in the museum collection. Firing pins will not be issued with weapons for uniform pageant purposes. Weapons will not be broken down, tampered with, or rendered operable while checked out.

SOP FOR COMMAND MUSEUM

APPENDIX A

MUSEUM HISTORICAL SOCIETY OPERATING PROCEDURES

The Marine Corps Recruit Depot Museum Historical Society is a nonprofit public benefit corporation and as such is not a part of the Command. An independent, nonprofit 501) (3) corporation, the Society serves as a fundraising arm in direct support of the command museum. The Society operates aboard MCRD at the pleasure of the Commanding General and in accordance with articles of incorporation and bylaws approved by the Commanding General and the State of California. The following operational procedures have been approved:

(a) The AC/S G-2/3 serves ex official, as the Commanding General's representative on the Society's Board of Directors.

(b) Office space, to include basic furniture and telephone, is provided within the museum (building 26). As the Society serves in the best interest of the command, there are no charges for rent, utilities, or maintenance. The telephone bill is included in the utilities charged to MCRD, San Diego.

(c) The Society operates a gift shop within the museum, which offers a variety of gifts and books as a service to museum visitors. The gift shop has no association with Marine Corps Community Services (MCCS), Division of MCRD, San Diego. Resale activities of the gift shop are regulated by federal and state instructions pertaining to charitable organizations.

(d) No liability insurance is required for museum spaces occupied by the Society. The Society will maintain adequate and proper liability insurance for the salaried administrative staff and the Board of Directors.

(e) Financial management procedures of the Historical Society have been approved by MCRD, San Diego, AC/S Comptroller. In accordance with its bylaws, the Society will be audited once each year by a certified public accounting firm selected by the Board of Directors.

(f) The Historical Society recruits, trains, and administratively supports a volunteer program. Individual volunteers are assigned based upon museum requirements and personal interests. Volunteer programs include the T-20 History Program Docents, archival and curatorial assistants, exhibit builders, and a variety of administrative positions. All volunteers are trained and monitored, and under the direct cognizance of the museum director.

SOP FOR COMMAND MUSEUM

APPENDIX B

COMMAND MUSEUM STAFF

The command museum staff includes three permanent civil service employees: the Director, GS-12, and the Archivist. GS-09, and Military Specialist, GS-07, and one staff noncommissioned officer in charge (SNCOIC). The museum building is cleaned and maintained by a civilian janitorial service contracted by the command.

Policy. The command museum has civilian and military employees, as well as a volunteer staff. All of the rights and privileges of civilian staff members will be those guaranteed by the Office of Personnel Management, and the Marine Corps Recruit Depot, San Diego. Fair and impartial treatment of all employees and job applicants regardless of race, color, religion, sex, age or national origin will be provided. Civil service and military employees are also protected by the command Affirmative Action Plan and Equal Employment Opportunity code. All staff members will be assigned positions, compensated and recommended for special recognition based on their individual merit and qualifications. Civilian performance appraisals will be accomplished in accordance with the Performance Merit System (PMS) and by comparison with reasonable standards. All staff members are assured of their rights to grievance or complaint and are guaranteed safe and healthful working conditions. Civil service and military employees are covered by Marine Corps regulations with regard to on the job injuries. All incidents of injury will be reported to the museum Director for appropriate action. Personal health programs and insurance cover volunteers. All staff members are obliged to work regularly scheduled hours that have been predetermined and agreed upon.

Ethics. Operation of the museum is a public trust and all employees must be aware that they, in the eyes of the public, are the museum and their actions reflect on the integrity of the museum as an institution. No employee will use his/her position to his/her personal advantage, or utilize the museum's resources or collections for personal use. Under no circumstances will professional employees own, acquire, trade, or in any way deal with personal collections parallel to the museum's collections. Upon hire, professional staff members who own collections that parallel the museum's collections will submit a written inventory of their personal collection. The inventory will be maintained for the length of hire and an exit inventory completed prior to termination of employment. Professional staff members are encouraged to participate in activities of the profession such as teaching, writing, and lecturing. Staff members acting as representative of the museum, while engaged in fieldwork, must remember that their present in the field is authorized by the museum and any material recovered or donated must be presented to the museum. Scholarly papers, research notes, original artwork, and other related

material created by the staff while on duty is the property of the museum and the U.S. Marine Corps. Any outside use of said material will credit the name and title of its originator.

Development. Museum staff will be provided with on the job training in all functional areas in order to enhance professional development. Employees will, when possible, take advantage of every opportunity to increase their knowledge and capabilities by continuing their training and education, and sharing this knowledge with other staff members. Museum reference books, periodicals, pamphlets, and other informative material are available in the archives for staff members. Institutional memberships are maintained by the staff to provide journals to keep the staff apprised of current methods and techniques in museum operations. Professional workshops, annual meetings and formal instructions are also available and will be scheduled for all employees as yearly training requirements under the cognizance of the museum Director.

APPENDIX C

SAMPLE APPOINTMENT LETTER

From: Commanding General, Marine Corps Recruit Depot/Western Recruiting Region, San Diego, California
To: Major General Jed I. Knight, USMC (Ret), Chairman, Command Museum Advisory Committee

Subj: APPOINTMENT AS CHAIRMAN, COMMAND MUSEUM BOARD OF ADVISORS

Ref: (a) MCO P5750.1F
(b) Depot Order P5750.4D

1. You are hereby appointed as Chairman, Command Museum Board of Advisors. Your term of service in this position is at the discretion of the Commanding General, Marine Corps Recruit Depot. You will be guided by references (a) and (b).

2. The functions of the Board of Advisors are as follows:

a. To advise the Commanding General, MCRD, San Diego on matters of museum policy and planning.

b. To provide administrative and advisory assistance to the Director, Command Museum, in the performance of his/her assigned mission, to include coordination of financial support, and community outreach programs for the museum.

c. To provide direction for support of the museum's mission to the Historical Society.

3. Board Membership

a. The board will consist of not less than 10 and no more than 20 members. The board composition shall include members of the retired, reserve and former Marine communities. Appointment of adjunct membership to serve within a designated time period for specialized tasks in support of the museum is authorized.

b. New members, other than those directly appointed by the Commanding General, will have their nominations approved by the board.

c. Term of membership is continuous on a yearly basis subject to the recommendation of the Chairman and approval of the Commanding General.

SIGNATURE
By direction

APPENDIX D

MEMORANDUM OF UNDERSTANDING BETWEEN MARINE CORPS RECRUIT DEPOT, SAN DIEGO AND MARINE CORPS RECRUIT DEPOT MUSEUM HISTORICAL SOCIETY

1. General Provisions

a. The purpose of this Memorandum of Understanding (MOU) is to describe more thoroughly the operational details between the Marine Corps Recruit Depot (MCRD) and the Marine Corps Recruit Depot Museum Historical Society (Society). This MOU also establishes the terms under which there will be a sharing of resources to accomplish the mission of the MCRD Command Museum (Museum).

b. Authorative references for this document are: DoD Instruction 1000.15, Private Organizations on DoD Installations; Depot Order P5750.8A, Standing Operating Procedures for the Command Museum; Depot Order 5760.2A, Private Organizations Operating Aboard MCRD San Diego; Bylaws of the MCRD Museum Historical Society. This document should be reviewed annually and upon update to one of the references.

c. All terms and conditions of this MOU are governed by the license for Non-Federal use of real property, N6871194RP04P01.

2. Understanding

a. Insofar as the Commanding General, MCRD, deems the presence of the Society aboard MCRD to be consistent with the command's mission and all pertinent regulations, MCRD will:

(1) Provide office space, including basic furniture and telephone within the Museum. As the Society serves in the best interest of MCRD, there will be no charge for rent, utilities, or maintenance.

(2) Permit the Society gift shop to sell items related to museum activities and Marine Corps memorabilia items that do no duplicate or compete with those offered for sale at MCRD Exchange activities. With regards to operations of the Society's gift shop and the sale of Marine Corps memorabilia, the following direction is provided:

(a) The Society's gift shop may sell any Marine Corps memorabilia hard-line product at any price it determines. A hard-line product is defined as any Marine Corps memorabilia product other than apparel, with the exception that the gift shop may not sell food or beverage items, or other consumables (i.e. film, sun screen, etc.).

(b) The Society's gift shop may sell any Marine Corps memorabilia apparel product priced at or under $25.00. An apparel product is defined as any soft clothing product designed to be worn on the body. Historical Society and Museum specific memorabilia is not subject to the $25.00 limit.

(c) The Society may undertake an e-commerce effort in association with its gift shop operations on MCRD, offering for sale any items authorized for sale from the gift shop.

(d) The Society will post large, visible notices at the gift shop explaining that MCCS and the Society are non-affiliated, independent operations, the differences in pricing policy, and that Society gift shop operations support the MCRD Command Museum.

(e) The Society gift shop will develop a written refund policy that includes process for redress of any complaints about disparate pricing between MCCS and the gift shop.

(3) Permit the Society gift shop to sell Marine Corps memorabilia, or commemorative apparel items, of any price, prepared for particular events or functions, such as reunions and conventions, provided MCCS has been afforded the right of first refusal to arrange for the production of the items for the event. The opportunity for MCCS to exercise the right of first refusal must be presented prior to Society gift shop beginning any design or production for any particular event. Such requests will normally be provided to MCCS in written form, and will normally be responded to, in writing, within 3 working days of receipt of the request. Items offered for sale for particular functions in compliance with the terms of this provision will only be produced in sufficient numbers to satisfy the anticipated demand from that particular function.

(4) The MCRD Inspector will conduct periodic checks of the Society gift shop to ensure compliance with this MOU and will arbitrate any disputes arising there from. The MCRD Inspector will arrange quarterly meetings between MCCS and the gift shop to arbitrate any disputes and to review progress under this MOU.

b. The Society agrees to:

(1) Support the mission of the museum to provide an educational setting that portrays the legacy of the Marine Corps for the training of recruits, serve as a bridge to the civilian community, and function as a supporting arm to the recruiting effort. Specifically, the support provided should be consistent with and complementary to the goals and

objectives described in the Museum's Strategic Plan. Not later than August 1 of each year, provide a year-in-sight plan to meet the Museum Strategic Plan. Provide a quarterly report detailing those efforts in support of the Museum's Strategic Plan.

(2) Raise funds and collect artifacts in its capacity as an independent, not-for-profit 501 (c) (3) corporation to support the museum's mission and Strategic Plan.

(3) Devote significant effort to develop alternate sources of funding to support Society activities with a view towards reducing the dependence on gift shop sales as the primary source of Society revenues.

(4) Recruit and train a cadre of volunteers willing to work in the museum assisting the staff with day-to-day operations. Develop and maintain a group of volunteers to fully operate key programs, such as the T-20 history classes, guided tours of the museum, and the museum educational program for school groups.

(5) Develop outreach education programs to promote the attributes of the Marine Corps, i.e., war fighting, Naval character, core values, people, and our educational and training programs, that include guided tours, professional military education classes, and historic lectures.

(6) Maintain and adhere to financial management procedures in accordance with its charter and bylaws, and in accordance with Depot Order 5760.2A. Complete the semi-annual internal audits and provide those results to the Depot for inspection, as required by the above referenced order. Arrange for an annual financial audit by an independent certified public accounting firm as required by Appendix A of Depot Order 5750.8A and the Society's bylaws. Provide a copy of the independent audit to the AC/S G-2/3 within 30 days of completion.

(7) Provide all changes to the Society's Charter and Bylaws to the AC/S G-2/3 for review to ensure that the membership provisions and purposes on the basis of which the Society was permitted on MCRD continue to apply, thereby justifying continuance on the installation. Substantial changes to those conditions shall necessitate further review, documentation, and approval for continued permission to remain on MCRD.

(8) Coordinate with the Director of the museum all Society activities that can be expected to directly impact museum operations.

(9) In concert with the command, secure any necessary approval from Headquarters, U. S. Marine Corps to offer Marine Corps memorabilia items for sale.

(10) Ensure that all products offered for sale in the Society gift shop are consistent with U. S. Marine Corps standards and are appropriate for sale aboard MCRD.

c. Other terms and effective period.

(1) This MOU does not create a substantive right on behalf of the Society to conduct any of the activities described herein.

(2) Any disagreement over the terms of this MOU will be adjudicated by the MCRD San Diego Depot Inspector.

(3) This MOU is effective from the last date affixed below.

(4) This MOU will be reviewed quarterly at the call of the MCRD Inspector and may be modified as mutually agreeable to the parties.

d. Concurrence. All parties to this MOU concur with the level of support and resource commitments documented herein.

J. M. Paxton JR. Commanding General Marine Corps Recruit Depot	Don Fulham President, MCRD Museum Historical Society
(Date)	(Date)