



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5760.3
MCCS

06 APR 2015

AIR STATION ORDER 5760.3

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: USE OF THE MARINE CORPS AIR STATION (MCAS) CHERRY POINT MAINSIDE POOL

Ref: (a) DoD 5500.7-R, Joint Ethics Regulations, November 2011
(b) 5 U.S.C. § 301
(c) MCO P1700.27B w/Ch 1
(d) MCO P1700.29 w/Ch 1
(e) MCIEAST-MCB CAMLEJO 5760.2
(f) ASO 5560.6

Encl: (1) Policy for Use of the Mainside Pool by Non-DoD Organizations
(2) Sample Request for Permission to Use the Mainside Pool
(3) Sample Authorization of Use Letter
(4) Sample Organizational Acknowledgement Letter

1. Situation. The primary purpose of the Mainside Pool (indoor pool) is to serve as a training pool for active duty service members. The primary purpose will not change or be encumbered by support of recreational swimming, or other activities. The Mainside Pool also serves military, dependent, and retiree populations of the Installation as well as the surrounding community for recreation swimming. In an effort to promote community relations, and with particular emphasis on supporting positive youth activities, use of the Mainside Pool in support of local high school swim teams and other organized nonprofit youth organizations such as Boy Scouts and Girls Scouts, will be supported when mission requirements allow and only when risk is acceptable.

2. Mission. To establish policy and procedures regarding the use of the Mainside Pool by non-Department of Defense (DoD) youth organizations and other entities.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide use of the Mainside Pool to non-DoD, nonprofit youth organizations, and other entities to the extent feasible without impacting training of service members or services to authorized users of Marine Corps Community Services (MCCS).

(2) Concept of Operations

(a) The Director, MCCS is delegated the authority to approve, coordinate, and oversee visitations by non-DoD entities requesting use of the Mainside Pool. As required by paragraph 1200.2b of reference (c), the MCCS Director will request approval from CMC(MR) prior to allowing non-DoD or local governmental entities to use the Mainside Pool.

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(b) The Director, Operations will maintain operational control over the Mainside pool and is delegated the authority to approve, coordinate, and oversee visitations by DoD affiliated organizations such as Junior Reserve Officer Training Corps Cadets, Young Marines, and Veteran's Affairs organizations. The Director, Operations is authorized to relinquish control of the Mainside Pool to the Director, MCCS for the purpose of supporting non-DoD entities on a not-to-interfere basis with scheduled training by service members.

(c) The Operations Directorate maintains operational control over the Mainside pool. All supported commands will, through the Range Management Division's, Range Facility Management Support System (RFMSS), schedule any pool related training. The 2d Marine Aircraft Wing (2d MAW), G-3, is the cognizant staff section for the instruction and oversight of military water survival training and DoD affiliated organization training in the Mainside Pool.

b. Coordinating Instructions. Refer to Enclosure (1).

4. Administration and Logistics. All forms associated with this Order may be obtained from: <https://navalforms.documentservices.dla.mil/web/public/home>.

5. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point, its subordinate and supported commands, and all personnel authorized use of the Mainside Pool.

b. This Order is effective the date signed.



C. PAPPAS III

DISTRIBUTION: A

Policy for Use of the Mainside Pool by Non-DoD Organizations

1. Definitions/Examples

a. Organized Nonprofit Youth Group. For example, a local high school key club, which may be sponsored by the Kiwanis Club, would qualify as an organized nonprofit youth group.

b. Ad Hoc Groups. An informally organized and structured youth group without charter, governing officials, organizational rules, or continuity over time.

c. DoD affiliated Youth Group/Organization. An organization such as Junior Reserve Officer Training Corps and Young Marines that have a direct affiliation with the DoD.

2. Staff Responsibility

a. The Director, MCCA is delegated the authority to approve, coordinate, and oversee visitations by non-DoD entities requesting use of the Mainside Pool. As required by paragraph 1200.2b of reference (c), the MCCA Director will request approval from CMC(MR) prior to allowing non-DoD or local governmental entities to use the Mainside Pool.

b. The Director, Operations is delegated authority to approve, coordinate, and oversee visitations by DoD affiliated organizations such as Junior Reserve Officer Training Corps Cadets, Young Marines, and Veteran's Affairs organizations. The Director, Operations is authorized to relinquish control of the Mainside Pool to the Director, MCCA for the purpose of supporting non-DoD entities on a not-to-interfere basis with scheduled training by service members.

c. The G-3, 2d Marine Aircraft Wing (2d MAW), is the cognizant staff section for the approval, coordination, scheduling, and oversight of all military training and DoD affiliated organization training in the Mainside Pool.

3. Types of Requests

a. Standard. Military units desiring to use the Mainside Pool for swim qualification training will coordinate their requirements directly with the G-3, 2d MAW or the SNCOIC of water survival instructors.

b. Non-Standard. Requests for use of the Mainside Pool by non-DoD entities are considered non-standard and must be specific as to each group's wants and needs. Use of the Mainside Pool is based on the Installation's security status, available resources, and completion of all required forms and waivers in a timely manner.

c. Although each request is unique in nature, the process to acquire permission to board the Installation is the same.

4. Request and Approval Process

a. Requests for use of the Mainside Pool by active duty and reserve military units must be coordinated with G-3, 2d MAW and scheduled at least three working days prior to the desired training event.

b. Requests for use of the Mainside Pool by non-DoD entities must be received 60 days prior to the intended start date, but will not be accepted earlier than 180 days prior to the intended start date.

c. Requests for use of the Mainside Pool by non-DoD entities will be considered on a first come, first served basis. Permission to use the Mainside Pool in one year for example, does not constitute or imply permission for use in subsequent years. Determination of resource capacity and the allocation of resources is a MCCS responsibility.

d. All non-standard requests must provide the required information as contained in Enclosure (2) before the approval process will begin.

e. Requests must be written on organizational letterhead and can be delivered by mail or in person.

(1) Written requests shall be sent to MCCS, Attn: Semper Fit Director, PSC Box 8009, Cherry Point, NC 28533-0009.

(2) Hand delivered written requests should be brought to Semper Fit, located in Building 287, MCAS Cherry Point.

f. Proposed Dates of Visit

(1) Non-DoD entities must submit three choices, in order of preference, for events that are of five days duration or less.

(2) Non-DoD entities requiring seasonal usage must submit the range of dates to be covered for recurring use (e.g., 1 October 2015 - 15 March 2016, Monday through Friday, 1700 - 1900).

g. Goal of Visit. The request shall state the reason the request is being made with a brief explanation as to why the organization cannot accomplish its purpose with non-DoD resources. Each request will be assigned a priority status based on the information provided.

h. Roster of Attendees. Non-DoD organizations must provide a roster of all participants to the MCCS Semper Fit Director 30 days prior to the first use of the Mainside Pool. This roster will include first name, last name, and indicate the age of each participant without disclosing specific dates of birth.

i. Vehicle and Access Information

(1) In the case of high schools and other team organizations, individual access by team members in personally owned vehicles can be obtained by following the established procedures outlined in reference (f) and by providing requested information to Security and Emergency Services

(SES) as directed. Anyone under the age of 18 must have written permission from a parent or legal guardian before entering the Air Station. All non-DoD affiliated minor children must be sponsored and accompanied by an adult at all times while aboard the Air Station.

(2) A driver background check will be performed and further information may be required.

(3) Base access can be denied by the Director, SES at any time.

(4) Teams are authorized travel from the point of entry on the Installation to the Mainside Pool and back. Excursions to other parts of the Installation are not authorized. Violators will lose access privileges.

(5) Organizations will be required to pick up vehicle passes from Pass & ID, at the main gate, on their initial visit.

(6) Drivers will be required to have in their possession:

- (a) Driver's License
- (b) Vehicle Registration
- (c) Proof of Insurance

(7) Drivers will be required to display the access pass and vehicle information in the windshield at all times.

j. Cancellations/Changes

(1) Organizations must be aware that use of the Mainside Pool may be changed or cancelled at any time due to mission requirements.

(2) Organizations must be aware that once use of the Mainside Pool has been scheduled and confirmed, cancellations or changes by the group will result in financial liability for any costs incurred by MCAS Cherry Point in support of that request.

k. Approval Process for Non-DoD Entities

(1) Requesting organizations will be contacted to confirm receipt of the request.

(2) The request will be processed for feasibility of support. A 10-day working period is required to complete this process.

(3) Once a determination on the request is made, the requesting organization will be contacted using enclosure (3). Requesting organizations will acknowledge the approval of their request and the stipulations therein stated via enclosure (4) or a similar letter.

(4) Changes to the original request may delay the approval process or the visit.

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(5) No official arrangements to arrive at MCAS Cherry Point should be initiated until approval of the subject request has been confirmed.

5. Reimbursements. Organizations may be responsible for reimbursing MCCA for the cost of lifeguards required to man the facility during periods of use outside of normal hours of operation. Use of the Mainside Pool may be subject to reimbursement for costs incurred due to such things as replacement of damaged or lost equipment, or contamination of the pool..

6. Activities in Support of Non-DoD Entities

a. Activities provided aboard MCAS Cherry Point are subject to operational commitments and support availability.

b. Request for use of the Mainside Pool by non-military activities must include all uses being requested (e.g., swim training, diving, SCUBA training, underwater swim training, etc.). Requests may be approved in part or in total. Use of the pools for training other than that which was specifically requested will result in termination of use by the offending organization.

c. The Semper Fit Director will provide supervision for all non-military activities using pools. Youth groups must provide a minimum of two adults per group and maintain a ratio of no less than 1:12.

7. Force Protection (FP) Effect on Non-DoD Entities. Organizations will be subject to current FP Conditions.

a. Force protection conditions may change at any time.

b. Organization visits may be changed or canceled at any time due to current FP conditions.

c. Organizations may be asked to depart the Installation without notice due to FP conditions.

8. Safety for Non-DoD Entities

a. Safety of all personnel is paramount.

b. Semper Fit Aquatics staff will ensure that all hands are briefed regarding specific pool safety precautions before use of the pool begins.

c. Coaches of swim teams may not serve as lifeguards in conjunction with their coaching responsibilities.

d. Organizations are responsible for meeting the safety requirements of the American Red Cross lifeguard certification in those cases where MCCA lifeguards are not provided.

e. The following forms must be completed prior to arrival aboard MCAS Cherry Point:

(1) MCASCHERPT/MCCA/5760/1 - Participant's Information/POC Page.

(2) MCASCHERPT/MCCS/5760/2 - Hold Harmless Agreement for the MCAS Cherry Point Mainside Pool.

(3) MCASCHERPT/MCCS/5760/3 - Parental Permission Form for Participation in Activities at the Mainside Pool, MCAS Cherry Point.

f. No visitor will be allowed to participate in any form of training or activity without the appropriately completed forms.

g. The Hold Harmless Agreement form will release the Department of the Navy, United States Marine Corps, MCAS Cherry Point, and MCCS from any and all responsibilities of injury incurred by the participant.

(1) The original Hold Harmless Agreement forms will be provided to the Semper Fit Director at least one week prior to arrival.

(2) A copy of the Hold Harmless Agreement will remain with the Semper Fit Aquatics Director while the organization is aboard the Installation.

h. Insurance/Charter Information. Visiting youth groups will be required to provide a copy of the following:

(1) Current charter or proof of organization status as a youth organization.

(2) Current and valid insurance documentation with the following organizations named on the insurance policy:

- (a) Department of the Navy
- (b) United States Marine Corps
- (c) MCAS Cherry Point
- (d) MCCS

i. Medical Information

(1) DoD medical staff are not authorized to issue medications (e.g., inhalers, bee sting kits, insulin, etc.).

(2) In the event of a medical emergency, DoD medical staff will respond and triage as necessary. The injured will be transported, at the participant's expense, to appropriate medical facilities at the first opportunity.

j. Security and Storage of Personal property. MCAS Cherry Point and/or MCCS will not be responsible for missing, stolen, or damaged property belonging to the visiting organization.

9. Changes to Rosters or Activities by Non-DoD Entities

- a. All changes must be requested in writing.
- b. Once approved, schedule or activity changes are not authorized without completion of a new request.
- c. Changes may be made by M CCS to suit hours of operations and individual group needs.

10. Appearance. The Marine Corps has high standards for its active duty personnel and civilian staff. To maintain these high standards, visiting organizations are required to maintain an acceptable standard of dress to and from the MCAS Cherry Point Mainside Pool. Clothing with images or written material that may be offensive is not permitted.

11. Courtesy. Visiting organizations are expected to demonstrate courtesy and respect for all personnel while aboard MCAS Cherry Point. Conduct by any individual that is prejudicial to the good order and discipline of the armed forces will result in expulsion of the individual(s) and may result in termination of use by the offending organization.

Sample Request for Permission to Use the Mainside Pool

Name of Organization
Street Address
Town, State Zip

Date

Marine Corps Community Services
Attn: Semper Fit Director
PSC Box 8009
Marine Corps Air Station
Cherry Point, NC 28533

Dear Mr. Bellamy,

(Name of Organization) would like to request the use of the Mainside Pool for swim practices this season. We request a time slot of (time) for practices on (day of week) and can be flexible for times on any other days. The regular season goes from (start date) to (end date). The extended season is from (start to end date) and is based on season performance. The swim team has (number) of participants.

We understand we will be charged \$_____ this season for use of the pool (twice per week for 15 weeks). Based on holidays and exam schedules, we are hopeful that a schedule allowing (30) practice days during the regular season can be accommodated. If due to an extended schedule additional practice days are needed, we understand payment of additional fees will be required. Enclosure (1) is a proposed schedule of practice days for the regular season for your consideration.

Any changes to the proposed schedule once the meet portion of the season has started, will be submitted for consideration as soon as possible to ensure appropriate scheduling of lifeguards and pool staff can be accomplished.

Thank you in advance for working with us to continue this varsity level sport at our school and in the community. Our Athletic Director is (name) and can be reached at (phone) and our swim coach is (name) at (phone), email (someone@something.com).

Sincerely,

Name
Title

Enclosure (2)

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Sample Authorization of Use Letter



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

5760
CO
Date

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Mr/Ms. First MI. Last Name

Subj: APPROVAL OF REQUEST FOR USE OF THE MAINSIDE POOL FROM (DATE OF USE) TO
(END DATE OF USE)

Ref: (a) Site the Requesting Agency's Application
(b) ASO 5760.3

Encl: (1) Hold Harmless Agreement
(2) Parental Permission Form for Participation in Activities at the
Mainside Pool, Marine Corps Air Station, Cherry Point
(3) Sample Organizational Acknowledgement Letter

1. Per the references, your request to use the Mainside Pool at Marine Corps Air Station, Cherry Point for the period of (start date-end date) is approved. Use of the facility is conditional in that:

a. The training of Marine Corps personnel and scheduled Marine Corps Community Services (MCCS) recreational swims always take priority, even if it conflicts with previously arranged and/or scheduled and approved use by your organization.

b. A fully qualified and/or certified Red Cross Lifeguard who is familiar with current MCAS Cherry Point emergency contact and reporting procedures is required during each use of the facility. The activity leader/coach does not constitute fulfillment of this requirement as a lifeguard if he/she has other duties associated with use of the facility by your organization.

c. Provide MCCS with a completed Hold Harmless Agreement and Parental Permission Form, using enclosures (1) & (2), for each participant prior to use of the facility. Ensure forms are updated and kept current.

d. Provide a monthly training schedule at the beginning of each month to MCCS for scheduling purposes to avoid possible conflicts.

e. Adhere to the established hours of operation of the facility. If the team intends to train on Saturdays or holidays a designated team representative will request use of the facility through MCCS at least 72 working hours prior to the intended period of use. Monthly schedules for the next month's training should be submitted no later than five working days prior to the end of the current month, in order to manage the requirements.

Enclosure (3)

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Subj: APPROVAL OF REQUEST FOR USE OF THE MAINSIDE POOL FROM (DATE OF USE) TO
(END DATE OF USE)

2. Upon receipt of this letter, the organization activity leader shall sign enclosure (3) to acknowledge receipt and understanding of the provisions of MCCS Policy for use of the Mainside Pool. A copy shall be returned to the Semper Fit Director prior to beginning use of the Mainside Pool.

3. (Name Semper Fit Director) is the point of contact for detailed coordination for your request and may be reached at 466-4232.

I. M. SIGNING
By direction

Copy to:
CO
Director, Semper Fit
Ops

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Sample Organizational Acknowledgement Letter

Organization Letterhead
Street Address
City, State Zip

Date

From: (POC of Organization)
To: Commanding Officer, Marine Corps Air Station, Cherry Point
Subj: REQUEST FOR USE OF THE CHERRY POINT SWIMMING POOL FROM
(START TO END DATE)
Ref: (a) ASO 5760.3

1. (Name of Organization) has received permission to use the Mainside Pool at Marine Corps Air Station, Cherry Point for the period of (start date) to (end date), and acknowledges receipt of the instructions and guidelines in the Hold Harmless Agreement that pertain to our use of that facility.
2. (Name of Organization) will comply with the provisions of the reference and understands that failure to do so may result in termination of this authorization.
3. (Name of Organization) will ensure that MCCS is made aware of any changes to scheduling, coaching staff, or supervisory personnel associated with this organization's use of the facility.

SIGNATURE

Copy to:
MCCS Director
Semper Fit Director
Ops

Enclosure (4)