



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO P1710.27E
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2 Apr 1984

BASE ORDER P1710.27E

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures (SOP) for Consolidated Special Services
(Short Title: SOP for Consolidated Special Services)

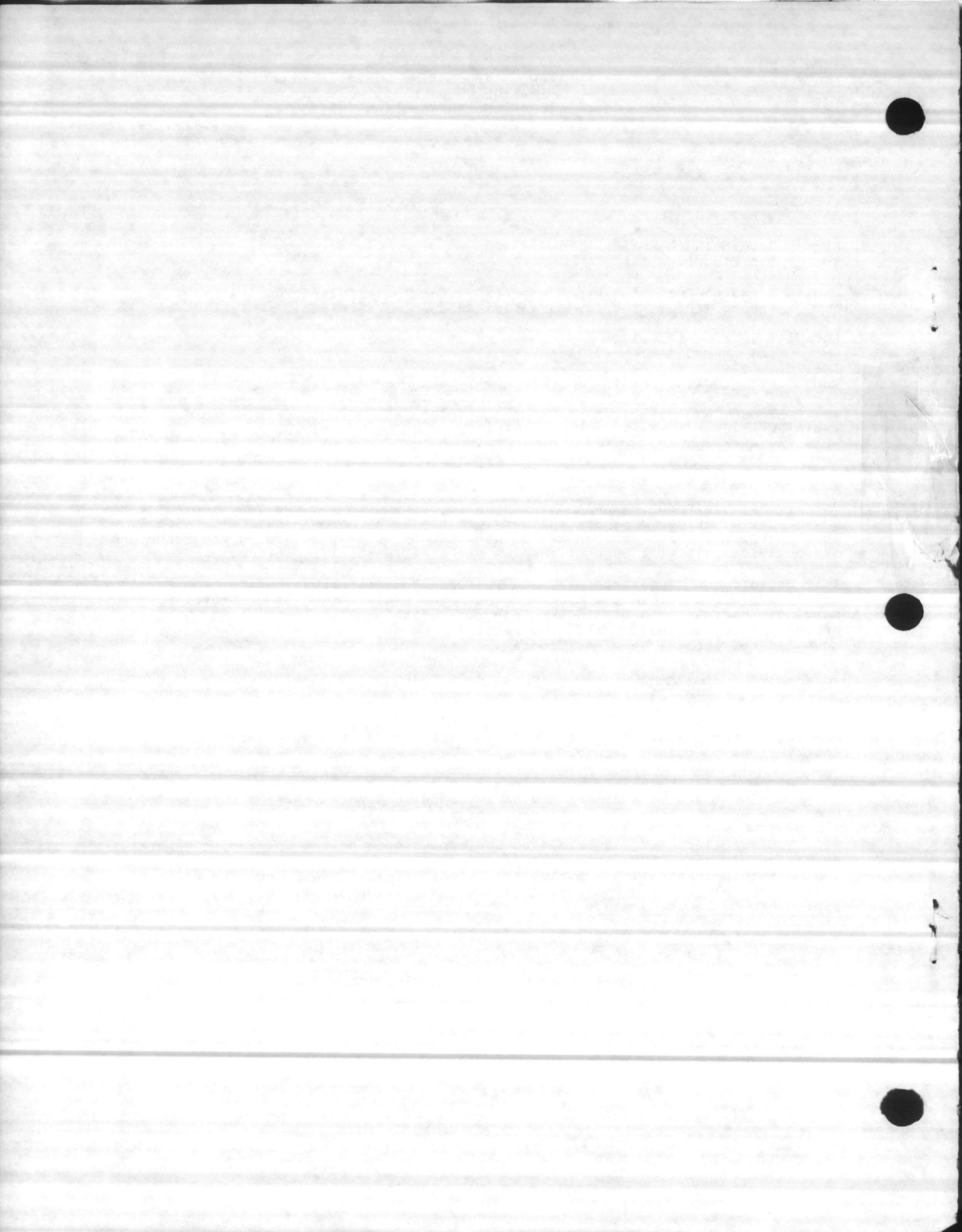
Ref: (a) MCO P1710.17C
(b) MARCORMAN, par. 2808

Encl: (1) LOCATOR SHEET

1. Purpose. To establish standing operating procedures governing the administration and operation of Special Services within Marine Corps Base, Camp Lejeune, North Carolina.
2. Cancellation. BO P1710.27D.
3. Scope. This SOP establishes the basic procedures for the functioning of the Consolidated Marine Corps Special Services at Marine Corps Base, Camp Lejeune, North Carolina, which are general in nature. Directives governing the functions of specific areas will be published as directed in the 1710 series.
4. Background. References (a) and (b) promulgate instructions for the Special Services program within the Marine Corps. The Assistant Chief of Staff, Special Services, Marine Corps Base, Camp Lejeune, North Carolina functions as a staff officer to advise the Commanding General on the organization and conduct of the consolidated special services program.
5. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
6. Action. The Consolidated Special Services activities and programs will operate in accordance with references (a) and (b) and the supplemental instructions contained herein.
7. Recommendations. Recommendations concerning the contents of this SOP are invited and should be addressed to the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina (Attn: Assistant Chief of Staff, Special Services).
8. Applicability. Having received the concurrence of the Commanding General, 2d Marine Division, FMF, the Commanding General, 2d Force Service Support Group, the Commanding General, 6th Marine Amphibious Brigade, the Commanding Officer, Naval Hospital, and the Commanding Officer, Naval Dental Clinic, this order is applicable to those Commands.
9. Certification. Reviewed and approved this date.


T. J. DALZELL
By direction

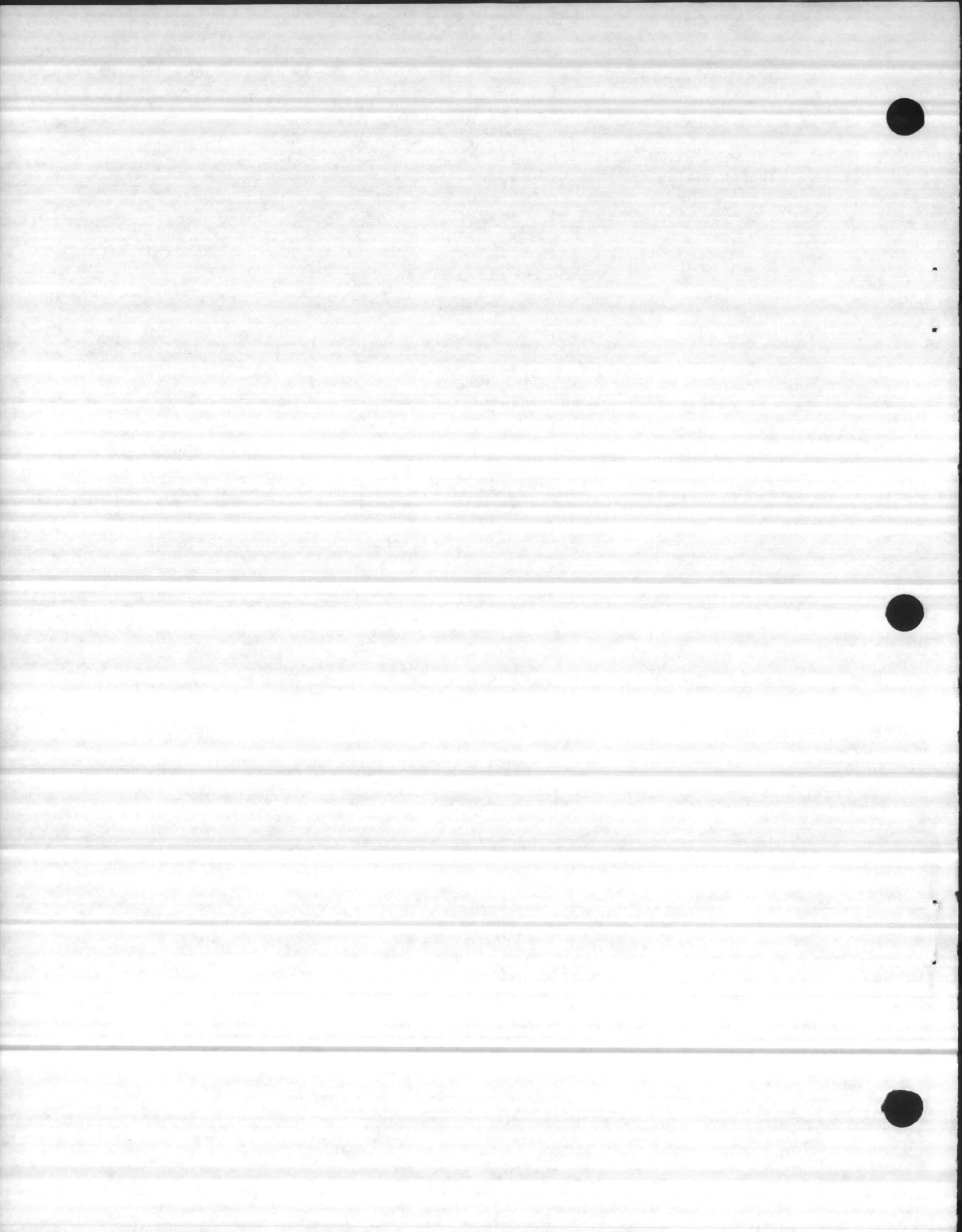
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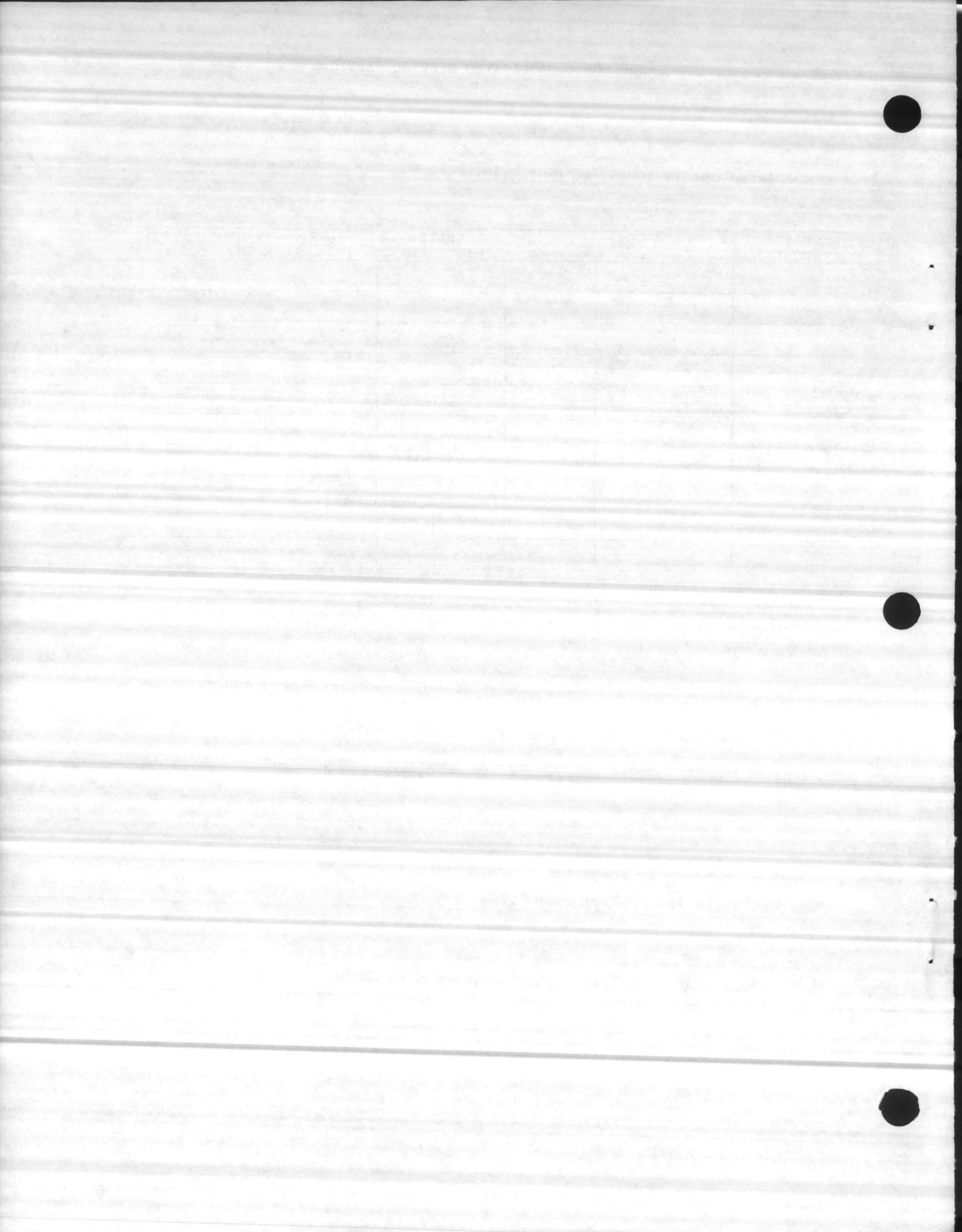


LOCATOR SHEET

Subj: Standing Operating Procedures for Consolidated Special Services
(Short Title: SOP for Consolidated Special Services)

Location: _____
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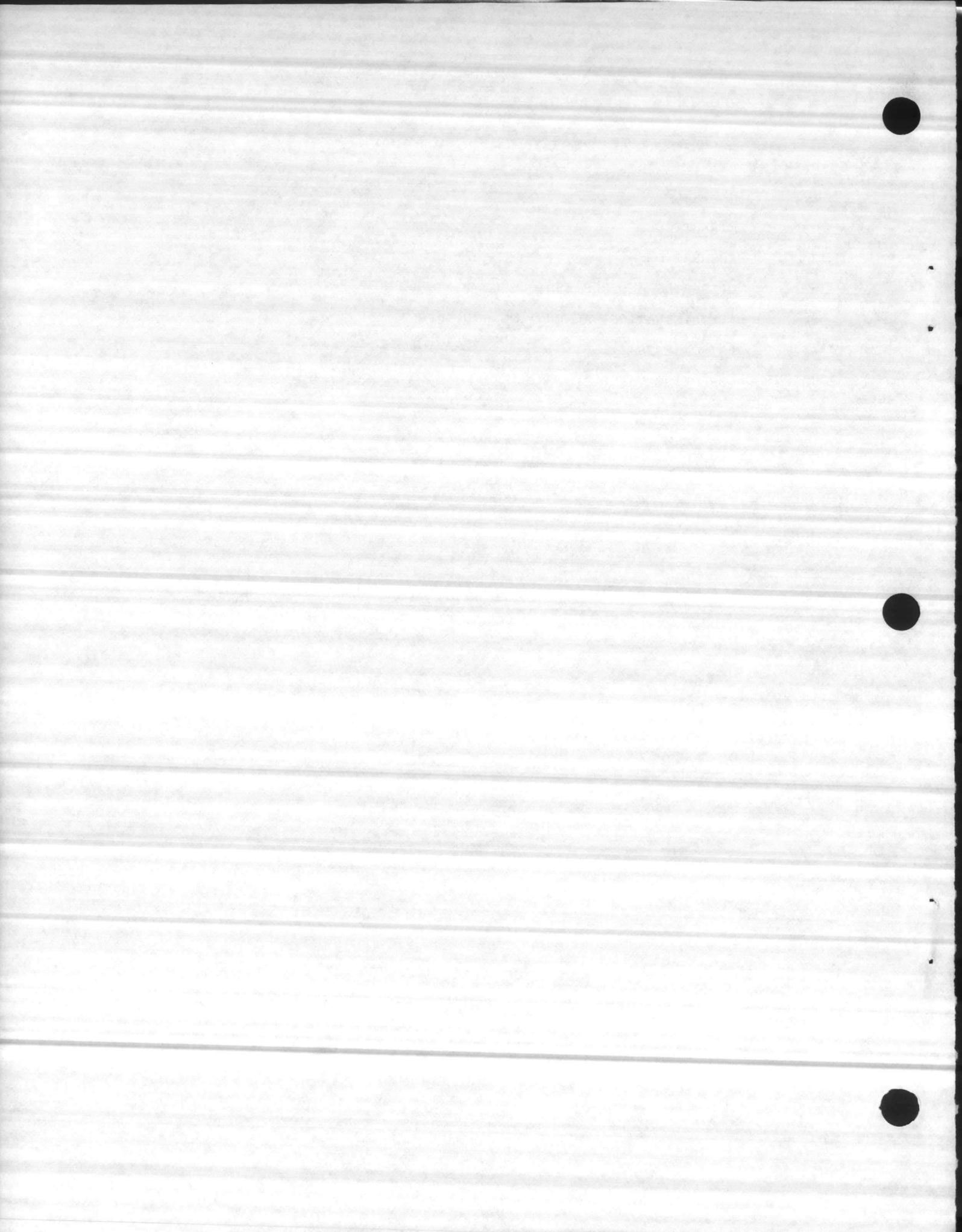


SOP FOR CONSOLIDATED SPECIAL SERVICES

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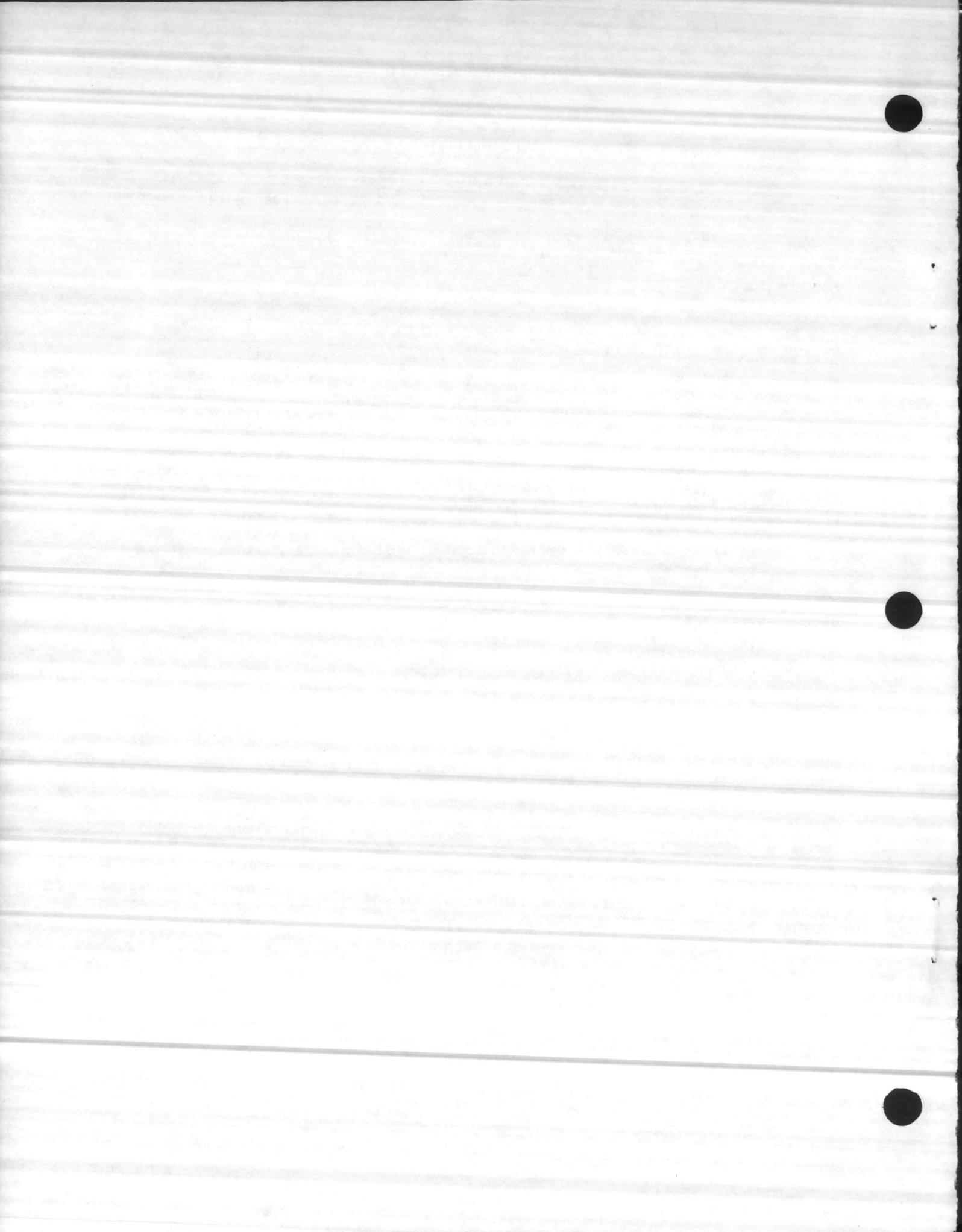
CHAPTER 1

GENERAL

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SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 1

GENERAL

SECTION 1: GENERAL INSTRUCTIONS

1100. MISSION. To assist commanding officers in maintaining a high state of morale of members of their commands and their dependents. The special services program is designated to furnish athletic and recreational activities for leisure time use.

1101. ORGANIZATION. The Consolidated Special Services is composed of the following units:

1. Administration Section
2. Operations Department
3. Athletic Department
4. Recreation Department
5. Custodian/Property Department
6. Facilities and Maintenance Department
7. Library
8. Hostess House

1102. USE

1. Authorized participants in the special services program are as set forth in the current edition of MCO P1710.17. Civilian employees of Consolidated Special Services are also accorded status of authorized participants subject to restrictions disseminated by the Assistant Chief of Staff, Special Services. Facilities and programs are operated primarily for military personnel stationed at Camp Lejeune, their dependents, and those dependents occupying government quarters at Camp Lejeune while their sponsor is serving elsewhere. Other active duty military, retired military, Special Services employees, and their dependents and guests may utilize facilities and programs on an availability basis. Guests must be accompanied by their sponsor.

2. The privilege of using these facilities and programs may be further limited by reason of age, safety, skill, overcrowded conditions and other factors.

3. The use of all Special Services facilities and programs will be available to all qualified patrons during the facilities'/programs' normal hours of operation. In no case will any club or organization be allowed complete use of a facility to the exclusion of non-members. In the case of small facilities, i.e., racquetball, handball, squash racquet courts, etc., a reservation system may be initiated or play may be open to all qualified patrons on a first-come, first-served basis.

1103. BONA FIDE GUEST AND BONA FIDE HOUSE GUEST DEFINED

1. A bona fide guest is defined as a person who is actually a house guest of, or a person whose presence as a guest is in response to a specific invitation by an

authorized participant in the special services program and who is a member of the sponsor's party and for whom the sponsor assumes responsibility.

2. Bona fide house guests are defined as persons who (a) are staying at least overnight in the home of the host or in accommodations provided by the host on Base or off-Base, (b) reside permanently outside this immediate area (at least 110 miles from Camp Lejeune), and are in the Camp Lejeune area for the specific purpose of visiting his/her host.

1104. RESPONSIBILITY FOR PROPER DECORUM

1. Bona fide guests must be accompanied by their sponsors who will assume responsibility for their conduct and dress.
2. Military personnel are responsible for the conduct of their dependents and guests utilizing special services facilities.

1105. UNIFORM. The military uniform of the day or appropriate civilian attire will be worn. The wearing of bathing suits, shorts, and similar attire will be confined to the appropriate recreation area (beach, tennis courts, etc.).

1106. OPERATIONAL RESPONSIBILITY

1. All Consolidated Special Services facilities are under the administrative, financial and operational control of the Assistant Chief of Staff, Special Services and will be operated in accordance with current directives and instructions contained in this Order. The Assistant Chief of Staff, Special Services will publish operating regulations within the special services organization to direct individual facilities in the accomplishment of assigned internal responsibilities. Applicable operational orders and regulations will be staffed through tenant commands for approval/concurrence. The central directives control point for such orders and regulations is the Consolidated Special Services Administrative Office.

2. The Assistant Chief of Staff, Special Services will supervise the activities of the special services units listed in paragraph 1101. He will provide technical assistance and advice to the Camp Lejeune Recreation Council. He will assist and consider advice and recommendations received from the Camp Lejeune Enlisted Recreation Committee and other committees and organizations authorized by the Commanding General, Marine Corps Base, for recreational purposes.

3. All area recreational facilities (gyms, tennis and handball courts, softball and athletic fields, etc.) are under the operational and administrative control of Consolidated Special Services. Appropriate orders and directives on the operation of these facilities will be promulgated as required. Consolidated Special Services is responsible to ensure that all facilities are properly maintained and that maintenance work requests are submitted to Base Maintenance for all recreational facilities.

4. Appropriated funds are the primary means by which athletic and recreation facilities should be provided and maintained. Maintenance work requests will be submitted in the same manner as for any building/structure/facility. In the event appropriated funds are unavailable, a request for repairs or rehabilitation using nonappropriated funds may be submitted to the Camp Lejeune Recreation Council. Council will research all pertinent factors to include fund availability, projected cost, need and expected benefit. Upon completion of its research, all proposals will be prioritized and given a positive or negative recommendation at Council's meeting during the third fiscal quarter. The Assistant Chief of Staff, Facilities, MCB may be invited to attend and inform members of currently planned and approved appropriated fund projects and other

pertinent data. Council will then submit recommended proposals to the Commanding General for approval citing available local funds and/or required outside funding needed.

1107. RESPONSIBILITY OF COMMANDING OFFICERS/HEADS OF ORGANIZATIONS. Commanding officers/heads of organizations authorized to receive special services, plant account and government property from Consolidated Special Services are responsible for notifying the Assistant Chief of Staff, Special Services in writing, with a copy to the Custodian, Recreation Fund, of any change in responsible officers/account holders.

1108. RESPONSIBILITY OF RESPONSIBLE OFFICERS/ACCOUNT HOLDERS

1. Responsible officers/account holders are responsible for requesting, receiving and accounting for special services property.
2. Responsible officers/account holders are responsible for furnishing in writing to the Custodian, Recreation Fund, a list of personnel who are authorized to receive and sign for property for their account.
3. Responsible officers/account holders will not transfer property from their account to another account with the use of Memorandum Receipts. If property is to be transferred between account holders, it must be dropped from the records of one and added to the other by the Custodian, Recreation Fund, prior to the transfer being effected.
4. Responsible officers/account holders, prior to accepting responsibility for an account, will:
 - a. Ensure their Consolidated Memorandum Receipts (CMR) are in agreement with the Custodian, Recreation Fund.
 - b. Hold a physical inventory of their property.
 - c. Reconcile any differences in quantity or nomenclature with the Custodian, Recreation Fund.
 - d. Sign and return the original copy of the CMR to the Custodian within 15 days from the date of assignment.
 - e. Ensure property is properly marked as Special Services/Government with appropriate serial number tabs obtained from the Custodian, Recreation Fund.

1109. RESPONSIBILITY OF THE CUSTODIAN, RECREATION FUND, MARINE CORPS BASE. The Custodian shall maintain full and absolute authority for the business and financial management and technical control of fiscal matters (e.g., purchases, accounting and inventories) of all Consolidated Special Services facilities and programs at Camp Lejeune, to include:

1. Implementation of all regulations prescribed by references (a) and (b), and all other similar regulations issued by higher authority.
2. Control of purchases, property, equipment, supplies, cash and other fiscal matters.

1110. RESPONSIBILITY OF PERSONNEL IN CHARGE OF CONSOLIDATED SPECIAL SERVICES FACILITIES AND PROGRAMS. Personnel in charge of Consolidated Special Services facilities and programs will be responsible to the Assistant Chief of Staff, Special Services. Area facilities will be operated under the regulations

prescribed for Consolidated Special Services operated facilities plus any additional regulations promulgated by area commanders.

1111. VIOLATIONS OF REGULATIONS. Names of violators of regulations set forth herein will be reported to the appropriate commanding officer or Assistant Chief of Staff, Special Services for appropriate action. Continued violations may result in the forfeiture of facility usage or participation in programs, or both.

1112. SOURCES OF FUNDS

1. The Consolidated Special Services program is supported by appropriated and nonappropriated funds.
2. Appropriated fund support is received from annual Marine Corps' appropriations and is utilized for funding authorized purchases of equipment, repair parts and payment of civil service personnel.
3. Nonappropriated funds are derived from profits of the Marine Corps Exchange and from fees and charges collected from participants of various Special Services activities. They are the primary source for funding of athletic and recreation facilities and for the operation and conduct of the Consolidated Special Services program.

1113. ALTERNATE BUS TERMINAL

1. In the event the Base Bus Terminal (Building No. 235) must be temporarily secured during an emergency, an alternate terminal will be established at the Goettge Memorial Field House (Building No. 751). The Base Provost Marshal will direct activation of the alternate bus terminal in accordance with the current edition of Base Order 4660.1 whenever required to maintain public safety and order.
2. Notification will be made to the Assistant Chief of Staff, Special Services or the Consolidated Special Services Duty NCO. In the absence of the Assistant Chief of Staff, Special Services and, upon receipt of notification of activation of the alternate bus terminal, the Consolidated Special Services Duty NCO will make available:
 - a. A waiting room for patrons.
 - b. A table and appropriate space for the civilian ticket sellers.
 - c. A location, indoors or outdoors, for the military dispatcher from which he can view the arrival and departure of busses. He will also assign to the military dispatcher adequate telephone facilities.

SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 1

GENERAL

SECTION 2: STANDARD OF CONDUCT

1200. GENERAL

1. All personnel representing Consolidated Special Services in dealings with representatives of civilian firms are placed in positions of trust and grave responsibility. Many practices which may be normal and generally acceptable in the private business world are not acceptable for those conducting Consolidated Special Services business.
2. Consolidated Special Services personnel will maintain the highest standards of personal conduct in their relations with business firms and their representatives, thereby ensuring that such relations are above reproach in all respects. Acceptance of entertainment, gifts or favors of any kind (including discounts on personal purchases) no matter how innocently tendered and received, may compromise and embarrass both the Marine Corps and the individual to the extent of impairing public confidence in the integrity of our business relations.

1201. POLICY

1. Refusal of gifts and favors shall be made in a courteous manner making reference to this policy.
2. It is neither necessary nor desirable for Consolidated Special Services personnel or employees to lunch or dine with representatives of firms or corporations doing or seeking to do business with Consolidated Special Services. When participation is unavoidable without extreme embarrassment, the Consolidated Special Services participant(s) will courteously insist on paying for his own meal.
3. When a favor, gratuity or entertainment directly or indirectly associated with a firm, corporation or entity engaged or endeavoring to engage in business transactions of any sort is accepted, a report shall be made in writing within forty-eight hours to the Assistant Chief of Staff, Special Services. The report will identify the favor, gratuity or entertainment; when, where and from whom received; and will describe the circumstances.
4. No action shall be taken which might have the effect of conferring special benefits upon particular individuals or firms (such as by giving them information of proposed purchases) unless such benefit is conferred on other individuals or firms who are justifiably entitled to them also.
5. All patrons of special services facilities will receive equal opportunity to avail themselves of services, facilities, and equipment as governed by existing regulations. This is particularly applicable to, but not restricted to, reservations of boats, cabanas, camping trailers and Hostess House accommodations.
6. Preferential treatment between employees and patrons for the use of Consolidated Special Services' facilities, equipment and services is forbidden.
7. Employees of Consolidated Special Services having financial interest in any business entity, corporation, or partnership, transacting or contemplating transacting business with Consolidated Special Services, will disqualify themselves from such financial interests. If this is not possible, the matter will then be assigned to another who clearly has no conflict of interest.

8. When a superior suspects conflict of interest, he will relieve the officer or employee from acting on the case.

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CHAPTER 2

ATHLETICS

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SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 2

ATHLETICS

SECTION 1: GENERAL

2100. PURPOSE. The purpose of the athletic program is to provide an opportunity for active participation by all personnel regardless of skill or experience, in some form of sport to promote physical fitness and esprit de corps and to develop leadership, aggressiveness and self-confidence in individuals.

2101. SCOPE. Athletic activities will include the following categories: self directed, intramural and varsity competition.

2102. OBJECTIVES. Athletic activities will be established to:

1. Improve physical fitness of individuals.
2. Provide entertainment by inclusion of spectator sport activities.
3. Provide favorable publicity for the Marine Corps.
4. Develop esprit de corps within units through athletic competition.
5. Develop coordination and a competitive spirit of cooperation within individuals.
6. Identify Marines qualified for All-Marine and higher competition.

2103. ELIGIBILITY

1. All Marine Corps personnel, and military personnel in other service units, which are within the geographical location of Camp Lejeune and under the cognizance of the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina, are eligible for all programs. Camp Lejeune commands are:
 - a. Marine Corps Base
 - b. Second Marine Division, FMF
 - c. Second Force Service Support Group (Rein), FMF Atlantic
 - d. Sixth Marine Amphibious Brigade, FMF Atlantic
 - e. Naval Hospital
 - f. Naval Dental Clinic
 - g. Marine Corps Air Station (Helicopter), New River
2. All regularly assigned personnel serving on active duty for a period of more than ninety days will be afforded the opportunity to participate in this program.
3. All members of other U. S. Armed Forces and members of Allied Armed Forces may participate with the organization to which they are attached while at Camp Lejeune.
4. Professional athletes may compete in all intramural sports except as members of the boxing team.

2104. ATHLETIC DIRECTOR. The Consolidated Special Services Athletic Director will:

1. Plan and coordinate a program of athletic activities.
2. Coordinate the use of athletic facilities to ensure maximum utilization.
3. Ensure the athletic program is publicized.
4. Determine the adequacy of athletic facilities and request new facilities as needed.
5. Ensure effective maintenance for athletic facilities.
6. Prepare schedules, contracts and agreements in connection with the athletic program.
7. Prepare budgets for the athletic programs.
8. Arrange suitable accommodations and necessary services for visiting athletes and teams.

SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 2

ATHLETICS

SECTION 2: INTRAMURAL SPORTS

2200. PURPOSE. The purpose of an intramural sports program is to provide an opportunity for active participation by the maximum number of personnel at the organizational level.

2201. OBJECTIVE. Intramural sports will be established to:

1. Improve the general physical fitness and enhance the mental alertness of the individual Marine.
2. Encourage and develop leadership characteristics, aggressiveness and confidence.
3. Afford the maximum number of Marines an opportunity to engage in organized competition.
4. Develop loyalty, courage and esprit de corps.

2202. RESPONSIBILITY

1. The Commanding General, Marine Corps Base, Camp Lejeune is assigned the overall responsibility of establishing a comprehensive intramural program in support of all commands at Camp Lejeune.
2. The Assistant Chief of Staff, Special Services is assigned the principal responsibility for the administration of the Intramural Sports Program.

2203. PARTICIPATING ORGANIZATIONS

1. Marine Corps Base, Second Marine Division and Second Force Service Support Group will each have an intramural league composed of organizations within the command. The 6th MAB, Naval Hospital and Naval Dental Clinic will participate in the Marine Corps Base intramural league.
2. Organizations unable to support a team are authorized to consolidate with another organizational team within the same command if a letter of agreement is approved by both organizational commanders.
3. Individuals will participate with the organization holding his/her service records unless the organization is unable to support a team and the provisions of paragraph 2 above are complied with.
4. Individuals who participate with an organization for over 50% of the team's scheduled games and is transferred within the same command may continue to participate with the original organization if approved by the new organizational commander.
5. Individuals who participate in less than 50% of the organization's scheduled games will participate with the new organization unless written approval by the new organizational commander authorizes continued play with the original organization.
6. Individuals transferred from one command to another will participate with the new command.

2204. ORGANIZATION OF INTRAMURAL SPORTS PROGRAM

1. The Commanding Generals of the Camp Lejeune major commands have jointly directed the standardization of programs and awards within all commands. A standard classification of activities as major sports, minor sports and recreational activities will be used throughout.

a. Major sporting activities consist of the following:

Football (tackle) (8-man)
Basketball
Volleyball
Softball (slow pitch)
Golf
Bowling (handicap)
Rifle and Pistol Shooting
Soccer

b. Minor individual sporting activities consist of the following:

Horseshoes	Pool
Tennis	Racquetball
Swimming & Diving	Badminton
Track & Field	Table Tennis
Cross Country Running	Powerlifting
Handball	Skeet
Bowling (scratch)	

c. Recreational activities consist of the following:

Boxing	Cycling
Wrestling	Squash
Chess	Boating
Football (touch)	Orienteering
Rugby	Paddle Ball
Water Polo	Riding (horse)

2. An intramural program will be conducted to suit internal interest, balanced against its training, deployment and administrative commitments. In keeping with the standardization of sports and recreation, a uniform policy of awards will be adhered to.

a. A team trophy will only be awarded for major sports winners. Individual trophies for first and second place winners will be presented in all major sports.

b. Only individual awards will be awarded in minor and recreational sporting activities and only to first and second place winners.

2205. CHAMPIONSHIP PROGRAMS

1. The following championship programs will be conducted under the administrative and operational control of the Consolidated Special Services Athletic Director:

- a. Marine Corps championships
- b. Fleet Marine Force championships
- c. All Camp championships
- d. Intramural championships

2. MARINE CORPS CHAMPIONSHIPS

a. Team Events. Each command will be offered the opportunity to provide teams in Marine Corps competition in accordance with current directives. In the event commands are unable to provide teams, individual participants are authorized to augment and form a composite team with the other commands to represent Camp Lejeune.

b. Individual Events. Participants will be provided from the results of the All Camp championships.

3. FLEET MARINE FORCE CHAMPIONSHIPS

a. General. Policy and procedures for the conduct of the Fleet Marine Force, Atlantic, athletic program and individual tournaments are outlined in the current edition of Force Order 1710.1.

b. Team Events. The winner and runner-up teams from the 2d Marine Division and 2d FSSG intramural championships will participate in the FMFlant championships. The 6th MAB participation will be in accordance with the provisions of the current edition of Force Order 1710.1.

c. Individual Events. Participants will be provided from the results of the intramural tournaments for 2d Marine Division and 2d FSSG. The 6th MAB participation will be in accordance with the provisions of the current edition of Force Order 1710.1.

4. ALL CAMP CHAMPIONSHIPS

a. Team Events. The winner and runner-up teams from the intramural leagues conducted by Marine Corps Base, 2d FSSG, 2d Marine Division and MCAS (H) New River will participate in the All Camp championships.

b. Individual Events. Participants will be provided from the results of intramural events conducted for each command.

5. INTRAMURAL CHAMPIONSHIPS

a. Team Events. Each organization at Camp Lejeune will be authorized to enter intramural league competition. "Organization," as used in this order, is defined as Battalion level. Organizations may enter as many teams as they desire.

b. Individual Events. All personnel stationed at Camp Lejeune are eligible for entry.

2206. ORGANIZATION OF TEAMS

1. Marine Corps Championships. Augmented personnel from organizations within each command may be formed into a team to represent that command. In the event that a command may not be able to form a team, the Consolidated Special Services Athletic Director will be informed and steps will be taken to ensure individuals are given the opportunity to participate.

2. Fleet Marine Force and All Camp Championships. Augmentation of teams is not authorized. Team members must have participated with that team during the intramural season. Reimbursement for expenses incurred in the conduct of the playoff for FMF championships will be provided by FMFLANT, in accordance with the provisions of the current edition of Force Order 1710.1.

3. Intramural Leagues. Participation is authorized as defined in paragraph 2203 above.

4. All Camp Championships. The culmination of each season is the conduct of the championship playoff for each of the season activities. The championships are an outgrowth of, and dependent upon active and enthusiastic support of the intramural program by all participating organizations. The determination of the champion and runner-up team of each league will be based on the percentage of games won of the total games scheduled for the sport. Playoffs will be among the league champions and runner-up of each respective sport. Information and instructions for the conduct of the league, specific tournaments and meets will be published by Marine Corps Base, Camp Lejeune directives.

a. Approximately one week prior to commencement of play for each sport a meeting will be conducted at the Consolidated Special Services Athletic Office for the purpose of pairings, scheduling and rules interpretation. The coach or other persons authorized by the teams will be present.

b. The Consolidated Special Services Athletic Director will be responsible for the coordination of these championships.

c. Expenses incurred in the conduct of the play off for the All Camp Championships will be provided by the Recreation Fund, Marine Corps Base for its members' entries. Expenses for entries from MCAS(H) will be billed and reimbursed by the Recreation Fund, MCAS(H).

d. A protest committee is hereby established consisting of the athletic assistants from Marine Corps Base, 2d Marine Division, 2d FSSG, MCAS(H), New River and the Consolidated Special Services Assistant Athletic Director. The committee will be chaired by the Consolidated Special Services Athletic Director, who will have no voting power in any protest. All decisions of the protest committee are final.

2207. COMMANDING GENERAL'S CUPS

1. The Marine Corps Base, 2d Marine Division and 2d FSSG will each award a Perpetual Trophy and a Unit Trophy for the intramural program. Competition for the Commanding General's Cups commences on 1 April and ends 31 March.

2. Points will be awarded to organizations on a team and/or individual sports basis.

3. Male and female competition will be considered separately, but points will be awarded for both toward the Commanding General's Cups.

4. Team sports consist of those defined in paragraph 2204.1a.

a. Five points per organization will be awarded for entry and completion of play.

b. Ten points for winning first place in team sport.

c. Seven points for winning second place in team sport.

d. Five points for winning third place in team sport.

5. Individual sports consist of those defined in paragraph 2204.1b.

a. Five points for first place in an individual sport.

b. Three points for second place in an individual sport.

c. Two points for third place in an individual sport.

d. One point will be awarded for participation in any event with a maximum of two points per event (Example: Tennis - open singles, open doubles, senior singles, senior doubles, junior vet singles, junior vet doubles, women's singles, women's doubles. Maximum points, if organization entered two personnel in each singles, and two doubles teams in each category, total entry points, 16. Although an organization may enter three or more participants in open singles, the maximum number of entry points would be two.)

e. Entry points are awarded for entry and completion of play. In the event of failure of completion of the event, no entry points are awarded.

f. Final standings for the Commanding General's Cups are figured as indicated below:

(1) Perpetual Trophy is awarded to the organization accumulating the greatest aggregate of points in the listed competitive events.

(2) Unit Trophy is awarded to the organization accumulating the greatest aggregate of points in the listed competitive events based on its on board strength on the last day of the competitive year.

2208. PAYMENT OF OFFICIALS. Athletic events that require paid officials will be reimbursed by the Consolidated Recreation Fund. A 24 hour notice is required in cases of an inability to meet a scheduled game time. In the event of a forfeiture of an event requiring officials' fees and a 24 hour notice was not received, the organization's allocation accounts will be utilized for the cost of the event. Full consideration will be given to those instances where military exigencies preclude a 24 hour notice.

2209. RESCHEDULING. Make-up and rained out contests will be rescheduled and played as soon as feasible. Forfeited games will not be rescheduled. Any contest which was not played due to military commitments, verified by the organization commander, will be rescheduled. The Athletic Director will set dates for rescheduled contests.

2210. DEPLOYING ORGANIZATIONS. In the event an organization is required to deploy during the season, all win and loss records for that organization will be removed from the standings. However, if the relieved organization replaces the deployed organization, records will remain intact and the schedule will reflect that change. Both organizations would receive entry and place points toward the Commanding General's Cup.

2211. COMBINED ORGANIZATIONS. In the event an organization cannot support a team with an adequate number of personnel, it may combine with a smaller organization and form a mixed organizational team. A request will be submitted to the Athletic Director requesting such augmentation. Points for entry and place will be divided proportionately for each organization. If a combined organizational team participates in league play, it is eligible to participate in All Camp and FMFlant competition.

2212. FACILITIES

1. Consolidated Special Services has the responsibility and control of all athletic facilities at Camp Lejeune.

2. Facilities are available for use by all authorized personnel on a first come, first served basis with priority to active duty personnel. Reservations and

resolution of schedule conflicts will be directed to the Special Services Athletic Director.

3. In addition to the facilities in tenant command areas, there are numerous facilities centrally located and controlled by the Consolidated Special Services Athletic Director.

4. Goettge Memorial Field House, Building No. 751;

a. Basketball court and boxing room

b. Noon League - basketball, volleyball and badminton

c. Sauna bath - this facility is located in the locker room and is open from 1000 to 2200 daily for male personnel only.

d. A nautilus exercise room is available for use by male and female personnel from 0800-2200 except Tuesday and Thursday nights from 1800-1900 when its use is reserved for female personnel only. Groups of 15 or more may reserve the nautilus room for a one-hour limit during the above hours by contacting the Athletic Director, telephone 451-3125. Tennis/gym shoes, sweat shirt and shorts/sweat pants must be worn while utilizing the nautilus room.

5. Intramural Field (S-1715) - Softball and football. It is lighted for night games.

6. Harry Agganis Field (S-1725) - Baseball and football field. This field is lighted for night games.

7. Softball Field (S-757) - Located adjacent to the Protestant Chapel. It is not lighted.

8. Liversedge Field (S-1718) - Football and track and field events. It is not lighted.

9. Squash court (Building No. 39) - The squash court is open for general use. The key to this facility may be checked out from the athletic attendant located in Goettge Memorial Field House.

10. Handball courts (Building No. 90) - There are two 4-wall handball courts located adjacent to Harry Agganis Baseball Field. They are available on a first-come, first-served basis except the following regulations apply to play during the hours 1100-1300. Games played from 1100-1300 must be doubles matches played on a challenge basis only. After each match, the winning doubles team will retain the court and play the next challenging doubles team. Winning teams are limited to two successive matches.

11. Racquetball courts (Building No. 1742) - There are two indoor racquetball courts located adjacent to the Base Chapel. Reservations can be obtained by calling the Athletic Office 24 hours prior to desired usage. Reservations will be accepted for use of these courts anytime during the day with the exception of 1100 - 1300 weekdays. During that time courts will be available on a first-come, first-served basis. Games played from 1100 - 1300 will be singles, or doubles if players are waiting, played on a challenge basis only. After each match the loser/losers must leave and the next challenge/challengers will play. Winning player/players are limited to two successive matches.

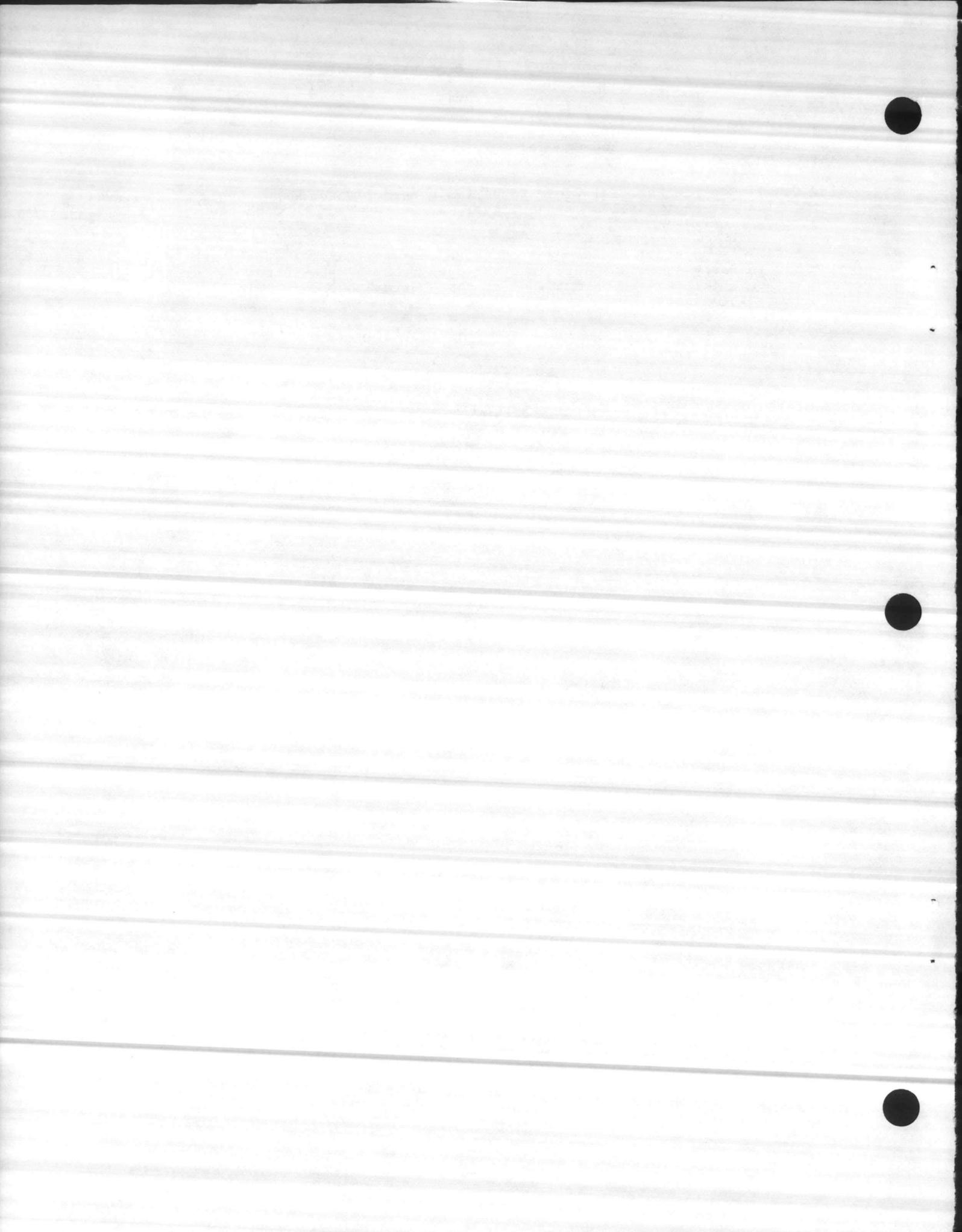
12. Paradise Point Courts - Outdoor basketball court (S-1923), tennis courts (S-1924), volleyball courts (S-1925), handball courts (S-1926).

13. A practice football field (S-1716) and baseball diamond (S-1717) are located adjacent to the Goettge Memorial Field House.

14. The above facilities are available for use by all commands in the Camp Lejeune area. Reservations for their use should be made well in advance by contacting the Consolidated Special Services Athletic Director, telephone 451-3125.

15. Use of Goettge Memorial Field House for honors, awards, and change of command ceremonies for regimental or higher level may be reserved through the Athletic Department.

16. A women's physical fitness and exercise room and women's sauna bath are located in Harry Agganis Stadium and are open from 1030 to sunset daily. Keys for these facilities can be obtained at the Goettge Memorial Field House from the athletic attendant.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 2

ATHLETICS

SECTION 3: CAMP LEJEUNE YOUTH LITTLE LEAGUE SPORTS

2300. MISSION. To provide a well rounded sports program for dependent boys and girls of military personnel stationed at Camp Lejeune.

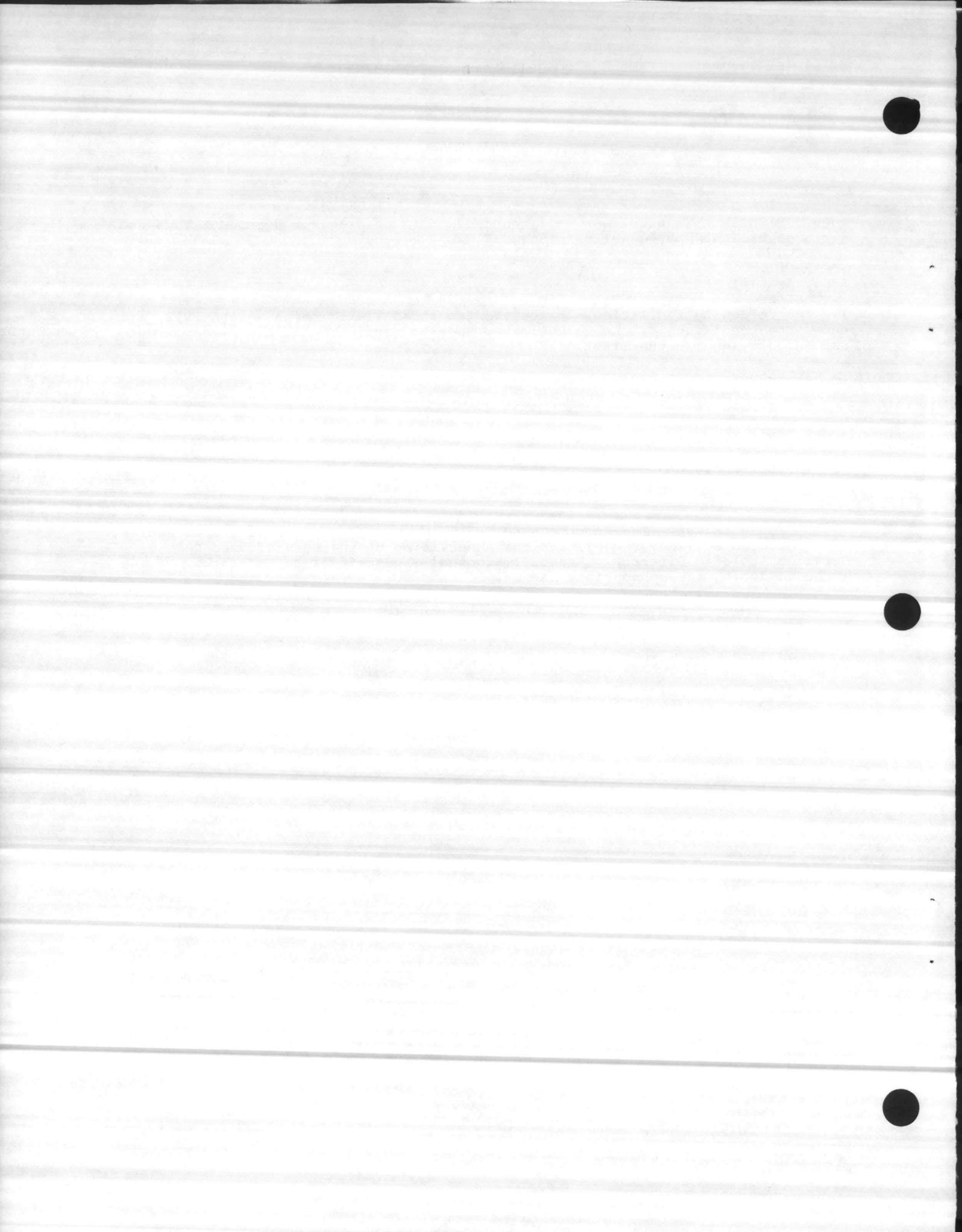
2301. FACILITIES

1. The following facilities, in addition to those listed in paragraph 2212, are under the cognizance of the Consolidated Special Services Athletic Director for use in carrying out the mission:

- a. Stone Street Fields
- b. Tarawa Terrace Fields
- c. Midway Park Field

2. The above fields are used by the Camp Lejeune Youth Little League for baseball, football and soccer.

2302. YOUTH LEAGUE. The Camp Lejeune Youth League operates under the management of an elected advisory council and the supervision of the Consolidated Special Services Athletic Director. Baseball, football, basketball and soccer are included during the appropriate season.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 2

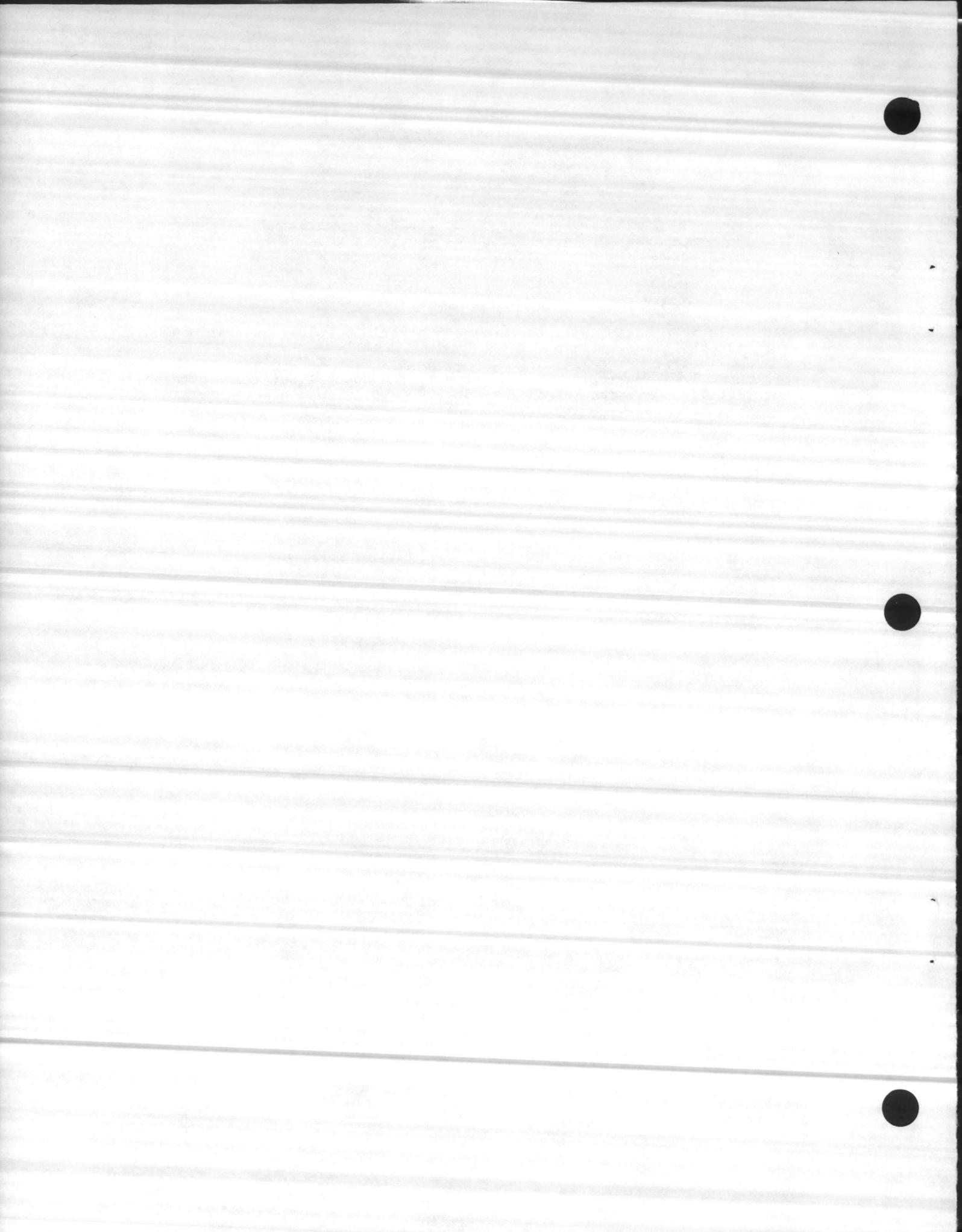
ATHLETICS

SECTION 4: ADULT PROGRAMS

2400. MISSION. To provide a non-intramural athletic program for male and female personnel such as spouses or those personnel who would not normally participate in an intramural program due to age or other factors.

2401. PROGRAMS

1. Adult athletic programs will be provided in various sports such as baseball, softball, basketball and volleyball.
2. Programs will be developed and conducted by the Special Services Youth/Adult Coordinator utilizing various facilities in the Camp Lejeune area.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

RECREATION

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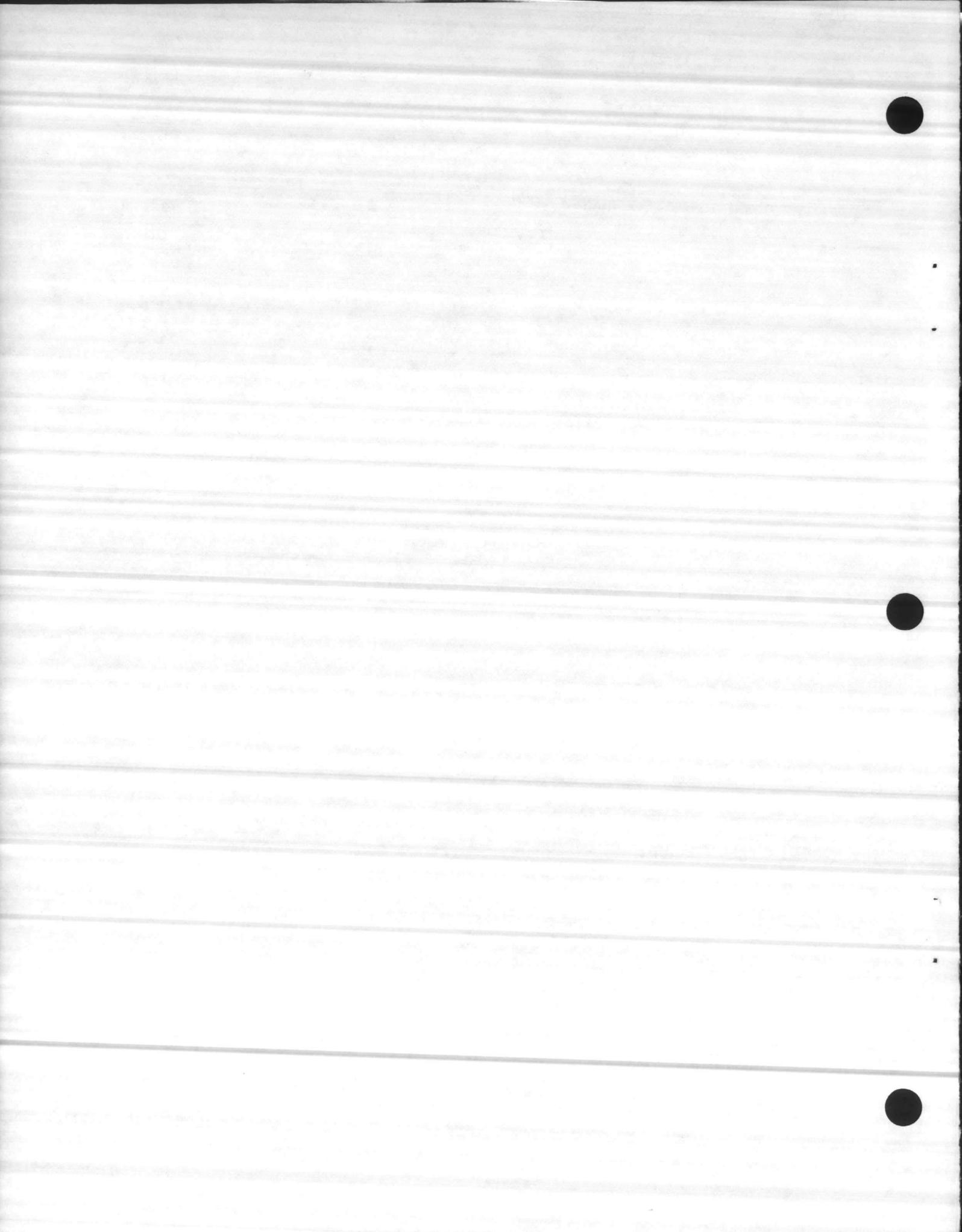
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SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

RECREATION

SECTION 1: GENERAL INSTRUCTIONS, RECREATION FACILITIES AND PROGRAMS

3100. MISSION. To provide wholesome leisure time facilities, services and activities.

3101. GENERAL

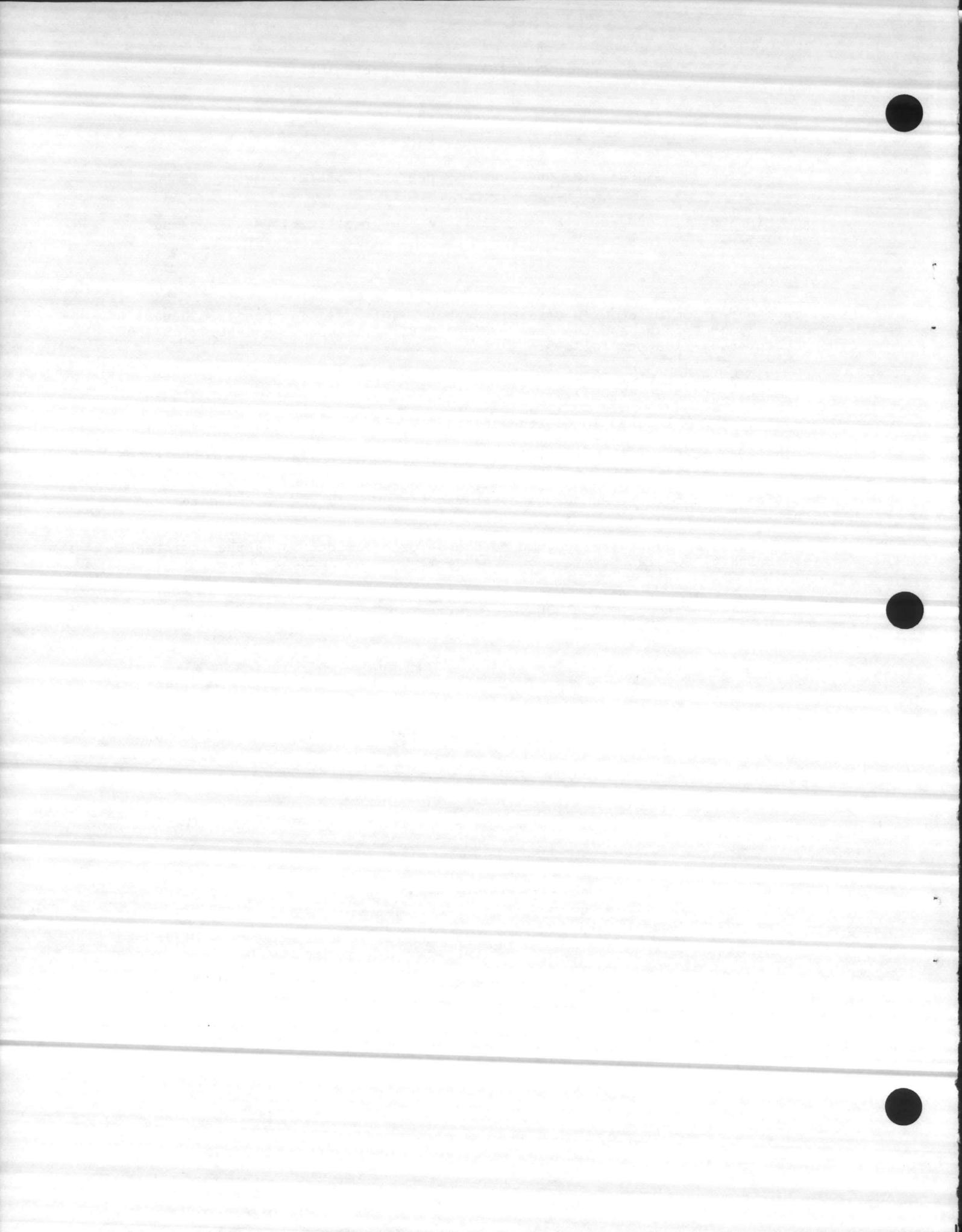
1. The Recreation Director's Office (telephone 451-2094) is open from 0800-1630 Monday through Friday, and the Reservations Office (telephone 451-5694) is open Monday through Friday as follows:

1 May - 15 Oct - 0730-1800
16 Oct - 30 Apr - 0730-1700.

These offices are located in Goettge Memorial Field House, Building No. 751.

2. Consolidated Special Services operates resale activities at the hobby shops, golf course, bowling center and stables, and the gas and oil facilities at the marinas. Authority to purchase is limited to persons holding a valid identification card. Items purchased at the hobby shops are intended for use therein.

3. The operating hours are subject to change or modification by the Assistant Chief of Staff, Special Services or area commander, as appropriate.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

RECREATION

SECTION 2: ONSLOW BEACH

3200. GENERAL

1. All persons desiring to use the Onslow Beach facilities must familiarize themselves with the regulations contained herein.
2. Activation and deactivation dates will be published annually by Base Bulletin.

3201. RECREATION AREA FACILITIES

1. The Onslow Beach recreation area includes a limited number of beach housing facilities, plus areas for swimming, fishing, picnicking, surfing and beach parties.

2. Boundaries

- a. Northwest Boundary - Intracoastal Waterway.
- b. Northeast Boundary - Generally, this boundary is a perpendicular line between Onslow Beach and the Intracoastal Waterway approximately 1500 yards northeast of the Commissioned Officers' Beach Area.
- c. Southeast Boundary - Atlantic Ocean.
- d. Southwest Boundary - Generally, this boundary is a perpendicular line between Onslow Beach and the Intracoastal Waterway 200 yards southwest of Riseley Pier.
- e. Off Limits - The working and living area west of the beach road occupied by the 2d Recon Battalion is off limits to all personnel utilizing the beach facilities. The Commanding Officer, 2d Recon Battalion, is responsible for requesting appropriate signs in accordance with current directives.

3. FACILITIES. The Onslow Beach Recreation Area consists of the following activities:

a. Beach Pavilions. Beach pavilions will be open at 1000 and close not later than sunset daily. Snack bars are located in all pavilions.

b. Beach Areas. Geographically, the beach areas are limited to:

(1) The Officers' Beach is defined as that portion of Onslow Beach bordered on the South by the Lt Colonel's beach house (BA 146) and on the North by the N-1 Impact Area. Only Officers, their dependents and bona fide guests are permitted access to this area.

(2) The Staff Noncommissioned Officers' Beach is defined as that portion of Onslow Beach approximately 75 meters south of the Staff Noncommissioned Officers' pavilion and on the north by the beach access walkway located between the Staff Beach and the Enlisted Beach. Only Staff NCO's, their dependents and bona fide guests are permitted access to this area.

(3) The Enlisted Beach is defined as that portion of Onslow Beach bordered on the South by the Enlisted Cabanas (BA 144) and on the North by Open

Air Cabana 14 (BA 149). Only Sergeants and below and equivalent pay grades, their dependents and bona fide guests are permitted access to this area.

(4) The Surfing Beach is defined as that portion of Onslow Beach bordered on the South by Open Air Cabana 14 (BA 149) and on the North by the beach access walkways located between the Enlisted Beach and the Officers' Beach. Only surfers who are actually engaged in surfing are permitted access to this area.

3202. REGULATIONS GOVERNING THE USE OF BEACH CABANAS, TRAILER CABANAS, AND THE LIEUTENANT COLONELS' AND COLONELS' BEACH HOUSES

1. The beach cabanas, trailer cabanas, Colonels' beach house and the Lt Colonels' beach house are recreational facilities designed to provide low cost beach housing for military personnel and their dependents stationed at Camp Lejeune and MCAS(H), New River. The beach and trailer cabanas are located at Onslow Beach, and consist of kitchen and dining area, living area, bathroom and sleeping accommodations for six persons. The Colonels' and Lieutenant Colonels' beach houses contain kitchen, dining and living area, bathroom and bedrooms to accommodate eight people.

2. ASSIGNMENT

a. Eight units are located in Building BA 144 in the area adjacent to and southwest of the Beach enlisted area. These units will normally be assigned to enlisted personnel, Sergeant and below, or equivalent ranks.

b. Nine trailer cabanas, located 100 yards northwest of the enlisted pavilion, are assigned to Staff Noncommissioned Officers or equivalent ranks.

c. Four units are located in Building BA 143 in the area of the officers' beach adjacent to and northeast of the officers' pavilion. These units will be assigned to Lieutenants, Commissioned Warrant Officers and Warrant Officers or equivalent ranks, as follows:

(1) Two units to Second/First Lieutenants or equivalent rank.

(2) Two units to Commissioned Warrant Officers and Warrant Officers.

d. Four trailer cabanas are located approximately 50 yards west of the officers' beach which are assigned to Majors and Captains or equivalent rank.

e. The Lieutenant Colonels' beach house, BA 146, is located southwest of the Generals' beach house. This unit will be assigned to Lieutenant Colonels or equivalent rank.

f. The Colonels' beach house, BA 120, is located southwest of the officers' pavilion. This unit will be assigned to Colonels or equivalent rank.

3. Operating Seasons. The beach cabanas, trailers and beach houses will be operated on a summer and winter season as follows:

a. Winter Season - 16 October through 30 April

b. Summer Season - 1 May through 15 October

4. Reservations

a. Priority in reserving cabanas will be given to active duty military personnel stationed at Camp Lejeune and Marine Corps Air Station (H), New River. Dependents of active duty military personnel stationed at Camp Lejeune or MCAS(H) whose sponsors are deployed are authorized to make reservations.

b. Reservations will be accomplished through a lottery type system established by the Assistant Chief of Staff, Special Services. Applications for reservation of a cabana during either season will be accepted commencing 40 days prior to the date of occupancy. All applications pertaining to a specific cabana, i.e., Colonels' applications, Majors' applications, Staff Sergeants' applications, etc., will be assembled in designated lottery containers for the purpose of a drawing. On the 30th working day prior to occupancy date, a drawing will be held at Goettge Memorial Field House at 1230. Should the 30th day fall on a Saturday or Sunday, the drawing will be held on the preceding Friday. Drawer of applications will be selected from attendees. The primary selectees and first alternates will be identified and notified on the drawing day. Additional alternates will be selected but not notified unless the primary selectee or first alternate declines to accept the reservation. The listing of all personnel selected will be appropriately posted in the Reservations Office, Goettge Memorial Field House.

c. In the event of a cancellation by both the primary and alternate selectee, the unit will be assigned to an additional alternate selected from the lottery list of equivalent rank or the next lower rank.

d. Applications for reservations may be made to the Reservations Office, Goettge Memorial Field House, in person or by telephone (telephone 451-5694) Monday through Friday, 0730-1800. Patrons will be allowed to reserve a cabana only once during the summer season unless there are no other pending reservation requests from personnel of the rank of the requestor.

e. Extensions. Reservations may be extended if the unit has not been reserved for the period immediately following; such extensions must be requested by the occupant and approved by the Recreation Director prior to 1500 the day before the original period of occupancy expires.

f. Relinquishing of reserved cabanas. A person who has been successful in obtaining a cabana may have guests, but may not relinquish cabana to any other person.

g. Vacancies, cancellations, and assignment when usage fees are not paid

(1) In the event the primary selectee does not pay for his cabana on the 4th working day prior to occupancy period, the alternate selectee will be offered the cabana.

(2) If at any time circumstances arise which require cancellation of reservations, the persons concerned will immediately notify the Reservations Office of Special Services (telephone 451-5694) in order that prompt reassignment may be made.

(3) In the event that the usage fee has not been paid by the alternate by 1200 on the second working day prior to the occupancy period, the unit will be offered to the next alternate on the lottery listing.

h. Retired personnel may make application to be placed on a standby list. This list will be used only when there are no reservation requests from eligible active duty personnel. This list will be appropriately posted in the Reservations Office.

5. Occupancy Periods. Periods of occupancy are as follows:

a. Summer Season:

(1) Colonels' Beach House

1400 Thursday to 0900 Monday
1400 Monday to 0900 Thursday

- (2) Lieutenant Colonels' Beach House
1400 Thursday to 0900 Monday
1400 Monday to 0900 Thursday
- (3) Majors' and Captains' Trailer Cabanas
1500 Thursday to 0900 Monday
1500 Monday to 0900 Thursday
- (4) Company Grade Officers' Cabanas
1500 Thursday to 0900 Monday
1500 Monday to 0900 Thursday
- (5) Staff NCO Cabana Units
1500 Friday to 0900 Tuesday
1500 Tuesday to 0900 Friday
- (6) Enlisted Cabana Units
1500 Friday to 0900 Tuesday
1500 Tuesday to 0900 Friday

(7) The vacancy period is established for the purpose of allowing sufficient time to check out old tenants and clean units prior to checking in new tenants.

b. Winter Season: The occupancy period during the winter season will be for one six-day maximum period with the occupancy dates to be determined by the Assistant Chief of Staff, Special Services. The occupant may reserve a cabana for only a day, if desired. The daily fee will be applied regardless of whether the patron desires 1, 2, 3, 4, 5 or 6 days of occupancy. Check-in time is 1500 and check-out time is 1000 for all cabana occupants during the winter season.

6. Checking in and out procedures

a. Keys to the units will be obtained from the Manager, Caretakers Section, located in BA 147.

b. Upon checking in, all property will be carefully inventoried in the presence of the occupant by the Manager, Caretakers Section, or his representative. This inventory will be signed by the occupant to denote his responsibility for the items contained therein.

c. Prior to checking out, patrons will notify the Manager, Caretakers Section or his representative who will inventory property and conduct an inspection. In the event property is missing or damage has been incurred, the Manager, Caretakers Section will immediately report the circumstances to the Recreation Director. Statements concerning the damage or loss will be obtained from the occupant and turned in to the Recreation Director.

7. Occupant responsibilities

a. The security and care of furnishings in the unit occupied.

b. The prompt notification of the Manager, Caretakers Section, or his representative, of maintenance requirements and/or recommendations for improvements.

c. The general state of police in the unit and the immediate area surrounding the unit.

d. The proper deportment of dependents and guests.

3203. OPEN AIR CABANAS

1. The open air cabanas are recreational facilities designed to provide daytime shelter at Onslow Beach for those patrons desiring to utilize them. Cabanas are equipped with showers, storage lockers, picnic tables, 110 volt electrical outlets and individual grills.
2. Six units are located adjacent to the Officers Pavilion and are assigned to officers.
3. Six units are located adjacent to the Staff NCO Pavilion and are assigned to Staff NCO's or equivalent ranks.
4. Eight units are located adjacent to the Enlisted Pavilion and are assigned to sergeants and below.
5. Applications for reservation for an open air cabana will be accepted on a first-come, first-served basis at the Reservations Office, Goettge Memorial Field House, on the 30th day prior to the desired occupancy date.
6. Patrons desiring the use of open air cabanas and not having reservations may contact the Duty NCO, Onslow Beach Detachment to ascertain the availability of uncommitted units. In this respect occupancy will be on a first-come, first-served basis.

3204. SWIMMING AND SURFING AREAS

1. Swimming areas are open from 1000 to sunset, Monday through Friday and from 0800 to sunset on Saturdays, Sundays and holidays. Signs will be prominently posted at the beach stating whether or not lifeguards are on duty.
2. Swimming is limited to those areas marked and protected by lifeguards. Swimming is not allowed in the surfing area.
3. Swimming at Onslow Beach is limited to the depth permitted by lifeguards.
4. Children, twelve years of age and under, will not be permitted to enter the water unless accompanied by a parent or a guardian.
5. During the winter season (October-April), swimming and surfing are strongly discouraged as there are no lifeguards on duty. Drowning is an ever present possibility due to the volatile weather of the winter season.
6. An area is designated specifically for surfing. Surfing outside designated areas is prohibited. The surfing beach is controlled by the lifeguards in the same manner as the swimming beach and will be open the same hours as the swimming beaches.

3205. FISHING. Fishing is authorized at any time during the day or night except within 200 yards of those areas specifically designated for swimming and surfing and except for those times when scheduled training is being conducted.

3206. ORGANIZED RECREATION PARTIES

1. Organized recreation parties will have an officer in charge and will use the area reserved for them by the OIC, Onslow Beach Detachment.
2. Areas available for assignment to recreation parties are the officers' picnic area located 200 yards northeast of the officers' cabanas and picnic areas #2, #3 and #4 located between the Staff NCO beach pavilion and Riseley Pier. Assignment to these areas may be made by contacting the Officer in Charge or NCO in Charge, Onslow Beach Detachment, telephone 451-7283.
3. Organized recreation parties using the officers' picnic area will swim in the commissioned officers' pavilion swimming area. Parties using areas #2, #3 and #4 will swim in the beach area fronting those recreation areas, provided qualified lifeguards are available within the recreation party to enforce water safety measures. Names and qualifications (Advance Life Saver or Water Safety Instructor) will be submitted to the Officer in Charge, Onslow Beach Detachment prior to commencement of swimming. In the event lifeguards are not available from the unit, swimming by organized recreation parties will be permitted only at the enlisted swimming beach in front of the enlisted pavilion.
4. The officer in charge of each organized recreation party will check in and out with the Officer in Charge, Onslow Beach Detachment, located in the enlisted pavilion (BA 114).

3207. MISCELLANEOUS

1. As a recreational facility, the swimming beaches will be made available only to groups and individuals authorized use of such facilities. Further, because of the inherent danger of swimming and the Government's responsibilities in the event of accidents or injuries, the beaches will not normally be made available to off-base individuals or groups in which all participants are not authorized use of Base recreation facilities. Persons otherwise qualified under the provisions of the current edition of MCO P1710.17 are eligible to use this facility. Proper identification will be produced by persons when required.
2. Children under twelve years of age will not be permitted on the beach unless accompanied by an adult.
3. In the interest of safety, bottled (glass) beverages are not allowed on the beach. Their use in the cabanas and quarters areas is authorized provided due care is exercised.
4. All persons are cautioned that the western boundary of an unswept impact area is approximately 1500 yards northeast of the officers' beach area. This area contains DANGEROUS DUDS capable of inflicting severe injury or causing death. Under no circumstances will any person enter that area except as specifically authorized by the Commanding General, Marine Corps Base. Parents are specifically urged to ensure that their children are well informed of the location of the boundary and the danger of entering the impact area.
5. Pets are allowed on the beach during the winter season (October-April) as desired, however, during the summer season the following schedule will be adhered to:

Monday - Friday: Prior to 1000 and after sunset
Saturday, Sunday and holidays: Prior to 0800 and after sunset.

The pet may be walked on a leash, or under the positive control of the owner. Owners of pets will be responsible for any nuisance or disturbance caused by their pets. Pets may be exercised south of Riseley Pier at any time.

CHAPTER 3

RECREATION

SECTION 3: BASE THEATERS

3300. ELIGIBILITY. The theaters located within the Camp Lejeune complex are available to all military personnel, their dependents and guests as noted below:

Bona fide guests will be admitted provided they are accompanied by their military hosts. A bona fide guest is defined by paragraph 1103.

3301. SCHEDULE AND HOURS OF OPERATION. The schedule of movies and hours of operation is published in the "Globe" weekly. For movie information, telephone 451-1759.

3302. UNIFORM. Uniform for base theaters will be in accordance with current uniform regulations. Units on an alert status will be admitted to the Camp Theater (Building No. 19) as follows:

1. Permission to attend will be granted, in writing, by the unit concerned.
2. Troops will be moved to and from the theater in formation. They will sit in one group in the theater under the supervision of a noncommissioned officer. The written authorization signed by the unit commander will be turned in to the theater attendant by the noncommissioned officer in charge at time of entering the theater.

3303. SPECIFIC REGULATIONS

1. Only the front doors will be used to enter theaters. All doors may be used as exits.
2. The doors of the theater will be opened thirty minutes prior to a scheduled performance. In case of inclement weather, doors will be opened as soon as sufficient personnel are present to check identification and to control personnel.
3. Children under 10 years of age will not be admitted to theaters unless accompanied by a bona fide ID card carrier, 17 years of age or older, who will be responsible for their conduct, and for their escort to and from the theater.
4. With the exception of those items sold at the various theater snack bars, no food, beverage, radios or tape recorders will be taken into the theaters.
5. Smoking and tobacco chewing is prohibited in indoor theaters.
6. Boisterous conduct will not be tolerated. Attendants are authorized to require offenders to leave the theater.

3304. SEATING AT CAMP THEATER

1. The following seating arrangements will pertain to all performances at the Camp Theater.
 - a. The main floor is reserved for enlisted personnel, sergeants and below, without dependents or guests.

- b. The upper balcony is reserved for enlisted personnel, sergeants and below, with dependents or guests, and dependent children.
 - c. The lower balcony, right half, is reserved for staff noncommissioned officers, their dependents and guests.
 - d. The lower balcony, left half, is reserved for officers, their dependents and guests.
 - e. The first row, right half of the officers' section, is reserved for general officers, their dependents and guests.
2. Area commanders will prescribe seating arrangements in theaters within their respective areas.

3305. RESERVATION OF CAMP THEATER

1. Organizations may make reservations for specific dates for use of the Camp Theater for lectures, presentations, etc., by contacting the Theater Systems Manager, telephone 451-1759 or 451-2785.
2. Reservations will not be accepted unless the attendance exceeds 100 persons.
3. Each organization reserving the theater will assign a working party under the supervision of a noncommissioned officer to police the theater after each use. The NCO in charge of the working party will report to the NCO in charge of the Camp Theater ten minutes prior to commencement of the lecture, presentation, etc., for instructions.
4. Requests for reservations should be made at least 10 days in advance.
5. Due to the heavy commitment for the Camp Theater to conduct classes, lectures and briefings, and the limited time to accomplish housekeeping chores, requests for Change of Command ceremonies will not be honored.

3306. REGULATIONS FOR DRIVE-IN THEATER. The following regulations are set forth for the patrons attending the Drive-In Theater.

1. Speed limit for all vehicles within the limits of the Drive-In Theater is five miles per hour.
2. Vehicles will not be driven across speaker ramps. Proper lanes, clearly defined between speaker ramps, will be used for movement of all vehicles in the theater area.
3. At the conclusion of the movie all vehicles will remain in place until directed to move by the theater attendants.
4. Campers and bus type vehicles will park in the spaces reserved in front of the projection booth or in the back row.

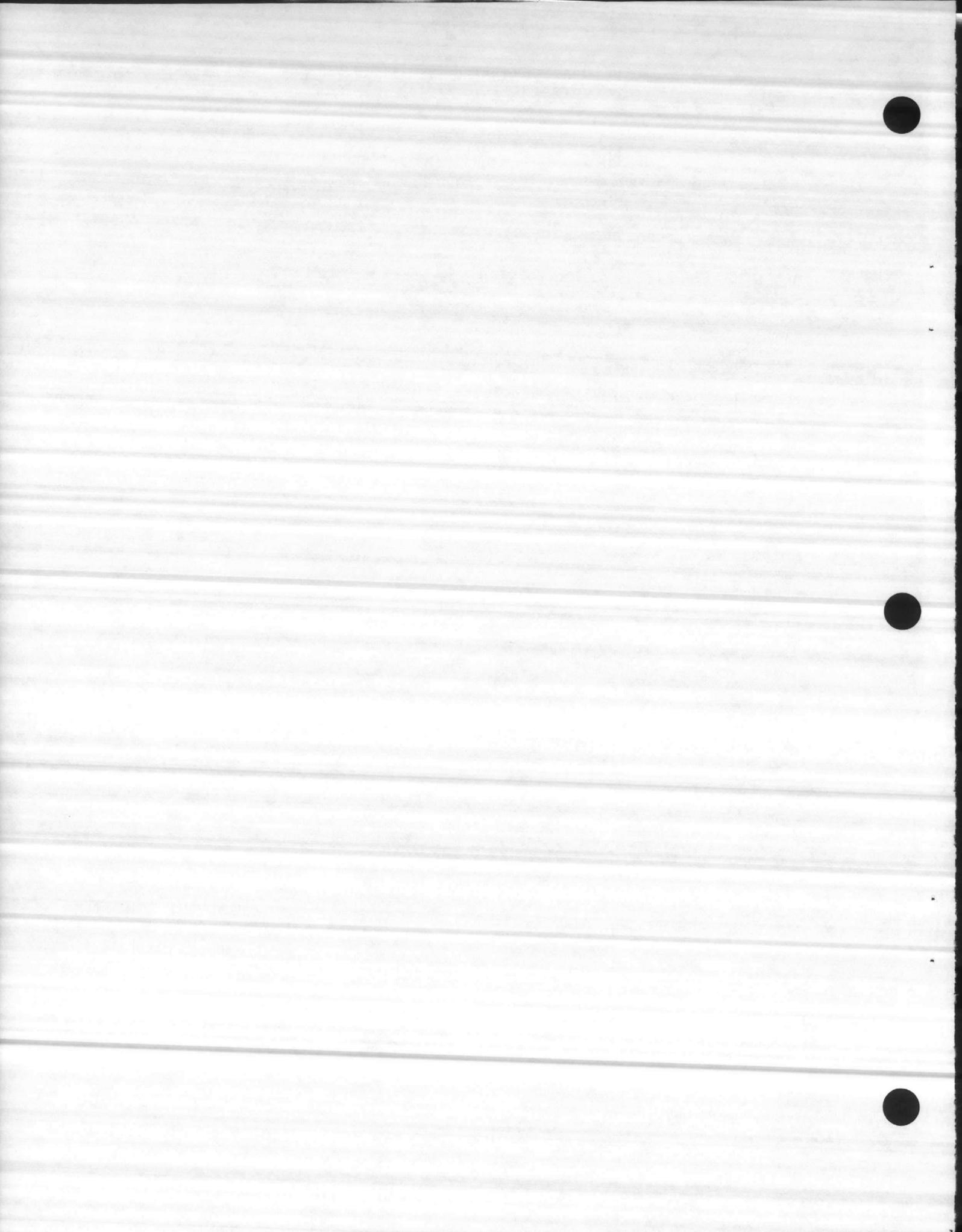
3307. CLASSIFICATION OF FILMS. Classification of films shown in theaters aboard Camp Lejeune is in accordance with Motion Picture Association of America ratings as follows:

- G - General Audience - all ages admitted
- GP - Parental Guidance Suggested - all ages admitted

R - Restricted - Persons under 17 years of age must be accompanied by a parent or adult guardian.

3308. LOCATIONS. Motion pictures are shown at the following theaters:

1. Camp Theater
2. Midway Park Theater
3. Rifle Range Theater
4. Courthouse Bay Indoor Theater
5. Camp Geiger Indoor Theater
6. Camp Johnson Theater
7. Drive-In Theater - Closed during the period 15 Nov - 15 Mar.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

RECREATION

SECTION 4: GOTTSCHALK AND COURTHOUSE BAY MARINAS

PART A: GENERAL REGULATIONS

3410. SCHEDULE OF OPERATIONS

1. Normal hours of operation for the Gottschalk and Courthouse Bay Marinas are:

NOV - FEB
Tue-Wed & Thu, Closed
Fri-Mon, 0900-1700

MAR - OCT
Mon & Tue, Closed
Wed-Sun, 0800-sunset

2. In the event of inclement weather or wind conditions which would make the use of specific crafts unsafe or hazardous, the Supervisor or NCO in Charge will curtail the use of such craft. If required, he is authorized to close the Marina during such conditions.

3411. TIME LIMITATIONS. A time limit of two hours will be imposed for equipment checked out for local use. When there is no demand for use, the Supervisor or NCO in Charge may lift the two-hour limitation.

3412. QUALIFIED OPERATORS

1. Motor boats will be issued to authorized personnel who have been qualified as competent motor boat operators by boathouse personnel. Classes in motor boat operations are given each Saturday morning at 0900 at the Gottschalk Marina.

2. Special interest groups or units having ten or more persons desiring Motor Boat Orientation will be scheduled as time permits. Units or groups should contact the Marina Supervisor for scheduling.

3413. CHILDREN

1. Dependent children and sponsored guests under the age of 12 must be accompanied by a responsible adult prior to utilizing boats or other equipment at Gottschalk and Courthouse Bay Marinas.

2. Dependent children and sponsored guests, 12 to 15 years of age, may utilize Gottschalk and Courthouse Bay Marina facilities and equipment providing they have successfully completed courses in safe boating, canoeing, sailing or motor boat operation, and issued a Boating Permit (MCBCL 1710/7). Their use of boats is limited to that area between the Main Service Road Bridge and Hospital Point. Qualified dependent children and sponsored guests 15 years of age and older are not restricted in the area of operation at Gottschalk and Courthouse Bay Marinas.

3. The summer youth program offers classes in safe boating and sailing each summer.

4. Military personnel and their dependents are reminded that they are responsible for equipment checked out to them and the safe operation thereof. Any violation of rules or regulations governing Gottschalk and Courthouse Bay Marinas or violation of water safety rules may result in suspension of boating privileges.

3414. USE OF FACILITIES AND EQUIPMENT

1. The following equipment is available for check-out:
 - a. Sailboats, Rebels, Lightnings and Sunfish
 - b. Outboard motors and boats
 - c. Rowboats and paddleboats
 - d. Canoes
 - e. Jonboats
 - f. Oars, paddles, personal flotation devices, gas cans and gas line
 - g. Fishing equipment
 - h. Fishing bait is available for purchase.
2. During the period 0800-1200 on Saturdays, Sundays and holidays, military personnel will have priority for the use of Marina facilities and equipment.
3. All personnel utilizing Marina equipment will sign a receipt form acknowledging personal responsibility for the equipment, including an agreement to reimburse the Recreation Fund if the equipment is damaged or lost.
4. Persons damaging or losing equipment will sign a statement stating the circumstances relating to the loss or damage.
5. All Special Services boats will be cleaned, washed down and secured as directed by Marina personnel when such equipment is returned to the Marina.
6. All Special Services motors are normally repaired at the Gottschalk Marina. Motors located at annexes may be turned in to Gottschalk Marina for repairs. If a qualified repairman is available at the annexes, minor repair parts will be furnished.
7. Fishing, crabbing and netting are not permitted from any Marina dock, slip space or float unless permission signs are posted.
8. Patrons utilizing the Marina picnic area are required to check-in with the Duty NCO at the Marina Office. Hours of operation are the same as the normal hours of operation for the Marina. Reservations for use of the picnic area may be made by telephoning 451-1956.
9. Alcoholic beverages of any type will not be introduced on board Special Services craft or at the Marina with the exception of approved parties at the Marina picnic area. Private boat owners are authorized alcoholic beverages aboard their craft within the guidelines established by the current edition of BO 1700.6.

3415. SAFETY REGULATIONS

1. Marina personnel will personally check to ensure that government motors are properly secured by the safety chain installed in each boat being launched from the Marina.

2. Minimum and maximum capacity of boating equipment is as follows:

	<u>Minimum</u>	<u>Maximum</u>
Canoes	2	3
Rowboats and Motor Boats	2	4
Rebel Class Sailboats	2	6
Lightning Class Sailboats	2	6
Sunfish Class Sailboats	1	2
Paddle Boats	2	2

3. All personnel will wear U.S. Coast Guard approved life jackets in Special Services boats except qualified swimmers, who will sign a certificate attesting to their qualification before departing from the Marina dock. When life jackets are not worn, the boat must contain a life cushion for each occupant. Non-swimmers must wear life jackets.

4. Personnel operating Special Services boats will not exceed the operational area limits delineated in figure 3-1 to this order without written permission of the Supervisor or NCO in Charge.

5. The Marina patrol has the authority to order the operator of any Special Services boat to return to the Marina when he is observed operating the boat in a negligent manner or violating regulations contained herein.

6. Beaching or docking Special Services boats at points other than the Marina is prohibited except when such action is required in an emergency for safeguarding the boat, equipment and personnel.

7. Refueling of outboard motors, fuel tanks and containers is restricted to the end of the starboard pier (fuel dock). Smoking is prohibited in this area.

8. All Special Services boats will be returned to the Marina one-half hour prior to sunset each day unless otherwise instructed due to storm conditions. The time of sunset will be posted daily by the Marina Supervisor or NCO in charge.

9. Only rubber soled shoes will be worn by occupants of Special Services boats.

10. Shoes are to be worn by all personnel utilizing the marina facilities.

11. Marina personnel will personally check to ensure that government owned motors are properly secured by a lock and safety chain installed in each boat launched at the Marina.

12. Marina personnel will ensure that motors rented for off-base use are equipped with a lock and safety chain and patrons are instructed as to the importance of securing the motor.

3416. USE OF SAILBOATS

1. Sailboats will be issued only to personnel who have qualified as sailboat operators. Sailing classes are held at the Gottschalk Marina, April through October.

2. Sails will not be raised or lowered within 50 feet of the docking area.

3. Minimum and maximum capacities of Rebel, Lightning and Sunfish Class sailboats are set forth in paragraph 3415.2.

4. The rudder will be secured to the sailboat transom by a short piece of line when the boat is underway.

5. Upon returning to the dock, the following procedure will be utilized in securing the craft:

- a. The boom will be properly cradled in the boom crutch.
- b. The centerboard will be secured in the up position.
- c. Users will properly fold dry sails and return them to the dock master. Wet sails will be hung to dry in a place designated for drying prior to storage. Marina personnel will secure wet sails after drying. In order to prevent tar from being stuck to sails, sails will not be laid on docks.

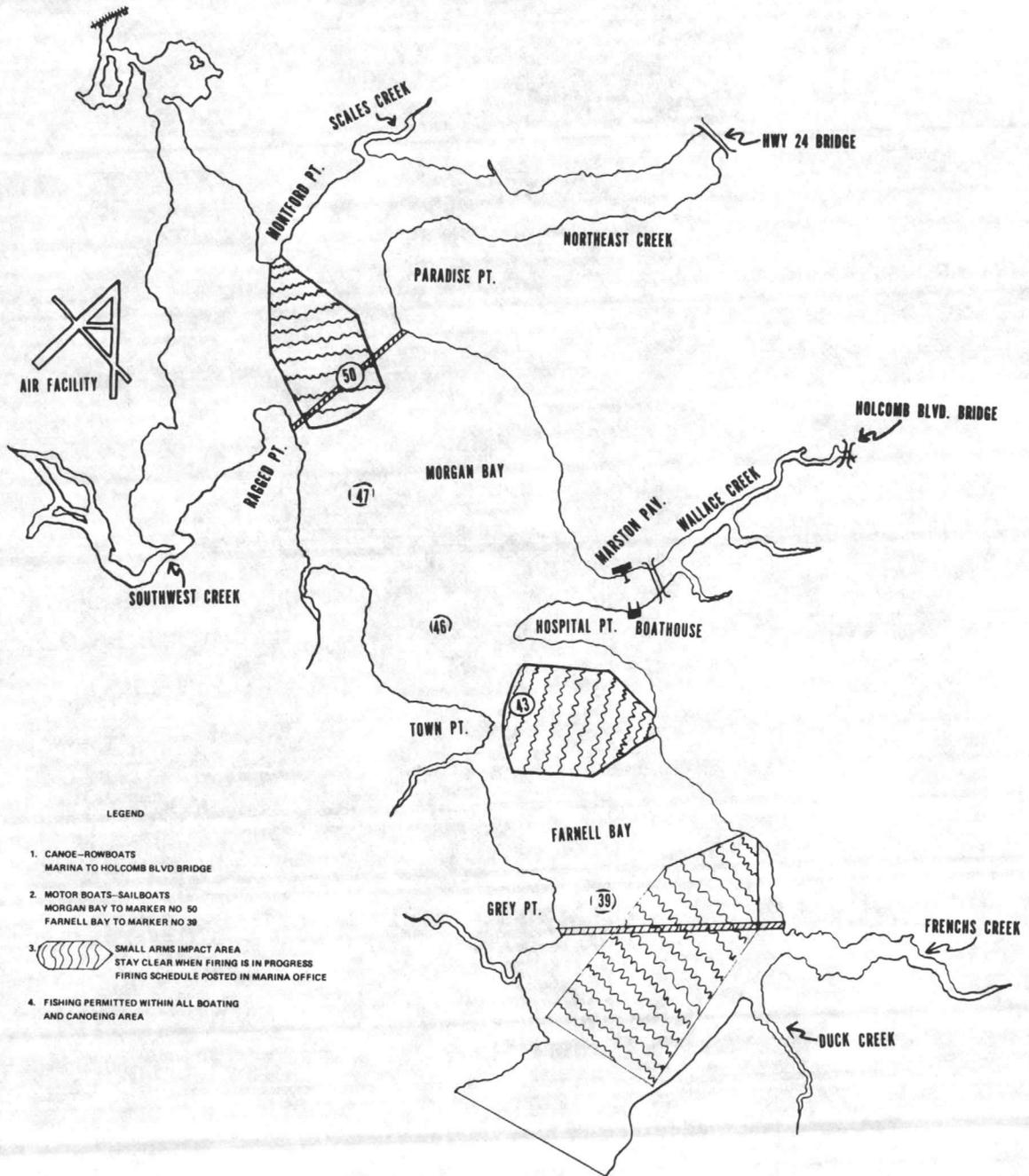
3417. PRIVATELY OWNED BOATS

1. Docking space is available at the Gottschalk and Courthouse Bay Marinas for personnel desiring to moor their privately owned boats.
2. For slip usage fees, refer to current base bulletin in the 1710 series.
3. Special Services patrons desiring to reside aboard their craft in excess of twenty days while moored at Gottschalk Marina must request this privilege in writing. Requests will be addressed to the Commanding General (Attention: Assistant Chief of Staff, Special Services) and will include the owner's name, mailing address, number of persons living aboard, length of boat and estimated length of stay. Owners must certify that they maintain a U. S. Coast Guard certified sanitation device aboard their craft. Garbage and other refuse will be deposited in the dumpster provided by the Marina.
4. Private boat owners will log in and out at the Marina office each time they take their boats out.
5. Failure of owners to keep their boats in a seaworthy condition and with serviceable mooring lines may be cause for expulsion from the facility.
6. Marina personnel will keep privately owned boats securely moored and pumped out sufficiently to keep them from sinking.
7. Marina personnel will take measures to temporarily secure a privately owned boat should it break loose and will notify the owner in such cases, as well as any other emergency.
8. Marina personnel will not permit use of privately owned boats by any other person without written permission from the owner.
9. Marina personnel will inform owners of boats to remove their boats to safety in case of extremely hazardous weather conditions.

3418. WIND AND STORM CONDITIONS. Specific orders for wind and storm conditions are published in separate directives. A copy will be posted at the Marina and complied with at all times.

3419. FISHING BOATS. Four coastal fishing boats are available for charter. The capacity of the boats varies. Fishing trips are scheduled through the Reservations Office, located in Goettge Memorial Field House. Reservations may be made by telephoning 451-3535 or 451-5694. Group or individual reservations may be made for fishing trips. Fishing tackle, bait, ice and ice chest will be provided.

SOP FOR CONSOLIDATED SPECIAL SERVICES

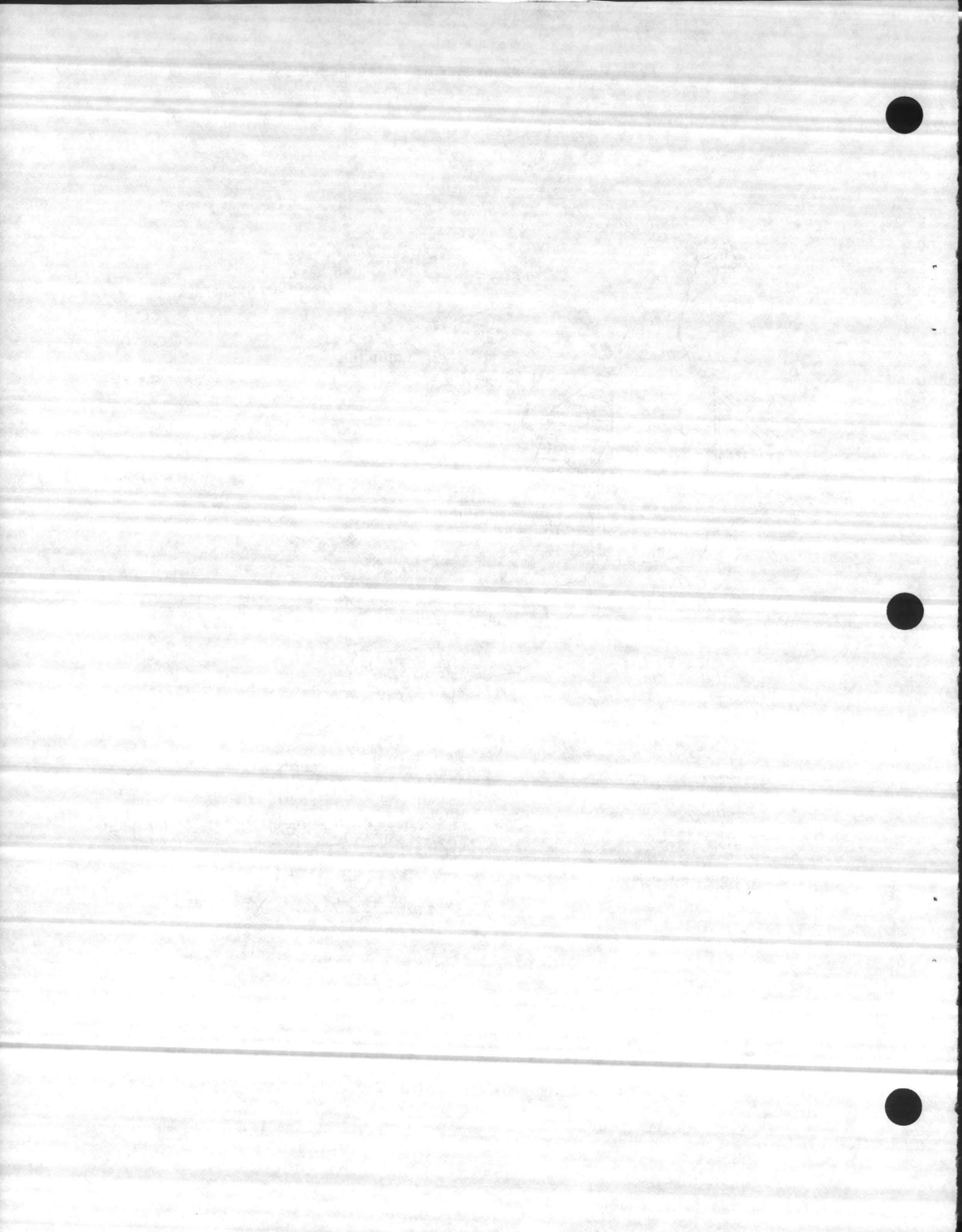


AIR FACILITY

LEGEND

1. CANOE-ROWBOATS
MARINA TO HOLCOMB BLVD BRIDGE
2. MOTOR BOATS-SAILBOATS
MORGAN BAY TO MARKER NO 50
FARNELL BAY TO MARKER NO 39
3.  SMALL ARMS IMPACT AREA
STAY CLEAR WHEN FIRING IS IN PROGRESS
FIRING SCHEDULE POSTED IN MARINA OFFICE
4. FISHING PERMITTED WITHIN ALL BOATING
AND CANOEING AREA

Figure 3-1.--Operational Area Limits



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

RECREATION

SECTION 4: GOTTSCHALK AND COURTHOUSE BAY MARINAS

PART B: REGULATIONS GOVERNING THE USE OF SPECIAL SERVICES BOATING EQUIPMENT
OFF THE CAMP LEJEUNE MILITARY RESERVATION

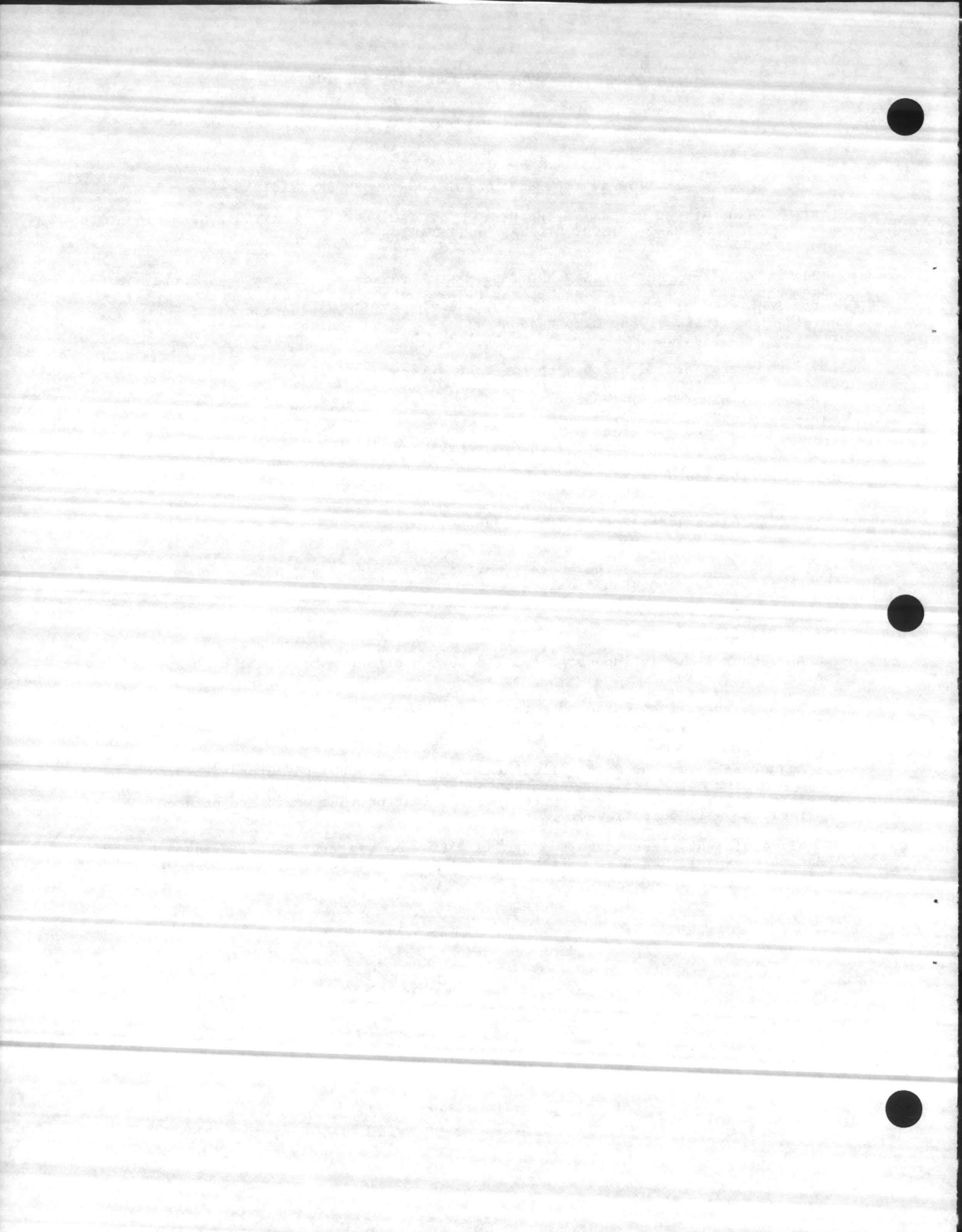
3420. AUTHORIZED PARTICIPANTS AND EQUIPMENT. Personnel possessing a valid motor boating permit from the Gottschalk Marina are authorized to check out the following items of equipment and accessories or a combination thereof for use outside the limits of the Camp Lejeune military reservation on a first-come, first-served basis:

1. 1 Boat trailer and hitch with tie-down straps
1 Motor, outboard, 7.5 hp
1 Boat, aluminum, 14 foot
2 Oars, wood, 6 foot
1 Gas can and gas line
1 Cushion or life jacket, each occupant.
2. 1 Carrier, set, car top
1 Canoe, aluminum
2 Paddles
1 Cushion or life jacket, each occupant.

3421. CHECK OUT TIMES. The above items will be checked out and returned between the hours of 0800 and sunset daily.

3422. LIMITATIONS

1. A 72-hour limit is imposed for off-base use of any motor, boat or canoe with trailer.
2. At no time will an outboard motor in excess of 15hp, either private or Special Services property, be used to power a Special Services 14-foot aluminum boat.
3. Adjustments for the most efficient operation of outboard motors are preset by trained Marina mechanics. Adjustments and repair, other than those required in an emergency, will not be made. Fuel mixing instructions which are printed on the fuel can will be followed.
4. All equipment returned to the Marina following use will be fully inspected by a Marina crewman. The user will be held responsible for damage and loss of equipment.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

RECREATION

SECTION 5: SWIMMING POOLS

3500. FACILITIES. Swimming pools are located at Area Two, Camp Johnson and Tarawa Terrace housing area.

3501. HOURS OF OPERATION

1. Hours of operation of the Area Two and Camp Johnson Swimming Pools are as follows:

a. Winter schedule (September - May)

Monday-Friday

0800-1100 - Training and swimming classes
1130-1300 - Recreational swimming
1300-1630 - Training and swimming classes
1630-2100 - Recreational swimming

Saturday, Sunday and Holidays - 1300-2100 - Recreational swimming

b. Summer schedule (June - August)

Monday-Friday

0800-1200 - Summer Youth Program
1200-1300 - Recreational swimming
1300-1630 - Training and swimming classes
1630-2100 - Recreational swimming

Saturday, Sunday and Holidays - 1300-2100 - Recreational swimming

2. Hours of operation at Tarawa Terrace swimming pool are 1200-1930 seven days a week from May through September.

3502. GENERAL INSTRUCTIONS

1. Regulations governing the use of the pools are posted at the pools.

2. Trunks will be worn at all times; guards will be posted by the using unit so that unauthorized persons do not enter swimming areas during training periods.

3. Two lifeguards and one pool attendant will be on duty during hours of operation at the Area Two and Camp Johnson pools. Four lifeguards and one attendant will be on duty during hours of operation at the Tarawa Terrace pool.

4. Organizations desiring use of the Camp Johnson swimming pool during hours designated for "training and swimming classes" will submit requests to the Commanding Officer, Marine Corps Service Support Schools. Organizations desiring use of the swimming pool at Camp Johnson during hours designated for "recreational swimming" will submit requests to the Assistant Chief of Staff, Special Services.

5. Organizations desiring the use of the Area Two pool during hours designated "training and swimming classes" will submit requests to the 2d Marine Division G-3.

3503. DEPENDENTS, GUESTS AND OTHERS

1. Dependents will be admitted to Area Two and Camp Johnson pools during all scheduled recreational periods as set forth in paragraph 3501.
2. Dependents and guests less than 10 years of age will not be admitted to any pool unless accompanied by an adult swimmer who will be responsible for their proper conduct. Dependents and guests 10 years of age and older who can pass the required swimming test may swim unaccompanied. The test to qualify for this privilege will consist of the following:
 - a. Swim two widths of the pool in the deep end without rest.
 - b. Be able to stand up in the shallow end of the pool with their heads completely out of the water.
 - c. Be able to tread water in the deep end for at least 30 seconds.
3. Dependents not accompanied by military personnel will be required to show identification cards.
4. Organized Base groups composed of dependent personnel sanctioned by the Commanding General may be assigned the Area Two and Camp Johnson pools during hours when the pools are not scheduled for training purposes. Application for use should be addressed to the Commanding General (Attention: Assistant Chief of Staff, Special Services) and should contain the name of the organization, person in charge and number in group. Groups must furnish their own instructors and lifeguards. The Assistant Chief of Staff, Special Services will coordinate the use of pools during training hours with the Assistant Chief of Staff, Training and the appropriate area commander.
5. As recreational facilities, the swimming pools will be made available only to groups and individuals authorized use of such facilities. Because of the inherent danger of swimming and the Government's responsibilities in the event of accidents or injuries, the pools will not normally be made available to off-Base individuals or groups in which all participants are not authorized use of Base Recreation facilities.
6. Should environmental conditions in or around the pool area become hazardous to health, the facility will be secured immediately by the pool personnel until such conditions have been corrected.

SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

RECREATION

SECTION 6: COMMERCIAL FISHING BOATS

3600. GENERAL. The Assistant Chief of Staff, Special Services arranges with local boat operators to provide alternative means of ocean fishing in addition to the boats operated by Consolidated Special Services. Currently, there are arrangements with operators of the Blue Heron II, out of Sneads Ferry, N.C., and the Carolina Princess, out of Morehead City, N. C. Rates for these services are reduced from those available to the general public.

3601. BLUE HERON II

1. The Blue Heron II is a 65-foot diesel powered, deep sea fishing craft docked at Swan Point Marina, Sneads Ferry, North Carolina. Weather permitting, the Blue Heron II departs daily (April - October), Monday through Sunday, at or about 0700, returning at or about 1900. The Captain will depart for what he deems to be the best fishing area for that day. The running time to the fishing area may vary from day to day, due to the weather and sea conditions. Bait, ice and fishing tackle will be furnished on board. Each person will furnish his own fish container. Soft drinks, peanuts and nabs are available for sale on board.

2. Personnel desiring to fish aboard the Blue Heron II may purchase a ticket for a selected day 30 days in advance at the Reservations Office located in Goettge Memorial Field House, Monday through Friday from 0730 to 1800. Reservations for fishing trips must be confirmed and paid for before seven working days prior to the fishing date. Reservations not paid for before seven working days in advance will result in relinquishing reservations to any paying patron. Refunds will not be made after 0700 on the date for which the ticket is issued. If weather conditions prevent the boat from leaving the dock or if the Captain finds the inlet too rough to navigate, refunds or date changes may be made at the Reservations Office. If the weather is prohibitive, the Captain will notify the Consolidated Special Services Duty NCO by telephone prior to 0530. Patrons should call the Reservations Office, telephone 451-5694, to determine status of fishing trips prior to departing for Swan Point Marina.

3. The Blue Heron II specializes in bottom fishing and will carry up to 49 persons.

3602. CAROLINA PRINCESS

1. The Carolina Princess is a 65 foot, diesel powered fishing boat docked at Pier 8 Docks located at the foot of 8th Street in Morehead City, N. C. It takes full-day and half-day parties of up to 60 persons on trips daily, April through October. Tackle, bait and ice are furnished; snack bar service is available.

2. The Reservations Office at Goettge Memorial Field House has military discount passes and will assist in making reservations for individuals or groups.

3. The Carolina Princess specializes in open ocean fishing and goes to the Gulf Stream on the full-day trips. It also offers an evening, moonlight dinner-cruise which tours the Inland Waterway, stopping at Spooner's Creek for passengers to dine at the Galley Stack restaurant.

3603. RESPONSIBILITY AND CONDUCT

1. The safety of each boat and all persons aboard is the responsibility of the boat's captain. Under maritime law all persons embarked will comply with orders issued by the captain.

2. Beer is permitted aboard each boat and it will be consumed under the captain's supervision. Other alcoholic beverages may not be carried or used aboard. The captain may refuse permission to board to anyone who, in the captain's opinion, may be under the influence of any substance which may cause that person to become a nuisance or interfere with boat operations or the pleasure of others. Once aboard, the further consumption of beer by any person, may be curtailed under similar conditions.

3. Children under 12 years of age must be accompanied by a responsible adult.

CHAPTER 3

RECREATION

SECTION 7: HOBBY SHOPS

PART A: AUTOMOTIVE HOBBY SHOPS

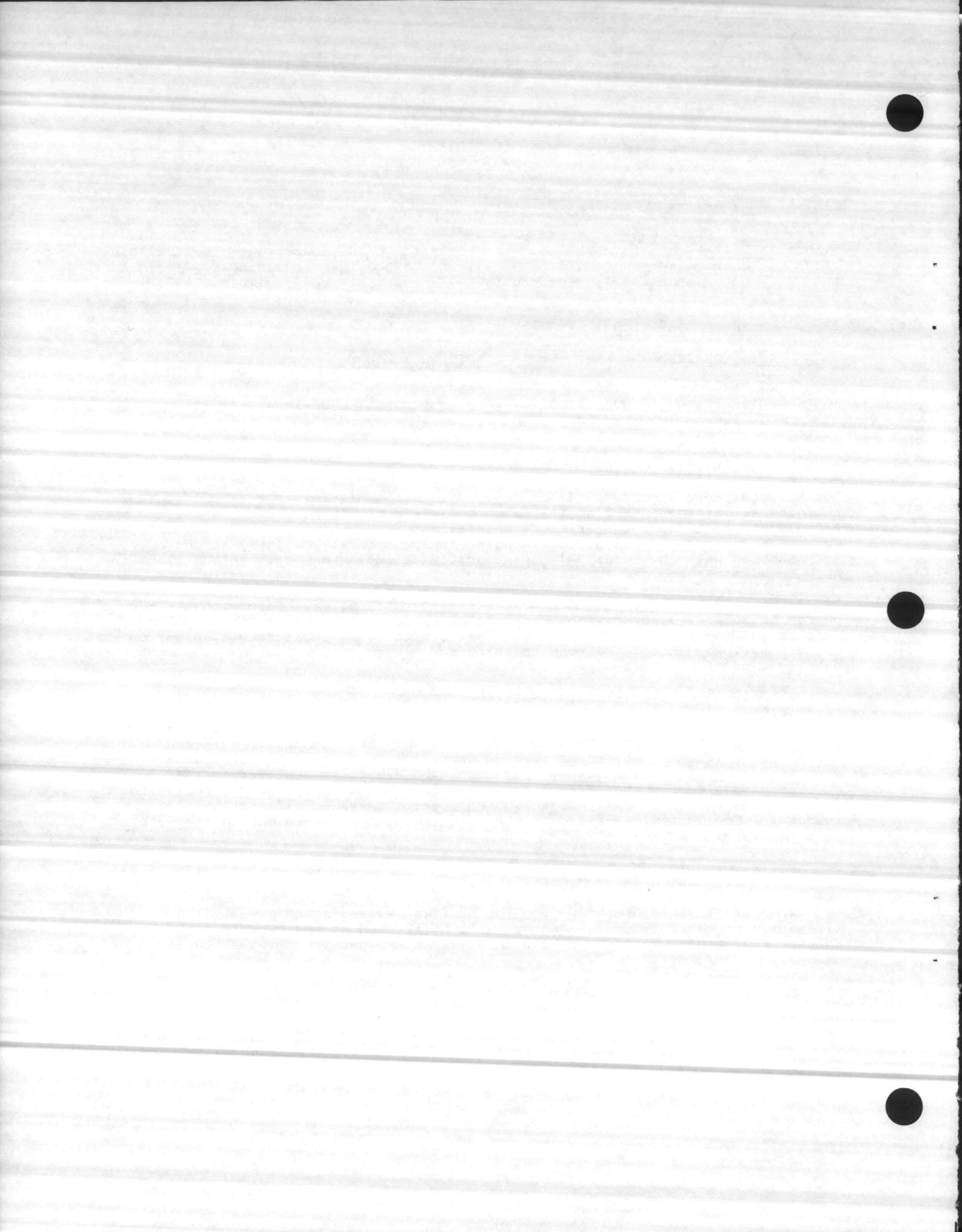
3710. FACILITIES. Auto Hobby Shops are located in the industrial area (Building 1120), at Courthouse Bay (Building BB 73) and Camp Geiger (Building TC 730). An Auto Body Hobby Shop is also located in the industrial area (Building 1103).

3711. HOURS OF OPERATION

<u>AUTO HOBBY SHOPS</u>		<u>AUTO BODY HOBBY SHOP</u>	
Wed-Thu	1400-2200	Wed-Thu	1400-2200
Fri,Sat,Sun	0900-1700	Fri,Sat,Sun	0900-1700
Mon-Tue	Closed	Mon-Tue	Closed

3712. GENERAL INSTRUCTIONS

1. All equipment needed for minor repairs to automobiles is furnished. Indoor and outdoor car spaces are available on a first-come, first-served basis. Floodlights and drop cords are available at all shops for personnel who desire to work on their vehicles at night. A paint spray booth is available at the Auto Body Shop as well as a wheel alignment outfit at the Auto Shop. In addition, the Auto Body Hobby Shop has supplies available for purchase at the resale room.
2. Personnel who desire to work on their cars must register them with the NCO in Charge or Supervisor by giving proof of ID, valid state license, current Base Sticker and Registration Certificate. Failure to do so shall result in patron being disallowed entry. Patrons desiring to restore antique automobiles must only show proof of ownership.
3. Patrons may be permitted to leave their cars in the paint shop overnight to facilitate drying.
4. Cars will not be left in the compound for more than 30 days. Cars and/or engines left in the hobby shops over 30 days will be turned over to the Base Provost Marshal for disposition. Personnel who are to be deployed or in receipt of orders must remove their cars from the hobby shop compound before departing from the Camp Lejeune area. Consolidated Special Services will not be responsible for automobiles and/or other equipment left overnight in the auto shop compound.
5. Specific regulations pertaining to use of the auto hobby shop facilities will be prominently posted in each hobby shop.
6. Cars left in the Auto Body Shop for a period exceeding one week without alteration or work being done on them will be removed at the owner's expense unless prior arrangements have been made with the Supervisor or the NCO in charge.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

RECREATION

SECTION 7: HOBBY SHOPS

PART B: CERAMIC HOBBY SHOP

3720. FACILITIES. The ceramic hobby shop is located in the Industrial Area, Hadnot Point, (Building 1107) inside the hobby shop compound and has molds and kilns available. Paints, brushes, slip and other materials necessary for construction of ceramics are stocked and can be purchased at the ceramic resale room.

3721. DEPENDENT CHILDREN. Children between the ages of 10 and 16 years of age will be permitted in the ceramic shop when accompanied by an adult; children under 16 years of age are not permitted to handle molds. Children under 10 years of age are not permitted in the shop at any time.

3722. SPECIFIC INSTRUCTIONS. All patrons will sign log sheet upon entering. All patrons are required to attend instructions at the shop to ensure proper use of the equipment and material necessary for the construction of ceramics.

1. Classes will normally be conducted on Saturdays at 0915 for patrons who desire instructions for pouring molds.

2. Cards will be issued to those patrons qualified to use the equipment upon completion of the basic pouring class.

3. Not more than 35 patrons will be issued molds. The number of molds a patron may be issued is limited to three at any one time.

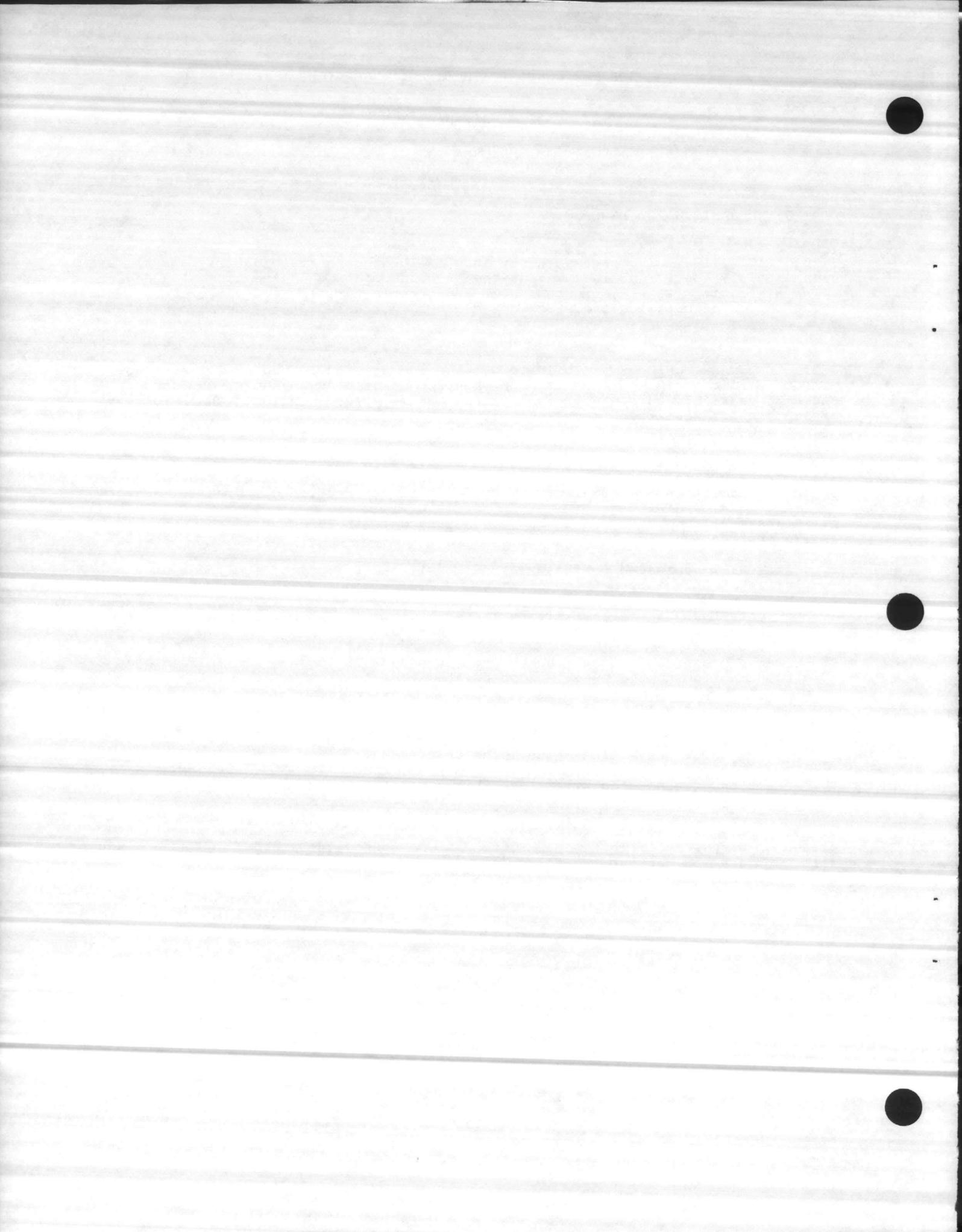
4. Ceramic pieces left in the hobby shop in excess of 30 days will be disposed of without notice to the owner. Appropriate signs to this effect will be posted.

5. The mold room will close 3 hours prior to the closing of the Ceramic Shop, in order to have all molds poured, cleaned and stored.

6. Patrons should never leave the molds unattended.

7. Resale and firing area will close thirty minutes before closing of ceramic shop.

8. Greenware is available for purchase by authorized patrons. Orders must be placed on Wednesday or Thursday. Molds will be poured on Saturday and Sunday and will be ready for pick-up the following week.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

RECREATION

SECTION 7: HOBBY SHOPS

PART C: WOODWORKING AND BOAT HOBBY SHOPS

3730. FACILITIES. The woodworking hobby shop is located in the Industrial Area (Building 1106) at Hadnot Point. This shop is available to all military personnel and their dependents for woodworking projects. The boat hobby shop is located adjacent to the Gottschalk Marina and is provided for boat building and hull repair.

3731. HOURS OF OPERATION

1. Woodworking Hobby Shop

Wednesday - Thursday	1400-2200
Friday, Saturday, Sunday	0900-1700
Monday - Tuesday	Closed

2. Boat Hobby Shop

Winter Season (November-February)

Saturday & Sunday	0900-1730
Monday & Friday	1300-2130
Tuesday, Wednesday & Thursday	Closed

Summer Season (March-October)

Wednesday - Friday	1300-2130
Saturday - Sunday	0900-1730
Monday, Tuesday & holidays	Closed

3732. GENERAL INFORMATION

1. The woodworking hobby shop has hand and power tools available. Lumber and other resale materials normally required in a woodshop are stocked.

2. The boat hobby shop has hand and power tools available. Lumber, paint, fiberglass and other resale materials normally required to build or repair boats are stocked.

3. The boat hobby shop is primarily used to repair Recreation Fund boats. However, it may be utilized for the repair of privately owned boats on a space available basis. Projects left in the boat repair shop or on the grounds outside the shop in excess of 30 days will be disposed of to the best interest of the Recreation Fund unless prior arrangements have been made with the Marina supervisor.

4. Projects left in the woodworking hobby shop in excess of 30 days will be disposed of to the best interest of the Recreation Fund unless prior arrangements have been made.

5. Consolidated Special Services is not responsible for loss or damage to project materials.

3733. REGULATIONS. Specific regulations pertaining to use of these shops will be prominently posted in the shops.

SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

RECREATION

SECTION 8: MISCELLANEOUS RECREATION ACTIVITIES

PART A: ZOONOSIS CONTROL CLINIC

3810. GENERAL

1. A zoonosis control clinic has been established for pets owned by military personnel stationed at Camp Lejeune. The purpose of this clinic is to provide a more healthy environment by detection, control, and treatment of diseases that can be transmitted from animals to humans.
2. The clinic is conducted by the Chief of Veterinary Medicine Services at Building TT 2451, located adjacent to the Tarawa Terrace Shopping Center.
3. Clinic operation will be restricted to the prevention and control of zoonosis diseases on an out-patient basis and limited surgery for the purpose of population control. Other medical conditions beyond the scope of the clinic will be referred to civilian veterinary practitioners.

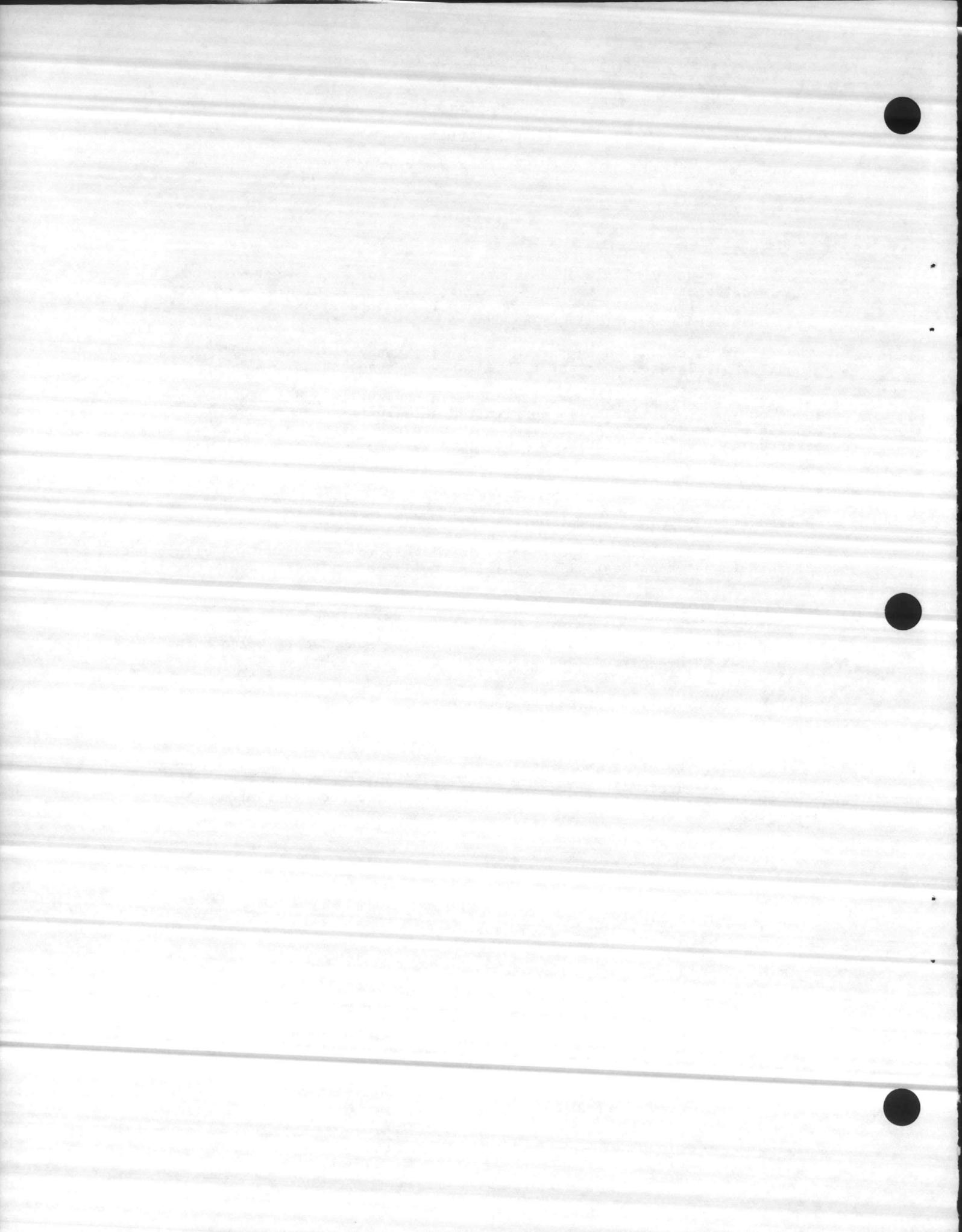
3811. HOURS OF OPERATION

1. Hours will be by appointment only.
2. When a Veterinary Medicine Officer is available, one immunization clinic and two diagnostic and treatment clinics will normally be conducted each week.

3812. APPOINTMENTS

1. Appointments for the immunization clinic can be obtained by telephoning extension 1009 on Mondays between 0900-1200 hours and 1230-1530 hours.
2. Appointments for other services and information can be obtained by telephoning extension 1009 between 0800-1200 hours on Wednesday, 1100-1500 hours on Thursday and 0800-1100 hours on Friday.

3813. CHARGES. The clinic, operated for Consolidated Special Services by the Veterinary Medicine Services, Naval Hospital, is administered on a fee basis at no cost to the government. Fees charged will be structured to include the cost of all materials used.



CHAPTER 3

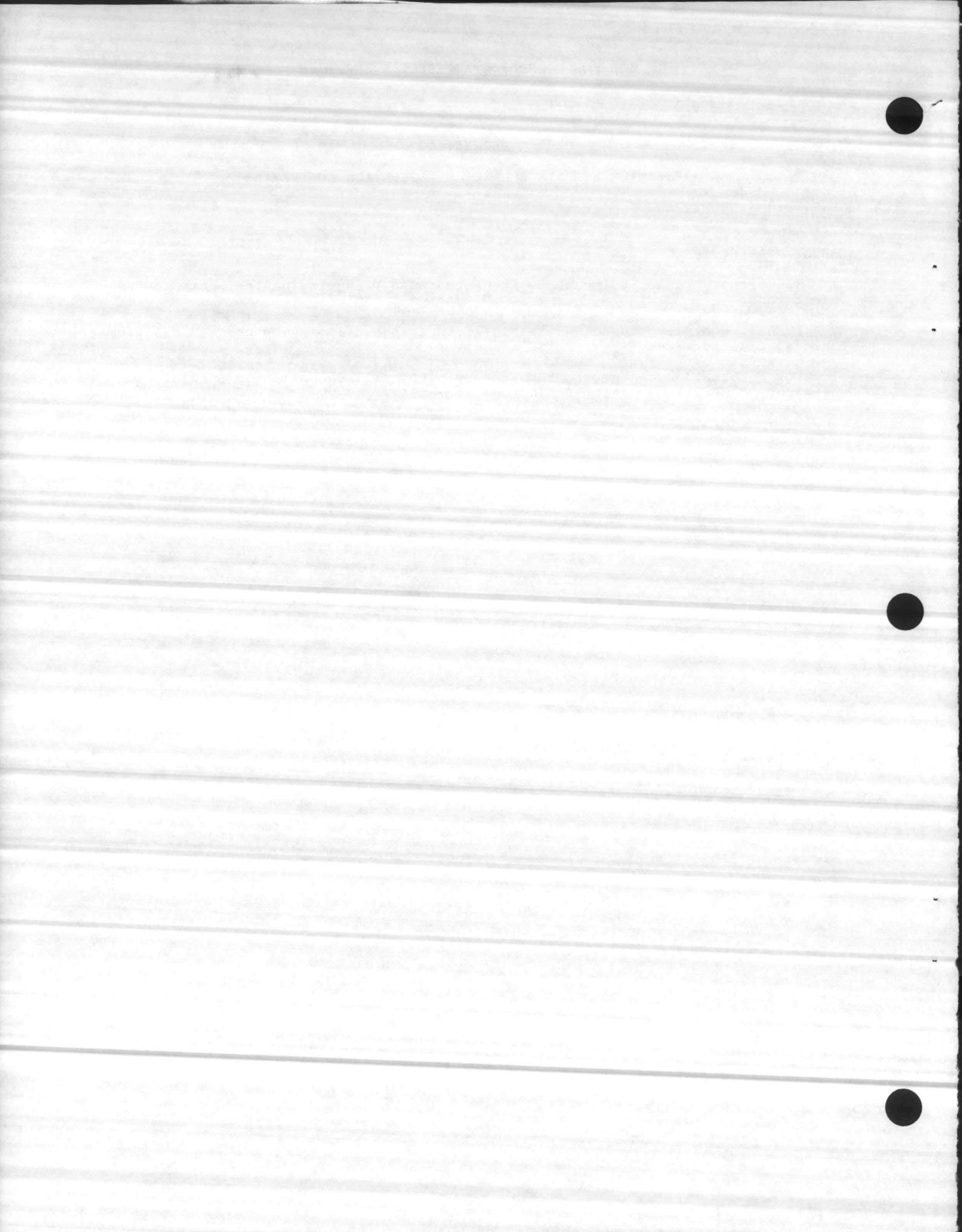
RECREATION

SECTION 8: MISCELLANEOUS RECREATION ACTIVITIES

PART B: ARCHERY RANGE

3820. FACILITIES AND USE

1. The archery range is located west of the Base Drive-In Theater, next to the skeet range.
2. Archery equipment is not available at the range. It may be checked out from unit special services.
3. For information concerning the Archery Club, call Consolidated Special Services Reservations Office (telephone 451-5694).



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RECREATION

SECTION 8: MISCELLANEOUS RECREATION ACTIVITIES

PART C: CAMPING TRAILERS

3830. RESERVATIONS

1. Trailers may be reserved by all military personnel on active duty within the Camp Lejeune area by applying in person at the Special Services Reservations Office, Goettge Memorial Field House, or by telephoning 451-5694 during working hours. Retired personnel within the area may use the trailers; however, active duty personnel have priority. Although reservations are on a first-come, first-served basis, personnel who have not had prior use of a trailer will have priority over those who have used a trailer during the current season.

2. Prior to issue of trailers, personnel are required to:

a. Show certification of liability insurance to cover towing of camping trailers.

b. Sign certification slip issued by NCO in Charge, Camping Trailers, attesting to the inspection of camping trailer prior to check-out and check-in. Instructions in camping trailer use will be given at time trailer is checked out at Building 1113. Patrons should allow 30 minutes for subject instructions and inspection of camping trailer.

3. Reservations will be made no earlier than 30 days prior to requested date of use.

4. Personnel requesting use of trailers in excess of seven days must present leave authorization prior to issue. Normally, trailers will not be issued for more than a 30-day period.

3831. CHECK-IN AND CHECK-OUT PROCEDURES

1. Personnel checking out camping trailers will inspect the trailer in the presence of the NCO in Charge, Camping Trailers, prior to hitching the trailer to his automobile. Any minor discrepancies noted will be recorded on the certification slip and signed by the NCO in Charge of Camping Trailers.

2. When the trailer is checked in, it will be inspected by the NCO in Charge in the presence of the patron. In the event of damage, the NCO in Charge will comply with instructions contained in Chapter 5 of this directive (Instructions Concerning Lost, Destroyed or Damaged Property). Repair costs resulting from negligence or misuse will be borne by the party concerned.

3. Trailers will be checked in and out between the hours of 0800-1530, Monday - Friday.

3832. BUMPER HITCHES/TOWBARS

1. Bumper trailer hitches are available; however, trailer hitches do not fit the bumpers of some makes of automobiles. In such cases, personnel using trailers must provide their own hitches.

2. Towbars are available for rent through the Reservations Office, Goettge Memorial Field House or by telephoning 451-5694 during normal working hours.

3833. DEPOSITS

1. In addition to the daily usage fee, a deposit against damage will be required. The deposit will be refunded by the Reservations Office if the trailer is returned without damage.
2. Usage fees and deposit will be paid four working days prior to the date the trailer is to be checked out.

SOP FOR CONSOLIDATED SPECIAL SERVICES

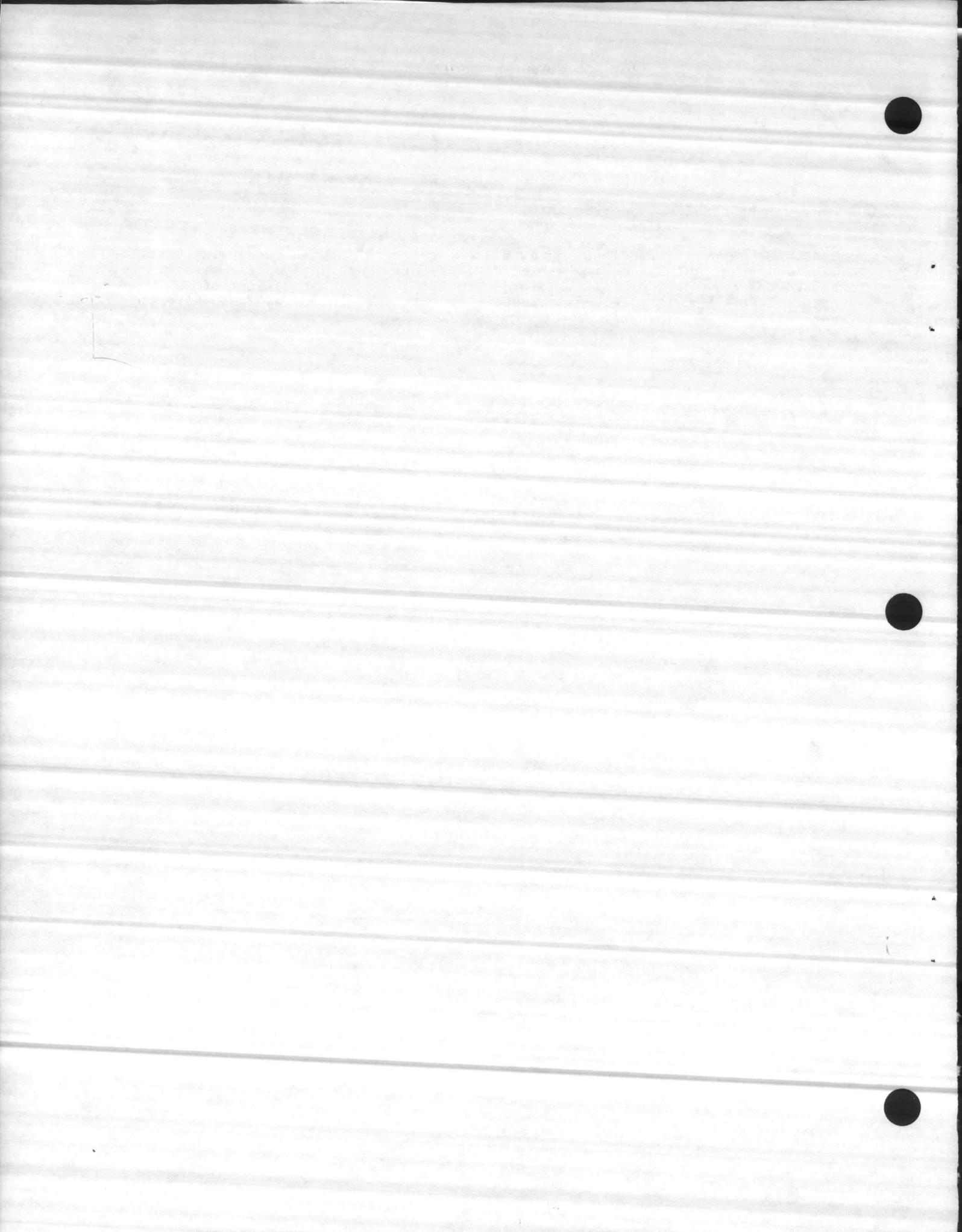
CHAPTER 3

RECREATION

SECTION 8: MISCELLANEOUS RECREATION ACTIVITIES

PART D: PROFESSIONAL ENTERTAINMENT

3840. GENERAL. Professional entertainment features such as carnivals, wrestling matches, stage shows, novelty athletic teams, etc., are engaged for performances aboard the base periodically. In order to furnish a higher caliber of entertainment, it is sometimes necessary to charge a minimum admission fee to partially defray expenses.



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SECTION 8: MISCELLANEOUS RECREATION ACTIVITIES

PART E: HUNTING AND FISHING

3850. GENERAL

1. Hunting and fishing regulations are published by separate directive.
2. A limited number of shotguns and certain fishing equipment is available through organization Special Services.



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RECREATION

SECTION 8: MISCELLANEOUS RECREATION ACTIVITIES

PART F: RECREATION AREAS

3860. RECREATION AREA NO. 5

1. LOCATION. Recreation Area No. 5 is located at the south end of Julian C. Smith Road just beyond the D-30 Pistol Range.

2. HOURS OF OPERATION. 0700 through sunset daily.

3. RESERVATIONS. Reservations for units requesting Recreation Area No. 5 must be made at Goettge Memorial Field House with the Reservations Office, telephone 451-5694.

4. REGULATIONS

a. Units desiring to consume alcoholic beverages while utilizing Recreation Area No. 5 must submit a letter requesting permission to the Assistant Chief of Staff, Special Services.

b. Recreation Area No. 5 is off-limits at all times other than posted hours of operation unless written permission is obtained from the Assistant Chief of Staff, Special Services.

c. Swimming is not permitted.

d. Fishing regulations are contained in the current edition of BO 1710.20.

e. Use of boats on Orde Pond is prohibited.

3861. KNOX RECREATION AREA

1. LOCATION. Knox Recreation Area is located at the site of the old Knox Boat House at Tarawa Terrace II. Enter on Camp Knox Road, turn left on dirt road and follow signs.

2. HOURS OF OPERATION. 0700 to sunset daily.

3. RESERVATIONS. Reservations for units requesting Knox Recreation Area must be made at Goettge Memorial Field House with the Reservations Office, telephone 451-5694.

4. REGULATIONS

a. Units desiring to consume alcoholic beverages while utilizing Knox Recreation Area must submit a letter requesting permission to the Assistant Chief of Staff, Special Services.

b. Units are required to check in and out with the Reservations Office, Goettge Memorial Field House, telephone 451-5694, prior to entering and leaving Knox Recreation Area.

c. Keys to rest rooms at Knox Recreation Area must be checked out and returned to the Reservations Office, Goettge Memorial Field House.

d. Fishing regulations are contained in the current edition of BO 1710.20.

3862. HOSPITAL POINT RECREATION AREA

1. LOCATION. Hospital Point Recreation Area is located at the site of the old Naval Hospital at the west end of Julian C. Smith Road.

2. HOURS OF OPERATION. 0700 through sunset daily.

3. RESERVATIONS. Reservations for units requesting Hospital Point Recreation Area must be made at Goettge Memorial Field House with the Reservations Office, telephone 451-5694.

4. REGULATIONS

a. Units desiring to consume alcoholic beverages while utilizing Hospital Point Recreation Area must submit a letter requesting permission to the Assistant Chief of Staff, Special Services.

b. Hospital Point Recreation Area is off-limits at all times other than posted hours of operation unless written permission is obtained from the Assistant Chief of Staff, Special Services.

c. Swimming is not permitted.

d. Fishing regulations are contained in the current edition of BO 1710.20.

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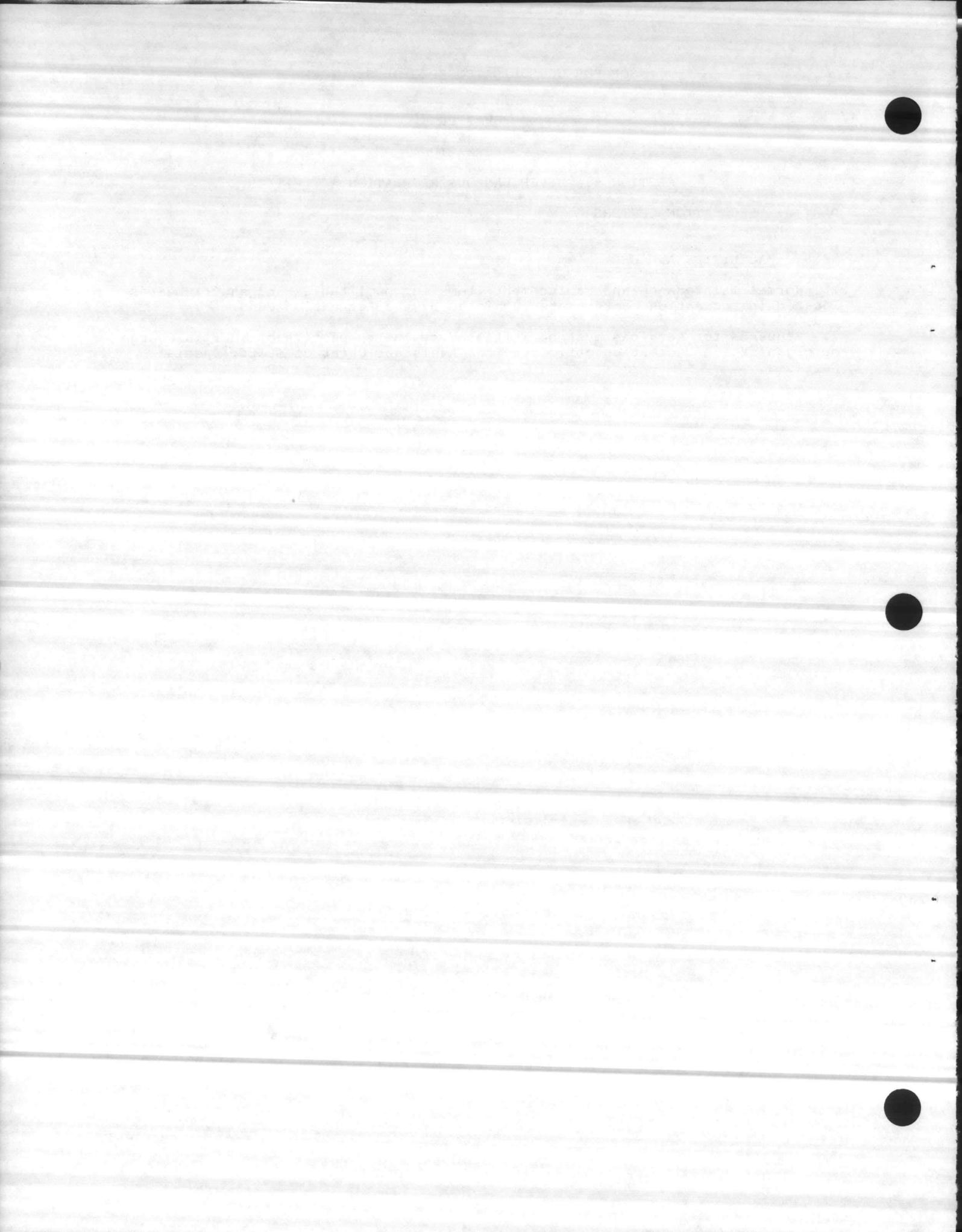
RECREATION

SECTION 8: MISCELLANEOUS RECREATION ACTIVITIES

PART G: RECREATION CENTERS

3870. FACILITIES AND USE

1. Normal maintenance and replacement items for pool tables and shuffleboards located in recreation centers are furnished by the Recreation Fund.
2. Requests for services must be initiated by the respective officer in charge or organization recreation officer to the Assistant Chief of Staff, Special Services.



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RECREATION

SECTION 8: MISCELLANEOUS RECREATION ACTIVITIES

PART H: SKEET AND TRAP

3880. LOCATION. The Base Skeet and Trap Range is located west of the Base Drive-In Theater, and is available for use by military personnel, their dependents and guests. DOD employees and their dependents are authorized to use the Base Skeet and Trap Range.

3881. HOURS OF OPERATION

1.	<u>APRIL-OCTOBER</u>	<u>NOVEMBER-MARCH</u>
	Wed, Fri & Sat 1100-Sunset	Wed & Fri 1100-1700
	Sun 1300-Sunset	Sat & Sun 1300-1700
	Mon & Tue Closed	Mon & Tue Closed
	Thursday-Range Maintenance	Thursday-Range Maintenance

2. Additional hours of operation may be arranged by request to the Assistant Chief of Staff, Special Services at least twenty days prior to firing date. Subsequently, permission for firing must be granted by the Assistant Chief of Staff, Training, Marine Corps Base. This request will be initiated by the Assistant Chief of Staff, Special Services fifteen days in advance. The organization requesting to fire must furnish personnel to assist in the operation of the range.

3882. RESPONSIBILITIES

1. The NCO in Charge is assigned by and is responsible to the Assistant Chief of Staff, Special Services for the operation of the range.
2. The Skeet and Trap committee is responsible for the establishment and publication of rules for team matches and practice firing, providing instructors during the hours of operation to instruct novice shooters desiring to learn skeet and trap shooting, arrangements for special events and advising the Assistant Chief of Staff, Special Services in matters of operation and maintenance.

3883. REGULATIONS

1. Shotguns are available at the skeet range.
2. Ammunition used will be commercially manufactured or reloaded, not to exceed normal commercial specifications for gauge used. Shot size will not exceed No. 9.

3884. SAFETY REGULATIONS. Safety precautions and range procedures will be explained to each shooter by the NCO in Charge prior to using the range for the first time. Range safety rules and regulations shall be conspicuously posted. Failure to observe all safety rules and regulations will result in the loss of shooting privileges. The NCO in Charge will enforce the safety rules and regulations. Consolidated Special Services will not be responsible for any damage to personal weapons or accidents.



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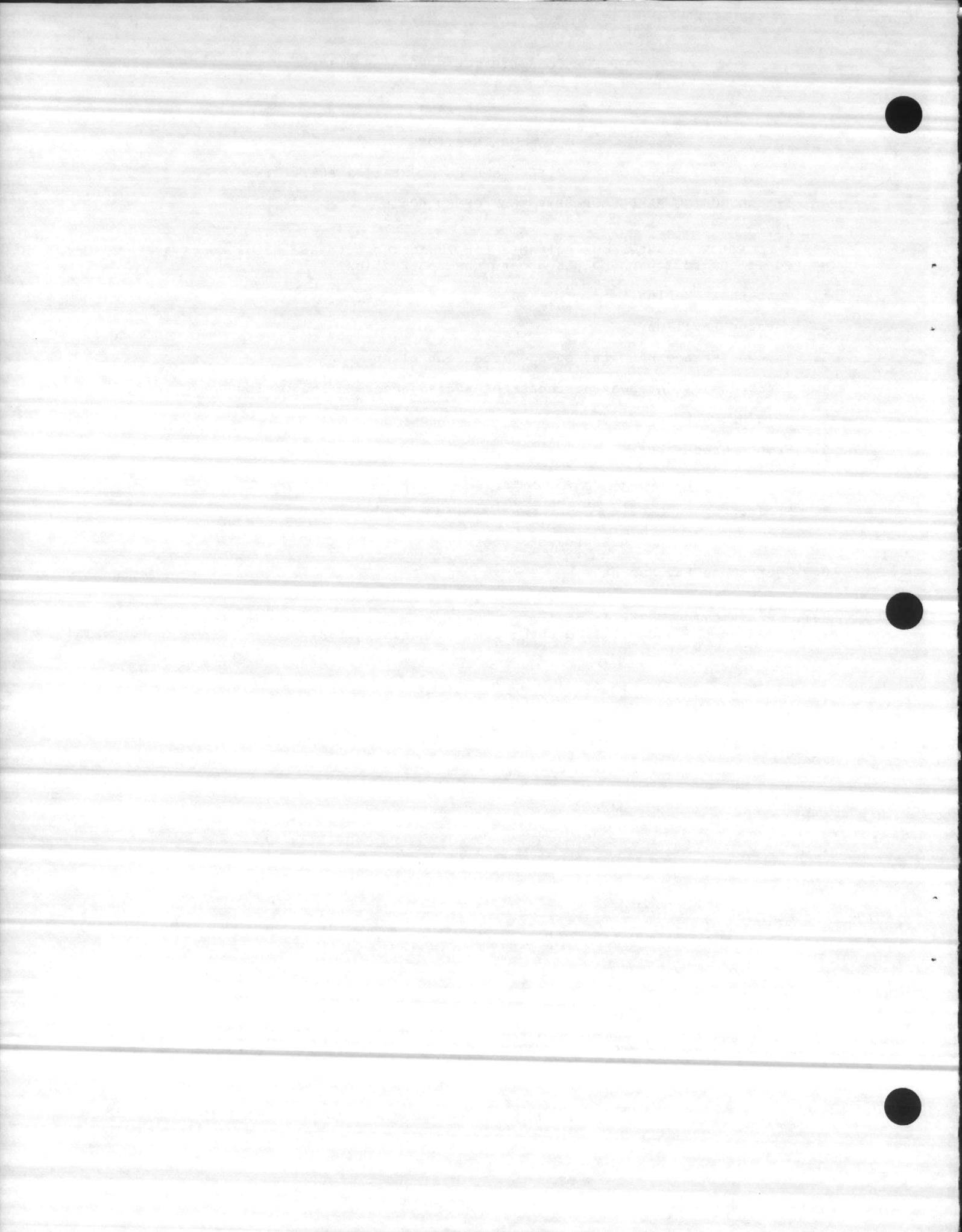
SECTION 8: MISCELLANEOUS RECREATION ACTIVITIES

PART I: LAUNCHING RAMPS FOR PRIVATELY OWNED BOATS

3890. LOCATION. Boat ramps suitable for launching outboard motor boats are located at the following points aboard the reservation:

1. Gottschalk Marina
2. Marston Pavilion
3. Tarawa Terrace near the sewage treatment plant
4. Intracoastal Waterway northeast of and adjacent to the Onslow Beach Bridge
5. Mile Hammock Bay area
6. French Creek area
7. Maple Landing on Southwest Creek
8. Freeman Creek Landing
9. Marshden Landing on Southwest Creek.
10. Courthouse Bay Marina

3891. RESTRICTION. The launching of outboard motor boats at Camp Lejeune is restricted to the above listed authorized launching sites.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

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SECTION 9: RIDING STABLES

3900. MISSION. To provide recreational riding and instruction in both English and Western for military personnel stationed at Camp Lejeune, their dependents, bona fide house guests and Department of Defense employees to include their dependents, but not other guests. The use of the stables by Department of Defense employees and their dependents will not displace or interfere with the privileges afforded military personnel and their dependents.

3901. RESPONSIBILITIES. The Assistant Chief of Staff, Special Services is responsible for the operation and overall supervision of the Base Stables and its facilities.

3902. RIDING PERMITS

1. The Manager of the Base Stables will determine, by examination, the class of each individual rider and issue a riding permit.
2. Responsibility for determining riding capabilities of persons not having a riding permit rests with the Manager, Base Stables.

3903. HOURS OF OPERATION. Hours of operation will be from 0800 to 1800 or sunset, whichever occurs first, Tuesday through Sunday.

3904. MANAGER, BASE STABLES

1. The manager is responsible for the operation of the Base Stables. He will assign duties to stables personnel, assign mounts, ensure that all persons riding have registered, and collect appropriate fees.
2. The manager is responsible for the cleanliness of the stables and the surrounding area.
3. He will ensure that mounts are properly fed, groomed and maintained at all times.
4. He will ensure equipment is safe and in satisfactory condition.
5. He will be the collecting agent for utilization of mounts.
6. He will be responsible for reporting violations of the stables rules to the Assistant Chief of Staff, Special Services.
7. He will be responsible for setting standard equitation requirements for persons desiring riding permits.
8. He will be responsible for the safe operation of trails. In the event of ice, lightning or rain, he will secure riding and notify the Assistant Chief of Staff, Special Services.

3905. SPECIAL INSTRUCTIONS. The Base Stables regulations will be prominently displayed in the Base Stables lounge. The manager will ensure that all personnel are familiar with this Order.

3906. RULES GOVERNING PRIVATELY OWNED MOUNTS

1. Privately owned mounts will not be subsisted or quartered at the Base Stables without approval from the Assistant Chief of Staff, Special Services. When privately owned mounts are kept at the Base Stables, a contractual agreement will be entered into by the owner and the Custodian, Recreation Fund, Marine Corps Base, or his designated agent, and the following rules shall apply:

a. A privately owned mount shall not be brought aboard the premises unless a Certificate of Health from a veterinarian within the previous 48 hours and a negative Coggins Test within six months, are presented to the Stables Manager.

b. Infraction of rules will result in cancellation of contract.

c. Owners of private mounts boarded at the Base Stables may not have the use of stables equipment without permission from the Stables Manager. The riding rings may be utilized provided such use does not conflict with organized activities.

d. The main barn is out-of-bounds to all but authorized personnel. If a private horse owner desires use of the barn for any reason, he or she will obtain permission from the manager or the authorized Duty NCO in case of his absence.

e. Owners will have access to paddock areas for the purpose of obtaining or returning private mounts to stables. Owners will be required to groom, tack and otherwise care for private mounts.

f. Paddock areas will be assigned by the manager.

g. Horses will be fed according to individual needs as determined by the Stables Manager.

h. Owners of private mounts should use their own grooming brushes which may be kept at the stables. Base Stables personnel cannot be held responsible for privately owned equipment.

i. Failure to pay boarding fees for a period of 90 days will result in cancellation of contract and subject the horse to sale to liquidate the indebtedness. All monies received from the sale over and above that owed for board will be forwarded to the owner.

2. Boarding stalls at the stables will be allocated with the following priority:

a. First Priority - Active duty military personnel stationed at Camp Lejeune or the Marine Corps Air Station (H), New River, Jacksonville, N. C.

b. Second Priority - Military personnel or dependents of active duty military personnel residing within fifty miles of Camp Lejeune.

c. Third Priority - Retired military personnel residing within fifty miles of Camp Lejeune.

d. Fourth Priority - Other military personnel not mentioned above who are entitled to Special Services privileges.

e. Fifth Priority - Department of Defense employees.

3. Boarding stalls at the Base Stables shall be available to bona fide horse owners or lessees of a horse, only. A bona fide horse owner is one who legally owns a horse and is eligible under the priority listing in paragraph 3906.2. A bona fide lessee is one who lawfully leases a horse from an owner for his own use and is eligible under the priority listing in paragraph 3906.2.

4. Stall boarding at the Base Stables may be limited to one stall and one horse per family unless there are sufficient vacancies to accommodate them.
5. Boarding stalls shall not be available to any person exhibiting questionable legal horse ownership.
6. Persons applying for a stall are required to have a horse or obtain one within one week after their stall allocation has been approved.
7. Once a person has obtained a stall, he may not be replaced by a person with a higher priority.
8. Boarding facilities for a mare with foal utilizing one stall shall require that the foal's privileges shall terminate whenever the foal is weaned or becomes six months of age, whichever comes first.
9. Private horse owners shall not receive preferential treatment for themselves or their horses.

3907. GENERAL INSTRUCTIONS. Instructions in riding classes will include the following:

1. Care, cleaning and nomenclature of tack
2. Saddling, bridling and haltering
3. Saddles and bridles suitable to different types of horses
4. Lungeing
5. Mounting and dismounting
6. Basic dressage
7. Riding postures
8. Jumping
9. Correct method of hitching
10. Various gaits of the horse
11. Riding terrain
12. Proper treatment of mounts during and after riding
13. Stabling and feeding of mounts
14. Knot tying
15. First aid
16. Bandaging
17. Clipping and braiding.

3908. ATTIRE

1. Appropriate civilian attire may be worn. Undershirts worn as outer garments are not considered proper riding attire and are prohibited.

2. Foot wear must be worn at all times in the stable area.

3909. DISCIPLINARY ACTION. Any maltreatment of horses or unsafe riding practices will result in the offender's automatic and indefinite suspension of riding privileges. Violators will be reported to the Commanding General or respective commanding officers, through official channels, by the Assistant Chief of Staff, Special Services. Such violations include, but are not limited to:

1. Beating of horses.
2. Overheating of horses.
3. Abusing horse's mouth with bit.

3910. DISCIPLINARY ACTION FOR VIOLATION OF OTHER REGULATIONS

1. First Offense - Warning by Manager, Base Stables.
2. Second Offense - 30-day restriction of riding privileges to be imposed by the Assistant Chief of Staff, Special Services.
3. Third Offense - Indefinite suspension of riding privileges after a hearing before a committee composed of the Assistant Chief of Staff, Special Services, Chairman of the Equestrian Committee and a member of the Equestrian Committee appointed by the chairman.

3911. RIDING EXAMINATION

1. Examination for issuance of riding permits will be conducted by the Manager.
2. Appointments for examinations will be made by contacting the Base Stables Office, telephone 451-2238.
3. Upon demonstration of riding ability, the Manager will determine and issue the appropriate riding permit.

3912. STABLES AREA REGULATIONS

1. The facilities of the Base Stables are for the enjoyment of all, and every consideration must be given to the proper care of horses and equipment to ensure that as many horses as possible are available for riding.
2. There will be no loitering in the area. Personnel owning mounts shall be admitted to the stables area outside of regular open hours by arrangement with the Manager or in the event of an emergency.
3. Persons using the stables are required to vacate the stables area not later than one-half hour after posted closing times.

3913. CHILDREN. Children under 10 years of age will not be permitted at the stables unless accompanied by a parent or guardian and must remain under their direct supervision. Children under 10 years of age will not be permitted to remain unaccompanied in the stables area when the parent or guardian is riding. Base Stables personnel are specifically prohibited from performing "babysitter" services.

3914. PRIORITIES FOR RESERVATIONS

1. Regularly scheduled riding classes of instruction have priority over other types of riding at the Base Stables except Sundays and holidays.
2. Consolidated Special Services' horses will not be utilized off-base without special permission from the Assistant Chief of Staff, Special Services.

3915. TRAIL RIDES

1. All riders will be accompanied by a designated trail guide while on the trail.
2. The trail guide is in charge of and responsible for the party while on the trail.
3. Any irregularities will be made a matter of official report to the Assistant Chief of Staff, Special Services.
4. All trail rides are restricted to designated and marked trails.
5. All complaints or suggestions by riders should be submitted in writing to the Recreation Director.

3916. RESALE ACTIVITY. A resale activity is established at the Base Stables as a convenience to the patron. A small selection of merchandise, relative to equestrian needs is available. Hours of operation are 0900-1630, Tuesday through Sunday.



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CHAPTER 3

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SECTION 10: YOUTH/COMMUNITY ACTIVITIES

31000. MISSION. To plan, develop, coordinate and direct a full balanced program of recreation for dependents of military personnel under the supervision of the Recreation Director.

31001. FACILITIES

1. The following areas and facilities are under the cognizance of the Recreation Director:

- a. Marston Pavilion Community Center
- b. Midway Park Community Center
- c. Tarawa Terrace Community Center

2. Examples of activities conducted are religious and related activities, instructional programs, dances, arts and crafts, knitting, sewing, games and women's physical fitness programs. Scouts and wives' clubs meetings may be held. Centers are open from 0800-1630 weekdays. Weekends and evenings are as scheduled by the area supervisor for recreation, morale and welfare activities of the community. Fee for custodial services payable in advance at the community center, when required, is contained in the current Base Bulletin in the 1710 series.

3. Requests for use of the facilities by organizations must be submitted by letter to the Assistant Chief of Staff, Special Services. Requests to serve alcoholic beverages, charge fees or invite non-military guests require the approval of the Commanding General, Marine Corps Base.

31002. DEPENDENT YOUTH PROGRAMS

1. The summer youth program is conducted for children of school age, from first to twelfth grades, during the summer months. The program is conducted one-half day, five days a week and includes water sports (swimming, sailing, basic boating), arts and crafts, supervised sports, baton twirling, etc.

2. Attempts will be made to recruit volunteer instructors for this program. If volunteers are obtained, summer youth classes will be offered free of charge. Should it become necessary to hire paid instructors, a minimum class registration will be established at a cost that would cover the instructor's salary. When the minimum class registration is not met, the class will be deleted from the program.

3. A children's Christmas party is held each year for children up to 9 years of age, approximately one week prior to Christmas.

31003. CONTRACTS. All contracts for working or appearing on the base in conjunction with Youth/Community Activities programs must be submitted, through channels, to the Commanding General for approval.

31004. CHILD CARE CENTER. Midway Park Child Care Center is open from 0630-1800, Monday through Friday. Children are accepted on an hourly, daily or weekly

basis. Hot breakfast and lunch are served each day. The following rules and policies prevail:

1. Patrons must present an up-to-date immunization record for each child prior to admission.
2. Children with colds, temperature, skin rashes of undetermined origin, etc., will not be accepted.
3. Bottles, formulas, baby food and diapers are not furnished for infants.
4. Children who have been out of day care because of a contagious illness will not be readmitted without a doctor's approval.
5. The Child Care Center observes all national holidays.
6. Only disposable diapers will be used unless patron obtains written instructions from a doctor.
7. Toys will not be brought into the Child Care Center.
8. Medication will not be administered by employees.
9. Children six weeks through twelve years of age are authorized admission to the Child Care Center.
10. Caregivers will complete the CPR Course annually and the Red Cross Multi-Media First Aid Course every three years.

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SECTION 11: CAMPING AREAS

31100. FACILITIES. Three camping areas are available. Area #1, on the seaward side of the Inland Waterway just off Beach Road, has water, sewage and electrical connections, rest room and shower facilities. Area #2, just off Mock-Up Road on the inland side of the Inland Waterway and Area #3, adjacent to Campsite #1, have water, electrical connections, rest room and shower facilities. There are 28 campsites at Area #1, 28 campsites at Area #2, and 18 campsites at Area #3. Campsite 3 is set aside for personnel with tents or pop-up type campers.

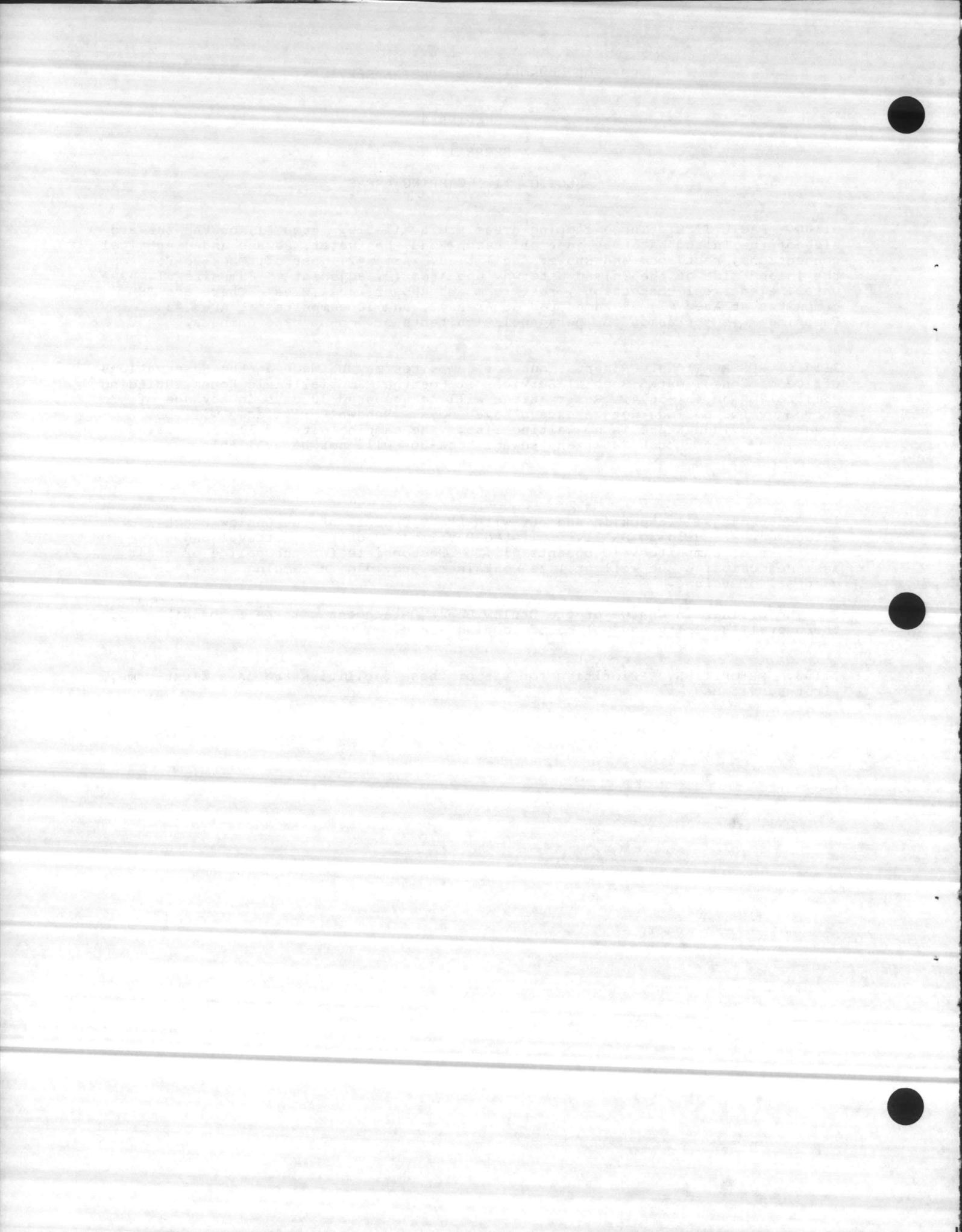
31101. RESERVATIONS. Reservations for campsites may be made at the Reservations Office of Consolidated Special Services at Goettge Memorial Field House, Building 751, telephone 451-5694. Reservations will be accepted 30 days in advance of occupancy for periods not to exceed seven days. Renewal privileges will be granted provided there is no waiting list. The camping sites will be operated year round even though water and sewage hook-ups will not be available.

31102. RESPONSIBILITY

1. Occupants will check in and out with the OIC/NCOIC of the Onslow Beach Detachment at Building BA 114 (Enlisted Pavilion) upon their arrival and departure at campsites. Occupants will be responsible for the police of their assigned campsite and will utilize containers provided in camping areas for disposal of refuse.

2. The Officer in Charge of the Onslow Beach Detachment will be responsible for the overall security and police of camping areas.

31103. PRIORITIES. Priorities for use of these facilities are on a first-come, first-served basis.



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SECTION 12: BONNYMAN BOWLING CENTER

31200. ELIGIBILITY. The Bonnyman Bowling Center, located in Building 89, is open to all military personnel, active duty and retired, their bona fide house guests, dependents and paid uniformed personnel of the American Red Cross assigned to duty with the U. S. Armed Forces. Guests are not eligible to participate in league competition. House guests are defined in paragraph 1103.

31201. FACILITIES. The following facilities are available for use by authorized patrons:

1. Thirty-two Brunswick lanes with AMF pinsetters, score projectors, spare markers and automatic foul detecting devices.
2. Bowling shoes.
3. Bowling ball cleaner.
4. Bowling balls.
5. 310 lockers for storage of bowling equipment.
6. Snack bar and beverage facilities.
7. Bowling Pro Shop.
8. Conference room with seating capacity of 50 people.

31202. HOURS OF OPERATION

1. Bowling Center:

Mon-Sat	0900-2300
Sun & holidays	1300-2100
Christmas & New Year's Eve	- Closed

2. Snack Bar:

a. Mon-Sat	0900-2300
Sun & holidays	1300-2100
Christmas & New Year's Eve	- Closed

b. Beer will not be sold to personnel in uniform prior to 1600 Monday through Friday.

c. Persons consuming beer must be seated.

31203. GENERAL

1. The uniform of the Day or appropriate civilian attire will be worn subject to the following provisions:

a. When worn in accordance with existing regulations, the utility uniform may be worn in the Bonnyman Bowling Center during working hours Monday through

Friday, except holidays. The wearing of field shoes or field boots on the tiled areas of the bowler settee and spectator areas is prohibited.

b. Personnel utilizing the Bowling Center facilities will follow the uniform regulations as prescribed in current edition of BO 1020.8.

c. All participants are required to wear bowling shoes while bowling. The wearing of street shoes, tennis shoes or sneakers on the bowling approaches is prohibited.

d. Socks must be worn with Bowling Center shoes.

2. The Manager of the Bowling Center or, in his absence, the designated duty manager, is in charge of all Bowling Center operations and is authorized to rule on matters that may arise which are not specifically covered herein.

a. Individuals and/or leagues are encouraged to submit recommendations they feel will improve the operation of this facility. Such recommendations may be verbal or in writing if a written answer is required.

b. Recommendations related to the Bowling Center should be directed to the Bowling Center Manager.

c. Recommendations related to the Snack Bar or Beer Bar operation should be directed to the Snack Bar Manager, Marine Corps Exchange.

3. All patrons of the Bonnyman Bowling Center are expected to conduct themselves in a proper and accepted manner at all times. Boisterous conduct and loud or unseemly language will not be tolerated.

4. The Rules and Etiquette of Bowling as set forth by the American Bowling Congress, Women's International Bowling Congress and the Young American Bowling Alliance will govern play. Local rules may be established when necessary to protect the Center, improve conditions, and expedite play.

5. Regulations governing the purchase and consumption of beverages and food:

a. Beverages and foods of all descriptions are prohibited at the bowling score table.

b. Beverage containers must be placed on joint table behind bowler settee and not on floor or seats.

c. Food for bowlers is not permitted beyond the ball storage racks.

d. Beer and ale will be sold or served only to those patrons who are bowling or seated at beer bar or spectators' seating area.

e. There will be no consumption of beer or ale while standing or moving about the Bowling Center.

f. Beer or ale may be purchased by patrons at the sandwich bar.

g. Unconsumed beer and ale will be picked up nightly at 2300.

h. All patrons will place their empty beverage containers and other rubbish in trash receptacles.

6. Parents must control and discipline their children to prevent disturbance to other Bowling Center patrons. Spectator settee and promenade areas will not be used as play areas. Parents are responsible for any damage caused by their children.

7. Children not actively engaged in bowling will not be permitted in the bowler settee area.
8. Consolidated Special Services will not be responsible for the loss or damage of personal equipment.
9. Lockers. All lockers will be assigned on a first-come, first-served basis.
 - a. When all lockers are filled, a waiting list will be maintained at the control desk.
 - b. Locker usage periods will be contracted for a period of six or twelve months.
 - c. Locker fee refunds will not be made.
 - d. Storage of Bowling Center house balls and shoes in locker is prohibited.
 - e. Occupant may renew locker during the month of expiration date. Renewal will be made ONLY to person whose name appears on the locker assignment form.
 - f. If a locker is not renewed prior to expiration date, personal equipment will be removed from the locker and the locker reassigned. Consolidated Special Services will not be responsible for loss or damage to personal equipment stored in lockers.
 - g. Locker keys must be returned at end of contracted period or when locker is vacated.
10. A Privacy Act disclosure will be posted at the control counter.
 - a. Military personnel in civilian clothing and dependents are required to present their ID cards prior to lane assignment.
 - b. Military personnel in uniform are required to give Social Security number on request.
 - c. The person accepting the score sheet is responsible for the return of the score sheet and payment of game charges at completion of bowling.
11. Playing of radios, phonographs, tape recorders, the use of flash cameras, or similar devices that may disturb the bowlers will not be permitted.

31204. OPEN BOWLING

1. There will be a minimum of eight lanes available for open bowling at all times.
2. A limit of three games per person may be imposed whenever others are waiting to bowl.
3. Lane reservations for open bowling are not permitted. All open bowling patrons will be assigned lanes on a first-come, first-served basis.
4. Open bowlers are not permitted to practice bowl.
5. Open bowlers will be expected to bowl at a normal pace. Unusual delays when others are waiting to bowl will not be permitted.

31205. LEAGUE BOWLING

1. League bowling is limited to a maximum of twenty-four lanes each shift, Monday through Friday.
2. Practice bowling is limited to a maximum of ten minutes prior to the start of each league.
3. Starting times for league bowling are as follows:
 - 0900
 - 1300
 - 1530
 - 1800
 - 2030
4. Requests for variations in league starting times must be submitted to the Bowling Center Manager for approval.
5. Requests for pre-bowl or make-up games must be submitted and approved by the Bowling Center Manager at least 24 hours in advance of the time requested. Pre-bowl or make-up games will not be scheduled on Saturday, Sunday or holidays.
6. It is the responsibility of each league to have all members complete league and vacate the lanes prior to the starting time of subsequent leagues.
7. All lanes and approaches will be cleaned prior to each league starting time.
8. All leagues will start practice bowling on schedule.
9. League bowling will not be scheduled on holidays.
10. Winter leagues will be scheduled from September through May. Exact length of schedule will depend on the number of teams in each league. It is recommended that league schedules furnished by the American Bowling Congress be observed.
11. Summer leagues will be scheduled to start immediately following the completion of the winter league schedules. A summer league schedule will not be permitted to extend into September, if in conflict with the start of a winter league.

12. League Classifications

a. Intramural Leagues - Intramural leagues will conform to the rules and regulations governing the intramural sports program.

NOTE: There will be no charge for intramural bowling for Marine Corps Base and tenant command leagues.

b. Recreation Program Leagues - Recreation program leagues are considered to be leagues sponsored, operated or controlled by Consolidated Special Services and will conform to the rules and regulations related to Consolidated recreation programs.

c. Special Leagues - All leagues not related to intramural leagues and recreation program leagues are considered to be special leagues. Special leagues and their funds are those which are organized, established, operated and controlled by individuals acting outside their official capacity as officers, employees or agents of the Government. Special leagues are permitted to collect and distribute cash prize funds.

NOTE: Each special league must submit an application for lane reservations and a bowling schedule to the Bowling Center Manager prior to the start of each new bowling season.

13. Commercial sponsors are not authorized.

14. League sanction, if desired, is the responsibility of each league and its members.

15. Each league must submit league rules and regulations, prize list, and list of league officers to the Bowling Center Manager within 28 days after their first week of bowling.

16. Each league must submit a final average report within one week after completion of schedule. Report will include all bowlers with 21 or more games and names will be listed last name first in alphabetical order and show total games bowled and final average.

17. Each league must submit a financial report within one week after completion of schedule. Standard financial report forms are available in the Bowling Center office.

18. League Applications - Authorized personnel desiring to form bowling leagues and to use the Bonnyman Bowling Center must submit an application for lane reservations to the Bowling Center Manager. Upon approval, the league will receive a letter of authorization to use Bonnyman Bowling Center subject to the conditions outlined in the current Standing Operating Procedures for the Bowling Center.

19. Existing winter leagues may reserve the same number of lanes and the starting time for each subsequent summer season and/or winter season. To receive priority, requests must be submitted to the Bowling Center Manager by the following dates:

Summer League Reservations - 1 April
Winter League Reservations - 1 May.

Lanes not reserved by existing leagues by the above dates will be available to new leagues.

20. Procedures for payment of league fees

a. Each league, through its secretary or other designated representative, shall make payment of its bowling fees each day of league bowling. During the first two weeks forming period, a league will pay for lineage actually bowled. Beginning with a league's third week of bowling, payment will be made for lineage obligated whether used or not used.

b. Absentee bowlers are responsible for payment of bowling fees.

c. Bowling fees for pre-bowl and make-up games must be submitted at the time games are bowled.

d. Charges for intramural league bowling must be approved in advance by the Custodian, Recreation Fund, Marine Corps Base for leagues below major command level.

21. Individuals may register at the control desk for instruction classes.

22. Junior Bowling Leagues. Junior leagues may be organized and operated by interested individuals and will be classified as special leagues with the following exceptions:

a. Junior leagues may distribute trophies and/or similar awards only. Cash prizes for junior leagues will not be permitted.

b. Junior leagues may be scheduled on weekdays until 1530 and on Saturdays from 0900 until 1300.

c. Bowling rate for junior leagues will be \$.10 per game less than the regular rate.

d. League rules and regulations must accompany application for lane reservation.

23. It shall be the responsibility of the president of each league to utilize strict measures to assure that all members of their league are authorized participants in accordance with paragraph 31200. In addition, each league president will ensure that all members of their league adhere to the regulations of this Order.

24. Special Bowling Organizations. Interested individuals are encouraged to form special bowling organizations for the purpose of stimulating interest and conducting tournaments, special events and junior leagues. All special bowling organizations are subject to the following conditions:

a. Request for authorization to operate must be submitted to the Assistant Chief of Staff, Special Services via the Bowling Center Manager and Consolidated Special Services Recreation Director, and shall contain the following information:

(1) Name of proposed organization.

(2) Purpose of organization (brief description).

(3) Copy of proposed constitution and by-laws, and/or rules and regulations.

(4) Name, address and phone number of person in charge of forming organization.

b. Upon approval, the organization will receive a letter of authorization to use the Bonnyman Bowling Center subject to the same conditions as special leagues.

c. Tournaments and special events may be scheduled any time lanes are available subject to prior approval by the Bowling Center Manager.

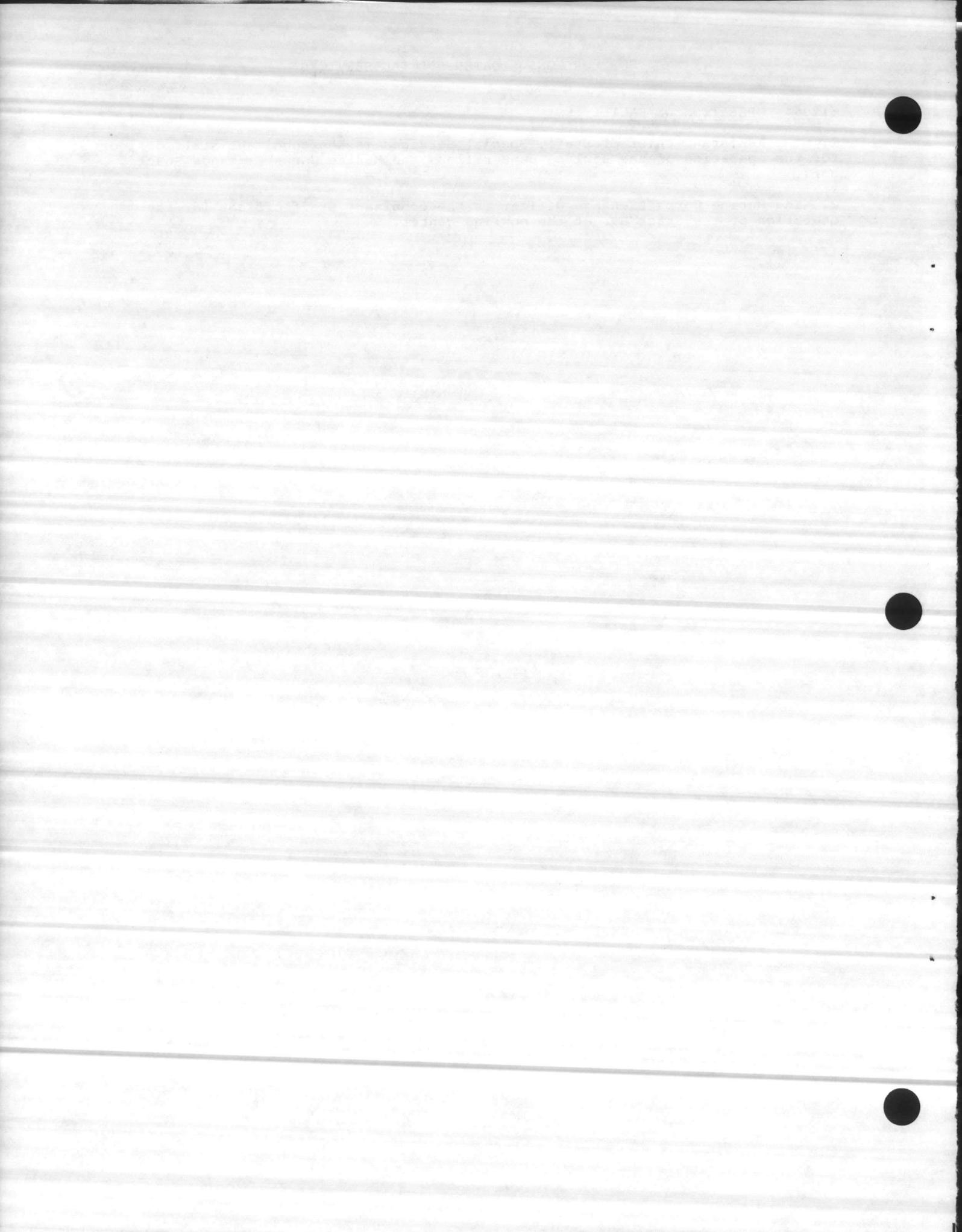
d. Prior to each tournament and/or special event, complete rules and regulations and format, including dates, times and lane requirements must be submitted to the Bowling Center Manager for approval.

e. Financial reports must be submitted within seven days after the conclusion of each tournament or special event. In addition, a complete financial report must be submitted as of 1 September of each year, or at such time as the organization terminates its activities.

25. All posters, signs, entry forms, rules and regulations, special announcements and other similar items must be submitted to the Bowling Center Manager for approval prior to distribution at Bonnyman Bowling Center.

31206. OPERATION OF FACILITIES

1. The Assistant Chief of Staff, Special Services is the cognizant staff officer for the operation of the bowling center (less the Marine Corps Exchange Snack Bar).
2. The Marine Corps Exchange Officer is the cognizant staff officer for the operation of the Snack Bar at the bowling center.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 3

RECREATION

SECTION 13: PARADISE POINT GOLF COURSE

31300. ELIGIBILITY

1. The Camp Lejeune Golf Courses are open to all personnel of the Armed Forces of the United States, active duty and retired, and their dependents.

2. In addition to the persons mentioned above, the following personnel are eligible to play subject to the provisions cited after their category:

a. Bona fide house guests and bona fide guests, as defined in paragraph 1103, will be permitted to play when accompanied by an authorized participant except that on Saturdays, Sundays and holidays they will be permitted to play only during the hours designated for dependents.

b. On Saturdays, Sundays and holidays, dependents will not tee off before 1100. However, the Manager or his designated representative may authorize play by dependents prior to 1100 when, in his opinion, the courses can comfortably accommodate them without restricting play by active duty personnel.

c. Children under 10 years of age are permitted to play provided they are accompanied by their military sponsor and have permission from the Manager or his designated representative. Children 10-16 years of age are permitted to play provided they are accompanied by an authorized participant 17 years of age or older.

d. DOD employees and their dependents are authorized to use the Paradise Point Golf Course. However, purchases from the Golf Course Pro Shop are prohibited.

31301. SPECIAL PROVISIONS

1. Gold Course - Normally, only players with an established handicap of 24 or less are eligible for play on the Gold Course. A certified handicap of 24 or less from other golf courses/clubs will be accepted as establishing eligibility for play. When a waiting period exists on the Scarlet Course, and providing play is light on the Gold Course, golfers with handicaps in excess of 24 may be permitted to play the Gold Course on Saturdays, Sundays and holidays after 1400, subject to approval of the Manager and provided they are accompanied by a player who is qualified to play that course. That sponsor will be responsible for the high handicapper's play and etiquette.

2. Scarlet Course - Golfers without an established handicap or with an established handicap of 24 or more must play the Scarlet Course except when authorized to play the Gold Course by the Manager as set forth above.

3. Pets are not permitted at the Paradise Point Golf Course.

4. A weekly clinic is conducted as scheduled by the Golf Course Manager. This clinic is designed to acquaint prospective golfers as to golf etiquette/fundamentals and with the regulations contained herein.

5. The snack bar and alcoholic beverage bar located in the Clubhouse are operated under the responsibility of the Command Club Management System. Upon request, the System has the capability to cater social functions in the Clubhouse Lounge. For reservations and additional information contact the Command Club Management System.

6. The Paradise Point Clubhouse Lounge is available for private parties on an availability basis. Reservations can be arranged by contacting the Manager/Professional at the Pro Shop. No alcoholic beverages will be introduced into the Clubhouse prior to 1700 Monday through Sunday. Fee for custodial services, payable in advance at the Golf Pro Shop, is contained in the current Base Bulletin in the 1710 series.

7. The Golf Pro Shop is operated as a Consolidated Special Services Resale Activity and has golf equipment and related items for sale.

8. The policy governing refunds on annual green fees is contained in the current Base Bulletin relative to Fees and Charges (1710 series).

9. The following procedures are established for issuance of rain checks:

a. Pull Carts, Clubs and Green Fees. Should an electrical storm or severe rain storm occur, a rain check will be issued if the patron completes less than five holes.

b. Electric Carts. A rain check will be issued on weekdays only if the golfer has completed less than five holes. On weekends a rain check will be issued only if the golfer has completed less than five holes on a 9 hole basis.

c. Cash Refunds. Cash refunds will only be honored if the patron cannot return to play golf in a reasonable period of time, i.e., four to six weeks.

31302. GOLF CARTS (ELECTRIC)

1. Riding carts are available at the Paradise Point Golf Course and are checked out through the Golf Pro Shop. The rules are as follows:

a. No more than two persons on golf cart.

b. No more than two golf bags per cart.

c. Carts will use cart paths on golf course. They will not be driven in wooded areas or uncut grass areas.

d. Carts will remain 30 feet from putting surface, tee area and sand trap areas.

e. The user will be held responsible for any damages to these carts.

f. The user must be 16 years of age or older and demonstrate the ability to operate the cart in the presence of either the Manager or his designated representative.

g. Carts will not be put aside for reservation. They will be issued on a first-come, first served basis.

2. Privately owned golf carts are permitted on the golf course subject to the following:

a. Carts may be operated on the course for the purpose of golfing.

b. Play must commence from the clubhouse tee on both courses.

c. All carts must pass a maintenance inspection prior to being allowed on the course.

d. All private carts are subject to the club rules and regulations in regard to operating on the courses.

e. The cart's owner, his/her spouse, dependent or bona fide house guest (with valid driver's license) must be with the cart while it is being operated on the course.

f. The owner will be expected to possess liability insurance coverage to defray damages to facilities or injuries incurred to other persons.

g. Owners/operators of privately owned golf carts who violate the provisions of this Order may be suspended for a specific period or prohibited from further use of Paradise Point Golf facilities. Final judgment in such matters will be made by the Golf Course Manager. An individual affected by suspension or termination of use may appeal in writing to the Assistant Chief of Staff, Special Services.

h. Fees for operating privately owned golf carts will be in accordance with the current Base Bulletin relative to Fees and Charges (1710 series).

31303. HOURS OF OPERATION

1. The Paradise Point Golf Courses will normally be open from 0800 to sunset on weekdays and 0700 to sunset on weekends and holidays. During the period October through March, play will not commence until the Manager or his designated representative, based on the condition of the course, authorizes play to begin.

2. The courses, or any portion thereof, may be closed to players at any time it is deemed advisable to do so for the protection of the courses or for the scheduling of special golf events such as tournaments, matches or exhibitions.

3. The Special Services club issue room will open at 0800 Monday through Fridays and at 0700 on Saturdays, Sundays and holidays. Clubs, bags and pull-type carts are available for issue at a nominal fee. All equipment must be returned by sunset.

4. The Pro Shop and Golf Course Snack Bar will be open as determined by the respective managers and will be posted accordingly.

31304. INTRAMURAL GOLF. There will be no charge for intramural golf for Marine Corps Base and tenant command leagues.

31305. DRESS AND CONDUCT

1. The standards of dress as defined in the current edition of BO 1020.8 are applicable.

2. Boisterous conduct and loud, vulgar, obscene or profane language is, as always, considered an unnecessary breach of proper social etiquette.

31306. CONTROL OF PLAY

1. The USGA Rules will govern play on the courses except as amended by local rules.

2. All players must have a valid permit, received in exchange for payment of greens fees, in their possession prior to play.

3. All players must register in the Golf Pro Shop prior to teeing off. Such registrations will include their permit number (annual card number or number from cash register tape), name, rank, organization and/or dependent/guest status, as appropriate.

4. The cashiers will visually check annual cards and take up and turn in to the Manager all greens fee tickets issued each day.
5. Groups consisting of more than four players will not play the course at any time.
6. Twosomes and singles are discouraged, but if there is that type of play, participants are allowed on the course no earlier than 1400 on Saturdays, Sundays and holidays. During the weekdays, twosomes are authorized at the discretion of the Manager/Duty Manager.
7. Each player must have a set of clubs for his individual use. Two or more players will not play from the same bag nor use the same clubs.
8. Matches will start on the tenth tee only as directed by the Manager/Duty Manager. Matches coming to the first tee after being so started will be alternately started with matches waiting to begin.
9. Pertinent rules, status of courses and special notices (i. ., next scheduled tournament) are displayed on the signs located adjacent to the first tee.

31307. STARTING TIMES

1. Gold Course. Starting times will be utilized only on Saturdays, Sundays and holidays. Procedures for obtaining starting times will be posted at the cashier's desk at the golf course.
2. Starting time listings will be posted at the cashier's desk as follows:
 - a. For Saturday's play - 1400 Thursday
 - b. For Sunday's play - 1400 Friday
 - c. For holidays - 1400 two days prior to holiday.
3. Scarlet Course
 - a. Starting times will not be utilized on this course, but play will be controlled by the Manager/Duty Manager and procedures to be followed will be prominently displayed in the shed adjacent to the first tee.
 - b. Tuesday mornings from 0800 until 1100 are designated as Ladies' Tournament Day. Ladies playing in the tournament will have priority. Male golfers may play during this period, but only on a non-interference basis. Women's matches arriving at the No. 1 tee after completion off the back nine have priority over male golfers waiting to tee off.

31308. CARE OF THE GOLF COURSE

1. All divots will be replaced.
2. Scars made on the green by a ball pitched thereon shall be repaired prior to leaving the green.
3. Golf bags and clubs shall not be dropped or dragged across the greens. Carts shall not be wheeled across the greens, sand traps, tees or other marked areas.
4. Upon leaving a sand trap, a player will smooth the sand with the rake provided.

5. Players will tee off within the area defined by the tee markers and the space enclosed by two club lengths behind these markers.
6. Missed putts near the hole shall be picked up and not knocked away. The ball will not be removed from the cup by the use of the club or jerking of the flag stick.
7. Putting will be practiced on the putting green only. No practice pitching nor chipping to the putting greens.
8. All practice will be confined to designated practice areas. It is prohibited to use range balls at any place on the golf course except on the designated driving range.
9. Papers and empty cans shall be placed in the trash cans provided.
10. The Golf Manager, the Chairman of the Golf Committee or the Assistant Chief of Staff, Special Services should be informed when practices are observed that are detrimental to the courses.

31309. RESPONSIBILITIES

1. The Assistant Chief of Staff, Special Services is responsible for administrative, operational, fiscal control and maintenance of the golf courses and all related buildings and structures to include:
 - a. Procurement of all materials and supplies.
 - b. Personnel staffing.
 - c. Procurement of necessary equipment and supplies for the club issue room.
2. The Golf Course Manager will operate under the supervision of the Assistant Chief of Staff, Special Services via the Recreation Director. He will be responsible for:
 - a. The maintenance of the golf courses, related buildings and structures.
 - b. Personnel staffing within authorized manning levels.
 - c. Time and attendance records of Golf Course Maintenance Section personnel.
 - d. Approval of requisitions within budgetary limitations.
 - e. Providing input to the budget.
 - f. Making recommendations for major improvement programs.
 - g. Advising the Assistant Chief of Staff, Special Services on all matters relating to the operation of the golf course.
 - h. Maintaining property on charge to Account No. 7 of the Property Control Supervisor, Consolidated Recreation Fund.
 - i. Supervision of cashiers and clubhouse attendants assigned to the Special Services Issue Room.
 - j. Control of play.
 - k. Operation of the driving range, issue room, private club and shoe storage room, and Pro Shop.

l. Attending Golf Committee meetings, in ex officio capacity, to advise and assist the committee in the performance of its duties.

m. Closing the courses when, in his opinion, continued play would cause damage to them.

n. Assisting in the conduct and arrangement of golf tournaments and special events.

o. Assisting in the enforcement of rules and regulations.

p. Performing such other duties/functions as may be prescribed by his job description.

3. GOLF COMMITTEE

a. The Golf Committee is appointed by the Commanding General, Marine Corps Base, to advise the Assistant Chief of Staff, Special Services in administering the golf course.

b. The committee will convene monthly, or more often if necessary, and make recommendations to the Assistant Chief of Staff, Special Services concerning the operation, maintenance and administration of the Paradise Point Golf Course.

c. The committee will submit to the Commanding General, via the Assistant Chief of Staff, Special Services, a recommended schedule of formal golf tournaments and, when approved, will supervise the tournaments.

d. The Golf Committee will be governed by the instructions in enclosure (1) to the current edition of BO 1710.28.

4. GOLF COURSE MAINTENANCE SUPERINTENDENT

a. The Golf Course Maintenance Superintendent, under the supervision of the Golf Course Manager, will supervise the golf course maintenance section in performing routine maintenance of the golf courses, excluding buildings and structures.

b. He will recommend to the Golf Course Manager the closing of the golf course when conditions would cause damage to the course if play continued.

31310. SUSPENSION OF PRIVILEGES

1. Any person guilty of frequent or flagrant violations of the rules and regulations governing the Paradise Point Golf Course, whether rules of play or administrative regulations, may have his or her privileges suspended notwithstanding the prior payment of fees to play on a daily or annual basis.

2. The Assistant Chief of Staff, Special Services and/or the Chairman, Golf Committee are authorized to suspend golfing privileges of any person violating the regulations of the courses upon personal observance or proper certification of an offense. Suspension is authorized for up to a maximum of 30 days as appropriate to the offense.

3. Recommendations for the suspension of privileges for longer than 30 days or for revocation of golfing privileges will be referred to the Assistant Chief of Staff, Special Services.

SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 4

LIBRARIES AND HOSTESS HOUSE

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SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 4

LIBRARIES AND HOSTESS HOUSE

SECTION 1: LIBRARIES

4100. MISSION OF LIBRARIES. The purpose of the library program is to acquire, organize, and make easily available media and services for educational, technical, informational and recreational use for all personnel and their dependents.

4101. FACILITIES AND HOURS OF OPERATION. To provide a good physical coverage of the Base as a whole, the general library facilities are located in three areas.

1. The Base General Library, located on Lucy Brewer Avenue in Building 63, contains an extensive collection of reference books, fiction and non-fiction books, children's books, microforms, and a variety of periodicals, cassette tapes, films, magazines, newspapers and paperback books for swap. The hours of operation for the Base General Library are:

Monday - Friday	1000-2100
Saturday, Sunday & holidays	1400-2100.

2. The largest of the branch libraries is located at Camp Johnson, Building M-321. This library contains reference books, fiction and non-fiction books, children's books, and a variety of periodicals, newspapers and films. The hours of operation for the Camp Johnson Library are:

Monday - Friday	0800-1630; 1800-2100
Saturday, Sunday & holidays	1400-2100.

3. The Correctional Facility Branch Library, located in Building 1041, contains a basic collection of reference books, fiction and non-fiction hardback books, magazines and paperback books. The library is for the use of staff and confinees only.

4102. SERVICES

1. Readers' Service. To provide guidance in the use of the library.

2. Reference Service. To answer questions in person or by phone.

3. Inter-library loan. To furnish books needed for research beyond the resources of the library.

4. Copier Service for Books, Papers and Microforms. Available at \$.10 per page.

5. Reserves. For books in use at time of request.

6. Bookmobile Service. Monday through Friday to housing areas and outlying troop areas.

4103. REGULATIONS. The objective of these regulations is to ensure that the greatest number of people will receive the best service available.

1. Registration. To ensure accurate recording of information, ID card must be presented at the time of registration except for ranks of Staff Sergeant and above when in uniform. Military personnel will be held responsible for books borrowed by their dependents, thus one registration card will be prepared in the

name of the military sponsor for each family. Books may not be checked out unless the due date precedes the expiration date on the ID card.

2. Limitations on Registrations

a. Any Sub-Unit personnel may use the library, but only permanent personnel may check out materials.

b. Members of Navy and Marine Corps reserve units assigned to active duty for training at Camp Lejeune on a short time basis may check out books, but information as to date of return to home, together with home address must be noted on the library registration.

c. Members of units departing on cruises may not check out books for the period of time they will be gone.

d. Children through the age of ten years must be accompanied by a parent or other adult for the initial family registration.

3. Loan Period. Books are loaned from two to three weeks, with privileges of two renewals as requested.

a. Books must be brought to the library for renewal, in order that the proper date due may be stamped on the books and library records.

b. Overdue books or books on reserve may not be renewed.

4. Number of Books. Up to three books on a subject may be borrowed at one time. There is no limit on the total number of fiction or children's books borrowed, but only three per author may be borrowed at one check-out.

5. Returning books. Books should be returned to the library from which they are borrowed on or before the due date stamped in the book. Depositing books in outlying area bookmobile bookdrops may result in receipt of overdue notices, since the due dates for Main Library books may not coincide with dates on which the bookdrops are checked.

a. No overdue fee is charged; however, there will be a regular follow-up on overdue loans with referral of significant cases of abuse of library privileges to the command for disciplinary action. Borrowing privileges are not permitted those persons who have overdue books, and are permanently revoked from those who flagrantly abuse such privileges.

b. Reinstatement of a borrower's privileges is made only if a superior assumes responsibility for the books the reinstated individual borrows.

6. Books lost, damaged or destroyed through negligence of the individual will be replaced by a duplicate or paid for at the current list price or price on record.

7. Reference books, microforms, periodicals and films do not circulate.

4104. ELIGIBILITY

1. Military personnel and dependents residing in the Camp Lejeune vicinity.

2. Retired military personnel.

3. Reservists on active duty.

4. Civilian employees at Camp Lejeune.

5. Students (other than military and dependents) enrolled in the university resident centers.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 4

LIBRARIES AND HOSTESS HOUSE

SECTION 2: HOSTESS HOUSE

4200. HOURS OF OPERATION. The Hostess House is open twenty-four hours per day, seven days a week. For security, the front doors are locked at approximately 2400. Patrons desiring to conduct official Hostess House business may do so by phoning the front desk or knocking on the front door for assistance.

4201. OCCUPANCY

1. The Hostess House is designed to provide short term housing accommodations for members of the armed forces and/or their dependents who are temporarily without permanent housing due to permanent change of station (PCS) orders and military personnel, their families and relatives and guests during visits. Retired military personnel and their dependents may occupy the Hostess House on a space available basis. Military personnel on temporary duty (TAD) may occupy the Hostess House on a space available basis only if transient bachelor facilities are fully occupied.

2. The normal maximum period of occupancy is 30 days for personnel affected by PCS orders. In cases of personal hardship, the Commanding General (Assistant Chief of Staff, Special Services) may grant an extension beyond 30 days on a case by case basis. An endorsement as to the availability of rooms must first be obtained from the Manager.

3. Occupancy does not preclude BAQ payment to a member otherwise eligible provided the occupancy occurs while such member is in a duty status or leave status incident to a change of permanent station and does not exceed 30 days or occurs while such member is in a leave status not incident to a change of permanent station and does not exceed 7 consecutive days.

4202. PRIORITY OF ASSIGNMENT

1. Room accommodations at the Hostess House will be assigned in accordance with the following priorities:

a. Spouses and dependents of Marine Corps and Navy personnel who are arriving at Camp Lejeune in order to meet their sponsor upon return from deployment. Deployments shall be interpreted to mean those extended absences from Camp Lejeune by elements of Fleet Marine Force, Atlantic to the Mediterranean, Caribbean, Guantanamo Bay and Westpac areas. Routine exercises of relatively short duration (less than 3 months) shall not be considered as deployments for the purpose of this Order.

b. Marine Corps and Navy active duty personnel accompanied by their dependents on permanent change of station (PCS) orders to Camp Lejeune, or departing from a tour of duty at Camp Lejeune under PCS orders.

c. Members of the immediate family of seriously or critically ill patients at the Naval Hospital. (Immediate family shall be interpreted to mean the husband, wife, children, father, mother or other relative who has stood in an "in loco parentis" relationship with the patient.)

d. Spouses and dependents of active duty Marine Corps and Navy personnel as defined above who are in the area for the specific purpose of locating a permanent residence in connection with a PCS move to Camp Lejeune.

e. Marine Corps personnel accompanied by their dependents who are not stationed at Camp Lejeune, but are in the area while under PCS orders, or spouses of these personnel who are in the area for the specific purpose of locating a permanent residence in connection with a PCS move.

f. Guests of active duty Marine Corps and Navy personnel stationed at Camp Lejeune.

g. Other active duty military personnel and/or their dependents.

h. Retired military personnel and/or their dependents.

2. The normal maximum period of occupancy described in paragraph 4201.2 applies only to those personnel with an "A" or "B" priority. The normal occupancy period for all other priorities is 5 days; however, an additional 5 day extension may be authorized on a space available basis.

4203. RESERVATIONS AND ROOM RATES

1. Reservations may be made 30 days in advance of occupancy by personnel with priorities "A", "B" or "C". Confirmation of reservations will be made in the order in which requests are received. Assignment of accommodations for all other priorities will be on an "as received" basis up to 21 days in advance, and confirmation of such reservations will advise that accommodations are not guaranteed and may be preempted by personnel qualifying for priority "A", "B" or "C". All reservations must be prepaid. Military personnel reporting to Camp Lejeune with dependents having immediate monetary problems may, on a case by case basis upon submission of a copy of permanent change of station orders, be permitted to check into the Hostess House without prepayment. The amount of credit will vary according to the day of the week he/she checks in and other circumstances such as a long holiday weekend. All monies owed must be paid in full prior to checking out.

2. In addition to the priorities contained in paragraph 4202, one room will be kept vacant each day until 1600 for use on an emergency basis for members of the immediate family of Camp Lejeune personnel who may be hospitalized as critical patients. The period of occupancy for this room will not exceed 10 days. This room will be retained after 1600 upon request of a Red Cross or Naval Hospital official. If such request has not been received by 1600, the room will be released for rental. This room may be retained as desired by higher authority because of other emergencies that may arise which require the use of the room.

3. Rates are listed in the current Base Bulletin regarding Fees and Charges published in the 1710 series. Check-out time is 1200. An additional day's rent will be charged for all late check-outs; however, this is no guarantee that the room will be available for the evening. Check-in time is 1400 or anytime thereafter.

4. Prepaid reservations must be cancelled by 1200 on the specified date of arrival to obtain a refund.

5. Date of arrival changes must be made by 1200 on the original specified date of arrival.

4204. IDENTIFICATION. Proper identification to include proof of marital status, must be presented prior to registering into the Hostess House.

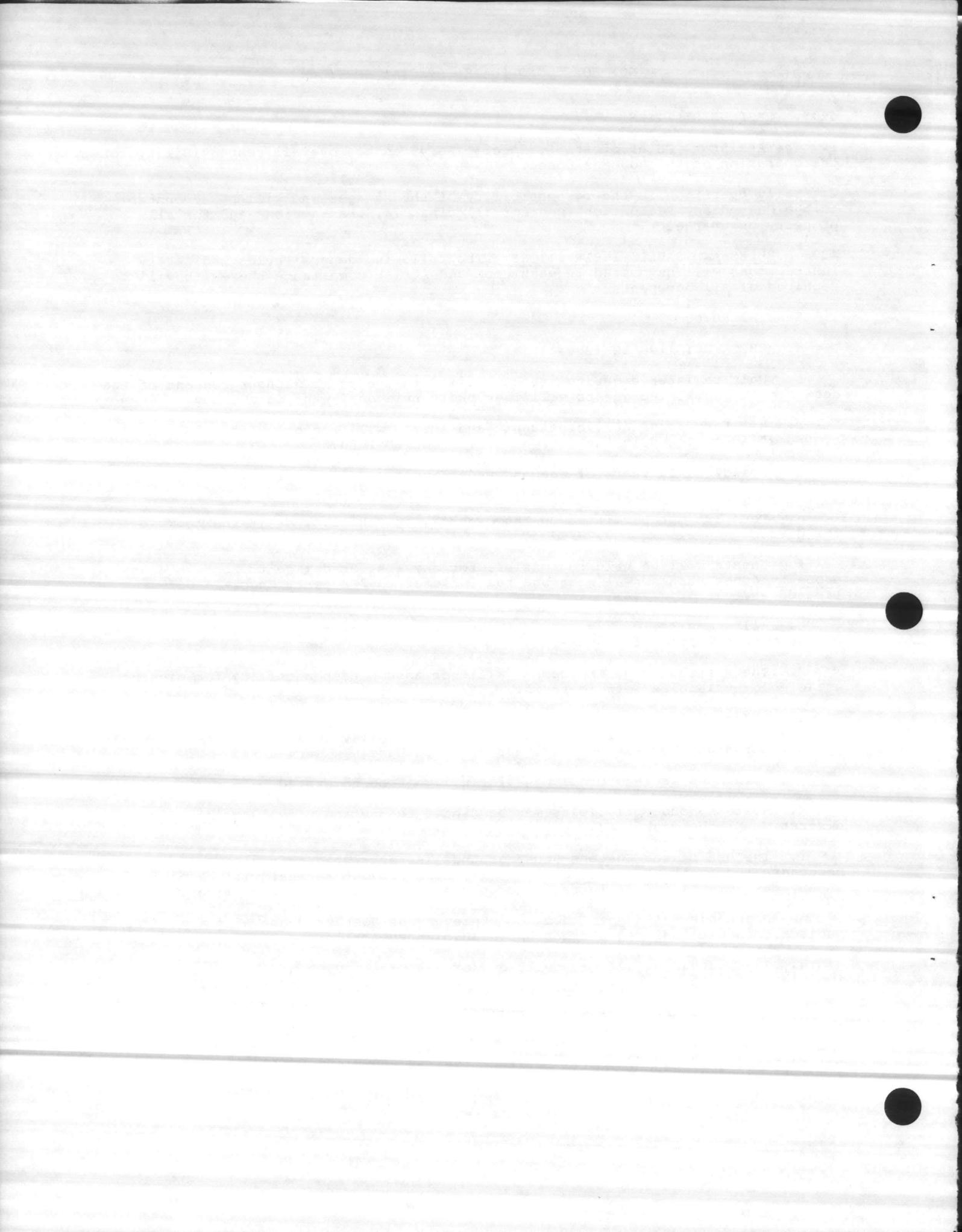
4205. RESPONSIBILITIES

1. The Assistant Chief of Staff, Special Services has overall responsibility for the operation of the Hostess House.
2. Daily operation is the responsibility of the Manager who will be accountable to the Custodian, Recreation Fund for all financial transactions and for all property on charge.

4206. RULES AND SAFETY INSTRUCTIONS. The following general rules and safety instructions will be posted in each room and strict compliance therewith will be required of all occupants:

1. General Rules

- a. CHECK-OUT TIME IS 1200.
 - b. Only registered guests are authorized in the rooms without consent of the desk clerk. Unmarried guests will meet their friends in the main lobby.
 - c. Military personnel, dependents and guests will conform to the "Standards of Dress" as outlined in the current edition of BO 1020.8.
 - d. Children, 10 years of age and under, must remain under the direct supervision of a parent or guardian.
 - e. Pets are not permitted on the grounds, in vehicles, or in the rooms of the Hostess House.
 - f. Guests will be held responsible for any loss or damage to Hostess House property other than normal wear and tear. Refer to "Property Check-In/Out Procedures."
 - g. All utensils, dishes, etc., stoves and refrigerator units will be cleaned by the occupant prior to check-out.
 - h. The Hostess House management will not assume responsibility for missing articles or valuables left in rooms.
 - i. Checks will not be cashed except for the amount and in payment of rental charges and/or local and long distance telephone calls, unless otherwise approved by the Custodian, Recreation Fund, Marine Corps Base.
 - j. Rowdiness or indecorous behavior will not be tolerated.
 - k. Hostess House privileges may be denied to any individual for cause at the discretion of the desk clerk.
 - l. The use of the Hostess House grounds is restricted to registered occupants and their bona fide guests. The Base Provost Marshal will be notified in any case of suspicious loitering or unseemly behavior on the premises.
 - m. Occupants failing to check-out through the Hostess House office will be subject to additional fee charges and disciplinary action.
 - n. Any unusual noises, activity and/or disturbances should be reported immediately to the desk clerk.
 - o. Daily maid service is not provided except for the exchange of linens and towels on a one for one basis, i.e., clean for dirty.
2. Safety and Health Rules. Safety and health rules are posted in each room and will be adhered to by the occupants.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 5

ADMINISTRATION, ACCOUNTING AND SUPPLY

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SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 5

ADMINISTRATION, ACCOUNTING AND SUPPLY

SECTION 1: ACCOUNTING AND CUSTODIAN

5100. TYPES OF SUPPORT FURNISHED BY CONSOLIDATED SPECIAL SERVICES

1. Consolidated Special Services supports Marine Corps Base, 2d Marine Division, 2d FSSG, 6th MAB, Naval Hospital, and Naval Dental Clinic organizations as follows:

a. By budgeting fund credits for recreation purposes from nonappropriated funds granted to Special Services for commands located at Camp Lejeune.

b. Issuance of Special Services centrally managed, centrally procured, recreation equipment.

c. Operation of Special Services activities from centrally managed funds for the benefit of all commands and organizations.

2. Marine Corps Base, 2d Marine Division, 2d FSSG, and 6th MAB organizations, the Naval Hospital, Naval Dental Clinic and organized Marine Corps reserve units performing ATD at Camp Lejeune receive sub-allocations of nonappropriated funds. All commands and organizations may draw and use equipment procured from centrally managed recreational stocks, and all may participate in Special Services financed activities.

5101. ACCOUNTABILITY. The handbooks: Nonappropriated Fund Accounting Procedures for Welfare Activities, NAVSO P-3520; and the Marine Corps Special Services Manual, MCO P1710.17; require all assets of the Recreation Fund be accounted for, including both funds and property. The Custodian of the Recreation Fund is the accountable officer for this purpose. Officers and individuals to whom property is entrusted are responsible officers/individuals.

5102. CONCEPTS OF OPERATIONS. The Custodian will receive funds and property in accordance with the current editions of MCO P1710.17, NAVCOMPTMAN, Volume II and III and BO 7000.1. He will receive the approved annual combined Special Services budgets; establish required accounts; make disbursements and establish organization and Special Services activity credits in accordance with the budget. He will receive fund allocations for appropriated funds and establish necessary records.

5103. RECEIPT AND DISTRIBUTION OF FUNDS

1. Consolidated Special Services is funded by Appropriated Funds and Nonappropriated Funds. The Assistant Chief of Staff, Special Services will be Fund Administrator for Appropriated Funds and Nonappropriated Funds. The Custodian, Consolidated Special Services, will be responsible to establish the necessary control ledgers in accordance with the current editions of B 7000.1 (Appropriated Funds) and MCO P1710.17 (Nonappropriated Funds).

2. Appropriated Funds are received from two sources: Expense Operating Budget received by the Commanding General, Marine Corps Base, Camp Lejeune, and reimbursable Work Orders (NAVCOMPT 2275) from the tenant commands.

a. Funds received from Commanding General, Marine Corps Base, Camp Lejeune, will be broken down to support two separate functions: the support of all-camp

activities (primarily library and garrison equipment), and the support of Marine Corps Base organizations (primarily athletic programs and recreation rooms).

b. Funds received from tenant commands will be segregated to support the donor commands.

3. Appropriated Funds for athletic support will not be allocated below the Custodian level. Marine Corps Base, 2d Marine Division, 2d FSSG and 6th MAB will receive requisition authority for these funds at the Command Special Services Officer level.

4. Nonappropriated Funds distributed by the Marine Corps Exchange will be used to support the All-Camp Athletic/Recreation programs established by the Camp Lejeune Recreation Council.

5. Nonappropriated Funds allocated to the command level will be based on troop strength as reported monthly by the Assistant Chief of Staff, Manpower, on the last day of each month. The troop strength report, Naval Hospital Patient Report, Correctional Facility Report and the Fleet Assistance Program Order will all be used to establish command strength. Sub-allocation to subordinate organizations (battalions, schools, etc.) will be based on strength figures supplied by the tenant commands.

5104. RESTRICTIONS ON THE USE OF FUNDS

1. Requests from organizations which involve the expenditure of nonappropriated funds will normally be for the purchase of equipment for use of the organization, repair parts, repair services, or to defray the cost of authorized parties. Requests for the expenditure of funds for other authorized purposes may be approved by the Custodian on an individual basis.

2. The following restriction is placed on the purchase and issue of golf balls: Golf balls will not be purchased by units except for use in intramural golf tournaments. Personnel participating in tournaments will be limited to three balls for each tournament.

3. The following restrictions are placed on the purchase and issue of recreation room furniture.

a. The Recreation Fund does not budget for, procure, stock or issue items of furniture for use in recreation rooms. Tables, chairs, sofas, lamps, rugs, bookcases, etc., are considered as personnel support equipment and are available through Base Property Control for recreation room use.

b. Items such as TV's, pool tables, table tennis tables, shuffleboards and similar game-type furniture will be procured, stocked and issued by the Recreation Fund.

5105. PROCUREMENT OF MATERIAL OR SERVICES

1. The Custodian will provide centralized procurement service for material and services to commands located at Camp Lejeune. Organizations requiring material or services will submit requests to the Custodian in duplicate. If the material or services are properly chargeable to funds or sub-allotments granted to the organization, reductions will be made in the organization's or unit's memorandum control records to reflect this request. The Custodian will initiate action to procure the requested material or services.

2. Organizations desiring to utilize Special Services activities on a charge basis must submit purchase orders/requests, in duplicate, at least three days prior to date of use. The Custodian will deliver one copy of the request to the

activity concerned which will utilize it as authority to grant credit and to support charges on Daily Activity Records. The Custodian will debit sub-accounts or bill organizations for those charges, as appropriate.

5106. PROPERTY CONTROL AND ACCOUNTABILITY

1. Formal accountability is required for all Recreation Fund Property with a unit acquisition value of \$50 or more. Property and stock records will be maintained. Each item will be given an inventory number which shall be permanently affixed with a metal tag, or by some other method, to identify it as Fund-owned property.
2. Formal accountability is also required for organizational trophies, firearm displays, replicas, original paintings, and those items listed in sub-paragraph 6, regardless of acquisition cost.
3. Property and equipment with a value of \$50 or more will be issued on a custody receipt, NAVCOMPT Form 745. The issue will be entered into the Custodian's records and the command's Responsible Officer will be given a duplicate copy of the Custody Receipt for entering in the command's consolidated property records in accordance with the current editions of NAVSO P3520 and MCO P1710.17.
4. Property and equipment with a value of less than \$50, except those designated as controlled items as set forth in sub-paragraph 6, will not be entered into the consolidated property records. This does not relieve the Responsible Officer/Account Holder of maintaining accountability for this classification of property. Account Holders/Responsible Officers will maintain a file which will contain the adjusted Consolidated Memorandum Receipt of all property on charge to their account. Property with a value of less than \$50 issued to Account Holders will be on a NAVCOMPT 745. The original will be placed in the Account Holder's 745 file, maintained by the Consolidated Special Services Property Control Section. The duplicate will be issued to the Account Holder to be placed in the file containing the adjusted Consolidated Memorandum Receipt. Responsible Officers/Account Holders will report at the end of each month's business by means of a CofD, Form 741 (signed by the Commanding Officer) those items which have been issued for general use, lost, stolen, damaged or worn out, which are worth less than \$50 and which the Unit Commander has authorized to be dropped from the account.
5. Periodic inspections will be made by personnel from the Property Control Section, Consolidated Special Services, who will select certain items for verification and will proceed to conduct a physical inventory. Results of such inventories will be reported to the appropriate commander or the supervisor of the Account Holder/Responsible Officer.
6. Property having a unit value of less than \$50 which is required to be recorded on the consolidated property record is listed below. Each item listed on the consolidated property record will be supported by a property and stock record (NAVCOMPT Form 745).

ITEMS TO BE ACCOUNTED FOR ON CONSOLIDATED PROPERTY RECORD

Bag, golf	Oar, boat	Shoes, basketball
Ball, bowling	Paddle, canoe	Shoes, bowling
Ball, basketball	Pants, baseball	Shoes, football
Ball, football	Pants, basketball	Shoes, tennis
Ball, soccer	Pants, softball	Skis, water
Ball, volleyball	Pad, shoulder	Speakers, PA
Machine, billing	Pistol, starter	Urn, coffee
Cart, hand	Refrigerator	Watch, stop

Club, golf	Tanks, diving	Drill Press,
Creepers	Timing lights	floor model
Baby crib	Vacuum cleaners	Battery Charger
Cushion, boat	Wrench, torque	6 & 12 volt
Electric tools	Pants, football	Bicycle
Gauge, equipment	Pants, sweat	Binoculars
Glove, baseball, softball	Pants, warmup	Grill, picnic
Heater, electric	Parka, football	Marker, chain
Helmet, football	Radio	down, football
Hitch, trailer	Reel, fishing	Meter, volt/OHM
Jack, auto or truck	Rod, fishing	Microphone
Jacket, lifeguard	Shirt, basketball	Mold, ceramic
Jacket, lifesaving	Shirt, baseball	Projector, slide
Jacket, warmup	Shirt, football	Stand, safety
Jersey, football	Shirt, softball	Testing equipment
Jersey, basketball	Shirt, sweat	Trunks, basketball
Ladder	Shoes, all purpose	Wheelbarrow
Locker	Shoes, baseball	Stoves, Camping
Lanterns	Coolers	Tents

7. The following types of property are intended for general use and are not returned to the issuing Custodian. Units or using activities will receipt for these items on purchase orders, but will not pick them up on property accounts. These items will be issued on a NAVCOMPT Form 744, which will be stamped "ISSUED FOR GENERAL USE, NOT TO BE RETURNED."

Ball, baseball	Paddle, table tennis	Rope, ski
Ball, golf	Shell, shotgun	Rod, cleaning
Ball, handball	Shirt "T"	Games (\$5/less)
Ball, softball	Shuttlecock	Frame, picture
Ball, table tennis	Sinkers, fishing	Hangers, coat
Ball, tennis	Toys (\$5/less)	Handle, file
Cards, playing	Shoes, basketball	Belt, sanding
Chalk, billiard	(org. teams only,	Mask, filter
Cover, ironing board	individual issue	Glove, inspection
Dart, assorted	not authorized)	Tray, ash
Decorations, Christmas	Strap, chin	Brush, paint
Guard, finger	Supporter, athletic	Record, phonograph
Guard, arm, archery	Supporter, boxing	Trophies, assorted
Line, fishing	Target, face,	
Net, table tennis	archery	
Numeral set, basketball	Whistles, assorted	

8. Activity heads and unit responsible officers are responsible to ensure that this property is used for the purpose for which intended and not indiscriminately given away.

9. Sweat suits and tennis shoes are issued as accountable property and must be reclaimed, washed and reissued; or reclaimed and disposed of as salvage if no longer serviceable.

5107. APPOINTMENT OR CHANGE IN RESPONSIBLE OFFICER/ACCOUNT HOLDER

1. The Commanding officers and activity heads authorized to receive Special Services, Plant Account and government property from Consolidated Special Services are responsible for notifying the Assistant Chief of Staff, Special Services in writing, with a copy to the Custodian, Recreation Fund, of any changes in responsible officers/account holders. The responsible officer/account holder may designate one or more authorized representatives to receipt for property in his name. Responsible officers/account holders are required to report to the Operations Section, Special Services within two workdays following appointment.

2. Definitions

a. Responsible Officer. Any individual, either military or civilian, acting in a commanding or supervisory capacity, may be assigned as a responsible officer. Such individuals are responsible for all property issued to them, whether for their own use or for the use of those under their control.

b. Responsible individual. Any individual, either military or civilian, required to obtain and/or maintain public property for personal use in the performance of assigned duties when working singly without immediate supervision is considered a responsible individual.

c. Direct custodian. Any military or civilian individual required to have personal possession of public property in order to carry out his normal duties, is considered a direct custodian when he is working under the immediate supervision of a responsible officer.

5108. DIRECT RESPONSIBILITY

1. As distinguished from command responsibility, direct responsibility is attached to personnel to whom public property is entrusted for care and safekeeping. This responsibility occurs whether such property is in their possession, in use, or in storage. This may involve:

a. Personal responsibility, as in the case of property issued to an individual for his own use and habitually under his own care.

b. Supervisory responsibility, as in the case of an individual entrusted with the care and preservation of property in storage, or in the case of property in the possession of individuals under his supervision or command.

2. Every individual to whom public property is entrusted will be responsible for the care and safekeeping of such property. He will use every reasonable precaution to prevent loss of or damage to the property. When it is impractical for an individual having direct responsibility to personally supervise issues or other transactions, he will choose with care the personnel to whom this duty is delegated.

3. The keys to storerooms, chests, etc., housing public property will not be entrusted to subordinates without exercise of supervisory and/or advisory measures by the person having direct responsibility. Direct responsibility of individuals having supervisory responsibility is not terminated by reason of delegation of duties or internal assignment of responsibilities to subordinate personnel.

5109. EXERCISE OF DIRECT RESPONSIBILITY

1. The officer designated to administer property accountability will issue public property to assigned responsible officers or responsible individuals, obtain necessary receipts and maintain required records of property issued. Property required by direct custodians will be furnished in return for a receipt to the appropriate responsible officer. Enlisted or civilian personnel working under group conditions, as in warehouses or shops, are not considered direct custodians. Responsible officers will not avoid responsibility by issuing shop tools and equipment, on receipt, to such individuals. Receipts for such items may be obtained for control purposes; responsibility remains with the responsible officer.

2. The fact that an individual was not given a memorandum receipt for any public property in his possession does not relieve him of responsibility therefor, nor

from making proper settlement upon separation from the activity, or at other times as may be directed by competent authority.

3. Depending upon the degree of responsibility with which charged, an individual having direct responsibility will:

a. Have in his possession, in serviceable condition, such articles of authorized material as are required for the proper performance of the mission assigned. These he will properly maintain, safeguard and employ.

b. Determine by frequent inspections that all articles of equipment on hand are complete and serviceable.

c. Ensure that all officers, enlisted personnel and civilian personnel under his control are properly instructed in the care, use and maintenance of public property. He will rigidly enforce such instructions.

d. If desired or required, designate one or more authorized representatives to receipt for property in his name.

e. Take physical inventory at required intervals and adjust discrepancies.

f. Make an immediate report to the Commanding Officer when there is loss, damage or destruction of property which is not required for the performance of the mission assigned.

g. Report to the Custodian any property on hand which is not included on his receipt, thereby permitting recovery or inclusion in the property records.

h. Request disposal instructions for all property in excess of authorized allowances and for all property which is not required for the performance of the mission assigned.

i. When his organization has been designated for movement, supervise the packing for shipment to ensure that property belonging to other organizations will not be shipped from this Base without prior authority of the Assistant Chief of Staff, Special Services.

j. Upon transfer of property to a successor, take a joint inventory of the property with his successor and effect a reconciliation and settlement of property records. An up-to-date CMR must be signed and returned by the successor to the Property Section of the Custodian's Office within 15 days.

5110. TRANSFER OF PROPERTY BETWEEN ACCOUNT HOLDERS. Account holders will not transfer property between their accounts. When necessary to transfer property from one account holder to another, such property will be turned in to the Custodian for reissue.

5111. NUMBERING OF PROPERTY. Nonappropriated Fund Accounting Procedures for Welfare Activities Handbook NAVSO P-3520 requires that Recreation Fund property costing \$50 or more and procured with either appropriated or nonappropriated funds will have a number affixed. The Custodian assigns numbers to this type property and numbers are affixed to property before it is issued. However, when it is noted that items of property have not had numbers assigned or the numbers have been removed, the holder of the property will report this fact to the Custodian in order that numbers may be assigned and affixed thereto. It is the responsibility of sub-account holders to ensure that property remains properly numbered.

5112. CREDITS FOR PROPERTY ISSUED TO RESPONSIBLE OFFICERS/INDIVIDUALS

1. Responsible officers/individuals will receive credit for equipment charged to them when:

- a. Properly relieved by another responsible officer/individual.
- b. Equipment is returned to the Custodian.
- c. Upon disposal by a Certificate of Disposition.

2. Normally, chargeable property will be turned in and dropped from the records by Certificate of Disposition when the item is worn out, becomes uneconomical to repair, becomes obsolete and no further need for the item exists, or when items are lost and there is no carelessness or negligence on the part of an individual.

3. Certificates of Disposition will be prepared monthly by the Custodian and organization commanders. They will be prepared on NAVCOMPT Form 741 in accordance with the current editions of NAVSO P-3520 and MCO P1710.17. Approved completed Certificate of Disposition will be delivered to the Custodian who will make proper credits to property accounts. Property disposed of by Certificate of Disposition will be turned over to Redistribution and Disposal, Building 906, except lost property, which will be substantiated by a signed receipt (NAVCOMPT Form 744, Rev 10-63), which will contain a statement of the responsible individual on the back of the receipt.

5113. PROPERTY LOST OR DAMAGED THROUGH CARELESSNESS OR NEGLIGENCE

1. In accordance with the provisions of paragraph 4015 of the current edition of MCO P4400.19, all commanding officers exercising special court martial jurisdiction will initiate investigative action into circumstances surrounding missing, lost, stolen or damaged Marine Corps recreation property.

2. Paragraph 4011 of the current edition of MCO P4400.19 requires that all missing, destroyed or damaged government property belonging to or in the custody of the Marine Corps be made the subject of an investigation as prescribed in Chapter II of the JAG Manual, if the cause of the condition is unknown or if an investigation is required to relieve an individual of responsibility or to determine responsibility. Accountability for Marine Corps Recreation Fund property items issued through Consolidated Special Services remains with Base. Recreation property accounts are found within both organic and tenant commands and the responsible officers/account holders are members of those commands. As final responsibility for the control and safekeeping of government property lies with the commanding officer, and in order to reduce outside interference with the exercise of command authority, the current edition of BO 5830.7 establishes that responsibility for convening or waiving any required investigation lies with the responsible officer's commanding officer, regardless of major command. It also modifies the routing of completed reports of investigation to require that commanding officers forward them to the Commanding General, Marine Corps Base (Attn: Assistant Chief of Staff, Special Services) so that they may be endorsed with accounting entry instructions.

3. Exceptions

a. Investigative action is not required when it is the opinion of the commander that no negligence is indicated in the loss, damage or destruction of government property; or that, for reasons known to the commanding officer, no negligence or responsibility can be determined and that an investigation under those conditions would constitute an unnecessary administrative burden. Also, investigative action is not usually required when an individual accepts responsibility for loss, damage or destruction of government property and

voluntarily offers to reimburse the government for such loss, damage or destruction.

b. Consolidated Recreation Fund property to be dropped and not made subject to investigative action may be placed on a Certificate of Disposition. The document should contain a valid reason such as: excess, WOIS, unserviceable, etc. An indication that no carelessness or negligence is suspected on the part of any individual charged with the responsibility of the item must be included. If the commanding officer is waiving investigation under the provisions of this order (BO 5830.7), a statement to that effect will appear on the certificate. The Custodian will accept only properly executed Certificates of Disposition and use them in preparing the Master Certificate of Disposition for the Commanding General's signature.

4. Action

a. All unit/organizational responsible officers/account holders will immediately report all cases of missing, lost, stolen or damaged recreation property to the unit/organizational commander, who will:

(1) Direct the responsible officer/account holder to prepare a Certificate of Disposition if the circumstances of the incident fall within the purview of paragraph 5113.3, or

(2) Cause the individual responsible for the loss or damage to be explained the contents of paragraph 4012 of the current edition of MCO P4400.19 as to voluntary reimbursement. If voluntary reimbursement is offered by the individual and accepted by the commander, execute a NAVMC 6 and refer the individual to a judge advocate, if requested by the individual and not waived in writing. If the reimbursement is for an item originally procured with appropriated funds, process the NAVMC 6 through the command disbursing officer. Once the disbursing officer has indicated that payment has been made, use a copy of the NAVMC 6 to support a "paid for" entry on a Certificate of Disposition. If the item was originally procured with nonappropriated funds, a payroll checkage is inappropriate and each payment must be made to the Recreation Fund. Refer the individual to the Custodian for payment arrangement; or

(3) Convene an informal investigation to determine the circumstances of the loss or damage by appointing any officer, staff noncommissioned officer or civilian employee to conduct the inquiry and submit the required report, within ten working days, unless an extension is granted in writing.

b. Investigating officers will conduct the required investigation in accordance with procedures set forth in Chapter VI of the JAG Manual, and Chapter 4, Part B of the current edition of MCO P4400.19. Investigating officers are encouraged to seek additional advice and assistance from their respective Staff Judge Advocate's office during the conduct of the investigation.

c. The Assistant Chief of Staff, Special Services, will receive and review all reports of investigation concerning missing or damaged recreation property submitted by unit/organization/commanders. Command endorsement in such reports will be forwarded to the Custodian for disposition purposes or returned to the convening authority for corrective action. Complicated reports of investigation may be referred to the office of the Staff Judge Advocate for advice as to sufficiency in law and fact, and recommendation for appropriate disposition.

d. The Custodian will collect funds for all recreation property bought with nonappropriated funds when an individual elects to replace an item in cash and furnishes a properly executed NAVMC 6. The Custodian will also issue a replacement item to the responsible officer or issue a credit for the property. Upon receipt of a completed investigation endorsed by the Assistant Chief of Staff, Special Services, the Custodian will credit the account of the responsible

officer/individual and take other appropriate action indicated by the approved report.

e. The Staff Judge Advocate will review all completed reports of investigation concerning missing or damaged recreation property referred by the Assistant Chief of Staff, Special Services, for sufficiency in law and fact. The Staff Judge Advocate will also provide advice and assistance, as requested, to all investigating officers during the conduct of missing or damaged recreation property inquiries.

f. The Commanding Officer, Headquarters Battalion, Marine Corps Base, shall initiate such investigations as may be requested by the Assistant Chief of Staff, Special Services, for property on the accounts of responsible officers/account holders assigned to or employed by Consolidated Special Services.

g. The Chief of Staff will act to grant or deny requests submitted by the Assistant Chief of Staff, Special Services for waivers of investigation relating to property items on accounts held by responsible officers/account holders assigned to or employed by Consolidated Special Services.

5. All reports of investigation submitted by investigating officers must contain a specific opinion as to fault or negligence, and a specific recommendation to hold, or not hold, an individual responsible therefor.

6. All commanders must carefully review each investigation for accuracy of content and full compliance with applicable rules and regulations. Thereafter, the report should be returned to the investigating officer for corrective action, or endorsed to the Commanding General, Marine Corps Base, (Attn: Assistant Chief of Staff, Special Services). Commanders must be specific as to approval or disapproval of facts, opinions and recommendations made by the investigating officer. Also, endorsements by commanders must reflect the specifics of any administrative or disciplinary action taken in the case against any individual as to fault or negligence.

5114. REIMBURSEMENT BY INDIVIDUALS FOR LOST, DESTROYED OR DAMAGED RECREATION FUND PROPERTY

1. If the responsible individual desires to make voluntary reimbursement, he may do so in cash or by replacement of the item in kind. He should be referred to the Custodian, Recreation Fund, Marine Corps Base, in either case. In-kind replacements must be of equivalent quality to the original item. The responsible individual should seek guidance from the Custodian prior to making any purchase.

2. When an individual elects to replace an item in kind, he will procure a replacement item of equivalent quality and value at his own expense and turn it in to the Custodian who will adjust property records as necessary.

3. When an individual elects to replace an item in cash, the responsible officer/individual will refer the responsible individual to the Custodian who will collect the value of the item and issue a replacement to the responsible officer/individual without charge, or issue a credit for the item.

4. Replacement in kind or in cash does not preclude an investigation if the circumstances warrant such an investigation.

5115. REIMBURSEMENT BY ORGANIZATIONS FOR LOST, DESTROYED OR DAMAGED RECREATION FUND PROPERTY

1. The current edition of MCO P1710.17 requires that property which has been loaned or otherwise issued for morale, welfare or recreational purposes should be returned in the same condition as when issued, normal wear and tear excepted.

2. Normally, lost, destroyed or damaged property will be replaced "in cash" or "in kind" by the responsible individual. In those cases where property is lost, destroyed or damaged beyond normal wear and tear and the responsible individual cannot be determined, organization/unit recreation funds may, if recommended by the investigating officer, be required to pay the cost of repairs or replacement, normal wear and tear excepted. In such cases the organization/unit recreation fund will be billed/charged for their proper share of this cost. The organizational/unit fund share of the cost will be the full cost of repair/replacement less the total of yearly depreciation percentage factors, e.g.: a television set three years old is damaged and the cost of repairs is \$50; the Recreation Fund will absorb 30% of the cost and the organization/unit fund will be billed/charged 70% of the cost. The above computation is based on the depreciation schedule set forth below and as required by NAVSO P-3520:

Fixed Asset Value: \$100 or more
 Years Depreciated: 10
 Assets: Furniture, Fixtures and Equipment
 Annual Rate of Depreciation: 10%.

5116. REPAIRING OF TV SETS, RADIOS, POOL TABLES AND FURNITURE

1. Units desiring repairs to TVs, radios or furniture will prepare a written request for such repairs on a Repair of Recreation Fund Property Form (figure 5-1). Work to be performed on unit owned-property will be on a reimbursable basis and will be accompanied by a purchase request.
2. The furniture repair shop will make repairs to all furniture and pool tables on the account of the Custodian, Recreation Fund. The furniture repair shop will install TV antennas and pool tables issued by the Custodian. The cost of moving pool tables once they are installed, will be borne by the requesting unit. The furniture repair shop will install or make repairs to unit-owned furniture or pool tables on a reimbursable basis, as permitted by the work load.
3. Pool tables will not be moved from one location to another by units, but only by the furniture repair shop personnel.
4. The furniture repair shop will receipt for the furniture that can be repaired. Furniture not considered repairable will be returned to the account holder for disposition.
5. The furniture repair shop will stamp, by use of a consecutive numbering machine, each request. Requests will be processed in accordance with their pre-assigned numbers. Account holders having furniture in the repair shop in excess of 30 days are requested to notify the Custodian in order that remedial action may be taken. Completed requests will be filed in numerical sequence for a period of one year. Inquiries pertaining to requests will reference the pre-stamped number assigned the request.

5117. SECURITY OF TELEVISION SETS AND OTHER PROPERTY

1. Commanders/account holders must take positive measures to provide security for Recreation Fund property. Measures will include keeping storage and/or recreation areas where items are located locked at times when not in use. Orders to appropriate duty NCO's and security watches must contain specific instructions to preclude theft and malicious damage to Recreation Fund property. A program of visual inspections must be instituted to reduce the time between when theft/damage occurs and when it is discovered and reported.

2. TV sets will be secured as shown in figure 5-2 or by an equally secure means. TV sets will have been drilled for chains upon issue; chains and locks will be furnished by the user.

3. Report all thefts promptly to the CID Section of the Base Provost Marshal's Office and to the Consolidated Special Services Property Office. Command investigations of lost/damaged Recreation Fund property will be initiated as required by the current edition of BO 5830.7.



SOP FOR CONSOLIDATED SPECIAL SERVICES

SPECIAL SERVICES REPAIR REQUEST

Repair Control No. _____

Date Received _____

Received By _____

(Date of Request)

From: Special Services Officer _____ Account No. _____
(Organization)

To:

Subj: Request for Repair of Recreation Fund Property

Ref: (a) BO P1710.17C

1. In accordance with instructions contained in reference (a) it is requested that the following items of Recreation Fund property be repaired.

FURNITURE	ELECTRONIC EQUIPMENT	POOL TABLES
Couch	TV, color	Install Bldg. No. _____
2 Pass Settee	TV, black & white	Bldg. No. _____
Chair, occasional	Radio	Relocate fr: _____
Chair, wood/bamboo	Phonograph	to: _____
Table, table tennis	Other	Charge to: _____
Shuffleboard		Account No. _____
Other		Person familiar with request _____
		Phone No. _____
		When completed send duplicate copy to Asst. Custodian

Identify items by serial number - if work desired is other than normal repair, e. g., recovering mending broken legs, arms, replace tube, etc. please indicate:

Charge to Account No. _____
(Signature)

Date Completed _____
(Picked up by: name, rank, Ser#) _____ Date

(Submit original and one)

Figure 5-1.--Repair of Recreation Fund Property Form

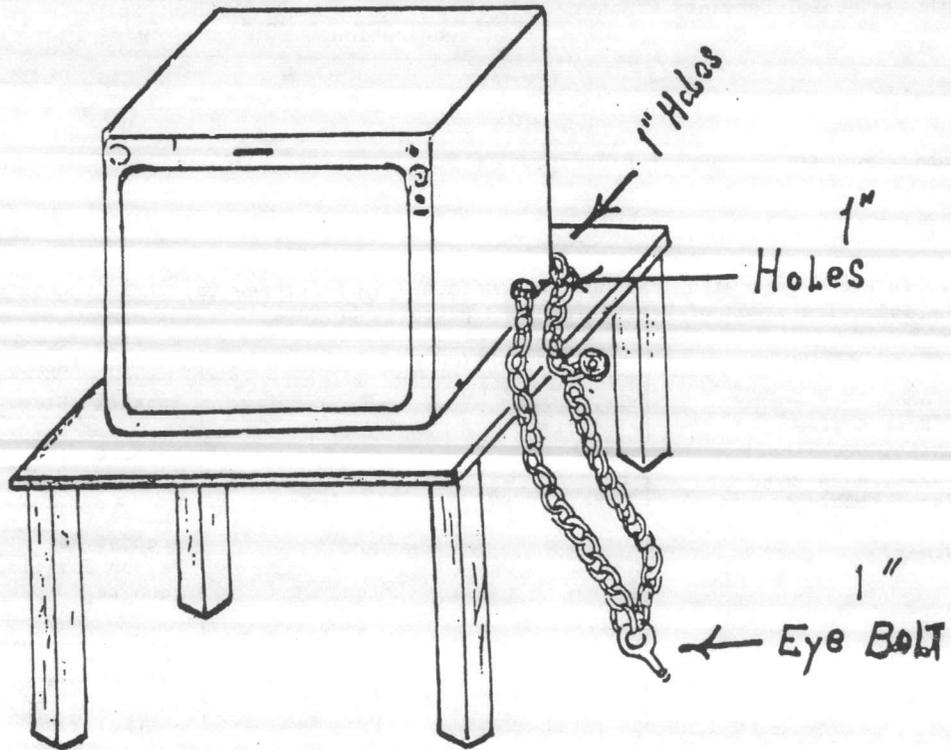


Figure 5-2.--Suggested Method of Securing Television Sets

SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 5

ADMINISTRATION, ACCOUNTING AND SUPPLY

SECTION 2: BUDGETING AND CASH ADVANCE

5200. BUDGETING

1. The Assistant Chief of Staff, Special Services will prepare and submit annual appropriated and nonappropriated fund budgets to the Camp Lejeune Recreation Council. Formats and enclosures for budgets and due dates will be as specified in current CMC directives on budgeting as modified by the Commanding General. Budgets will actively involve activity managers both in formulation and execution. Where there are department heads supervising a number of operating activities, they shall oversee the budget functions of their subordinate managers and also formulate and execute budgets for unmanned activities.

2. Once approved, the budget shall guide financial operations for the period covered. The Assistant Chief of Staff, Special Services is granted authority to transfer funds between accounts in amounts up to 10% of the approved budgeted amounts. Transfers exceeding that amount shall be referred to the Commanding General. A transfer from the contingency account shall be limited only by its relationship to the approved budgeted amount of the account being increased.

5201. PROCUREMENT

1. Procurement shall be performed in accordance with reference (a) and other current directives.

2. Expenditure of nonappropriated funds for a single item shall be limited to \$5,000 unless the item is specifically identified in the budget or separate approval of the Commanding General has been given.

5202. CASH ADVANCES. Occasionally, organizations may be granted cash advances for parties or other purposes when requested. Requests for such advances must reach the Custodian five working days prior to the desired date of receipt. In such instances the organization will procure its own supplies for the event rather than the Custodian, Recreation Fund. The individual drawing the advance will return any unused funds to the Custodian within 72 hours after the event for which the cash advance was drawn along with receipts for all funds expended. The value of funds expended will be charged against the organization's account.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 5

ADMINISTRATION, ACCOUNTING AND SUPPLY

SECTION 3: USE OF SPECIAL EVENTS SIGN

5300. MISSION. The Special Events sign, located in front of Building 1, is operated primarily for publicizing Special Services activities and events.

5301. PRIORITY OF USE. Use of the Special Events sign will be monitored by the Consolidated Special Services Operations Chief with the following priorities:

1. Special Services events such as circus, boxing matches, etc.
2. Announcements of interest to Special Services patrons such as sign-up for riding lessons, bowling league registrations, etc.
3. Information concerning special interest groups on a "space available" basis, only.
4. All of the above may be superseded upon direction of higher authority for "Welcome Aboard" notices and related announcements.

5302. REQUESTS FOR USE. Requests for use of the Special Events sign will be submitted to the Assistant Chief of Staff, Special Services, setting forth the requested announcement and times and dates for its posting.



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 5

ADMINISTRATION, ACCOUNTING AND SUPPLY

SECTION 4: RECREATION FUND PROPERTY MERCHANDISE AND CASH INVENTORY

5400. REQUIREMENT FOR INVENTORY

1. Reference (a) and NAVSO P-3520 set forth occasions upon which all cash and property of the Recreation Fund will be inventoried, and assign the responsibility for conducting inventories to the Camp Lejeune Recreation Council or committee thereof.

2. In order for the Recreation Fund accounts to be closed and audited, it is necessary to determine the exact quantity and value of all cash and property items on hand on a specified date. Results of inventories, when approved by the Commanding General, are the basis for adjusting custodian property records and cash accounts to agree with quantities/values verified by actual physical count. At the same time, results of official inventories are used as a basis for evaluation of relative efficiency of management personnel and those internal control systems employed in day-to-day operation of the Fund.

5401. PRELIMINARY PREPARATIONS

1. The Custodian of the Recreation Fund is responsible for pre-inventory preparation. The Recreation Council Inventory Committee is responsible for official physical count and reporting results to the Commanding General, via the Recreation Council.

2. The Custodian, Recreation Fund, will be responsible for ensuring that:

a. Necessary instructions have been issued to all Unit Responsible Officers and Officers-in-Charge, Noncommissioned Officers-in-Charge or Supervisors of Special Services facilities, regarding proper preparation for the required inventories.

b. All Consolidated Special Services personnel are properly indoctrinated with regard to their specific responsibilities in connection with required inventories.

c. A cut-off date is established, and enforced, for suspension of receiving new property items, the movement of property items from or to the warehouse, and the movement of property items from, to or between custodian units and/or Special Services facilities. Unserviceable or general issue (not-to-be returned) property items will not be accepted for a three week period prior to the date fixed for required inventories.

d. The Consolidated Special Services warehouse is properly prepared and that items of property are physically arranged to facilitate/expedite the conduct of required inventories.

e. Separate Consolidated Special Services facilities are properly prepared and that items of property are physically arranged to facilitate/expedite the conduct of required inventories.

f. All unit Consolidated Memorandum Receipts (CMR's) and the consolidated CMR are posted to date. The total value on unit CMR's agrees with the consolidated CMR.

g. All Consolidated Special Services accounts and Consolidated Special Services facilities are notified that custody receipts for property items issued

on temporary loan will not be accepted by the inventory committee. Unit Special Services Officers must require all persons in temporary possession of Recreation Fund property, to return same in order that all property may be visually sighted by the inventory team.

h. A package of original CMR's, overage (shortage) sheets and Hobby Shop Inventory Sheets listing resale items, including cost price and resale price, will be furnished to the proper inventory teams at the pre-inventory conference. A duplicate CMR, and Hobby Shop Inventory Sheets, will be delivered to each account holder seven working days prior to official inventory date.

i. Unit CMR's for conducting the inventory are procured from the Regional Automated Services Center. This CMR (figure 5-3) will include:

- (1) Unit/Organization
- (2) Class of Property
 - (a) A Fixed Assets, \$100 and over
 - (b) B NAF Vehicles
 - (c) C Buildings
 - (d) D Building Improvements
 - (e) E Minor Property, \$50 to \$99.99
 - (f) F Minor Property, less than \$50
 - (g) G Plant Account Property
 - (h) H Minor Property, Appropriated Fund
 - (i) I Government Property, from Base Property Control (listed for information only)
- (3) Complete nomenclature
- (4) Unit of issue
- (5) Standard price and extended value
- (6) Special Services numbers
- (7) Manufacturer's serial number

j. Preliminary inventories are conducted by management personnel at each Consolidated Special Services facility at least five working days prior to official inventory date. The preliminary inventories will be promptly reconciled with the CMR. A listing of overages and shortages (figure 5-4) will be delivered to the Custodian, Recreation Fund prior to the fourth day before the official inventory date. The preliminary inventory documents are to be retained and will be made available to the inventory team upon completion of the official inventory. After the inventory team has completed physical count, each unit responsible officer and/or facility supervisor will present the preliminary inventory sheets to the Officer-in-Charge of the inventory team and any difference found through comparison of quantities will be resolved/reconciled prior to departure from the inventory site. Figure 5-5 will be signed by each account holder and given to the Senior Member of the applicable inventory team prior to his departure from that inventory site. After inventory teams depart from inventory sites they will not return to make further adjustment/correction to the recorded count.

k. Special Services personnel do not participate in conduct of the inventory, but make themselves available to assigned inventory teams for the purpose of identifying and/or locating all items of property listed on the unit CMR's.

1. The Property Supervisor, Consolidated Special Services, will coordinate with the Senior Member of the Inventory Committee and offer any assistance necessary to complete the required inventories. He will ensure that:

(1) Suitable space is provided in which the inventory committee may perform required computations, verifications and other administrative details.

(2) Suitable and adequate office machines are available for use of the inventory committee.

(3) All Special Services personnel responsible for the maintenance of records and accounts are made available to the inventory committee for assistance as required.

(4) Consolidated Special Services activities and Consolidated Special Services facilities remain closed until such time as the Senior Member, Inventory Committee, authorizes resumption of normal operation.

5402. INVENTORY COMMITTEE, CAMP LEJEUNE RECREATION COUNCIL

1. Source of Members

a. Camp Lejeune Recreation Council. The Senior Member of the Camp Lejeune Recreation Council will nominate one field grade officer to function as the Senior Member, Inventory Committee. The position of Senior Member of the Inventory Committee is rotated annually among the three commands.

b. Unit Augmentation of Personnel. Upon request from the Commanding General, Marine Corps Base, the Commanding General, 2d Marine Division, the Commanding General, 2d Force Service Support Group, the Commanding General, 6th Marine Amphibious Brigade, the Commanding Officer, Naval Hospital, the Commanding Officer, Naval Dental Clinic, and Base Organizational Commanders will nominate personnel to serve as members of the inventory committee. Personnel nominated will temporarily augment the Camp Lejeune Recreation Council for the purpose of conducting required inventories. Nominations will not include personnel who are regularly assigned to full-time or collateral duties with Unit Special Services activities or other Special Services facilities. Nominations will be addressed to the Commanding General, Marine Corps Base (Attn: Assistant Chief of Staff, Special Services).

2. Assignment of Members. Upon receipt of nominations from all commands, the Assistant Chief of Staff, Special Services will prepare an appointing order (Base Bulletin) for the signature of the Commanding General. This bulletin must be published and distributed twenty-five days prior to scheduled inventory date. The time and date for the pre-inventory conference and for commencing inventory will be included in this bulletin.

3. Control of Inventory Committee. The Senior Member, Inventory Committee, will be directly responsible to the Senior Member, Camp Lejeune Recreation Council, for completion of required inventories in accordance with instructions set forth in reference (a), NAVSO P-3520 and this publication. All assigned members of the inventory committee will be directly responsible to the Senior Member for performance of their duties. Conduct of required inventories will be considered the primary duty of all assigned members of the inventory committee. No member will be released for return to regular duty until so ordered by the Senior Member, Inventory Committee.

4. Responsibilities of the Inventory Committee

a. Pre-Inventory Conference. A pre-inventory conference will be conducted at the time and place designated by the Commanding General, in the appointing order. During this conference all members of the inventory committee will be familiarized with proper procedures for conducting inventories.

(1) Inventory Teams. Composition of each inventory team and specific inventory sites will be announced by the Senior Member, Inventory Committee.

(2) Original Inventory Documents. The Custodian, Consolidated Recreation Fund, will deliver a complete package of all required original inventory documents to the Senior Member of the Inventory Committee.

(3) Instruction/Guidance. As applicable, the Senior Member, Inventory Committee, the Custodian, Recreation Fund, and the Area Auditor will provide general and specific instructions to the assembled inventory committee concerning proper conduct of required inventories.

b. General Instructions

(1) All unit and facility inventories will commence simultaneously on the date designated by the Commanding General, and will continue on each consecutive working day until completed.

(2) The Senior Member, Inventory Committee will instruct all inventory teams that at no time will official (original) inventory documents leave the custody of members of the inventory committee.

(3) All entries and signatures on original inventory documents will be accomplished by ball-point pen with black or blue-black ink. If an error or omission is found, correction will be accomplished by drawing a single (horizontal) line through the error and inserting the correction immediately above. All corrections will be initialed by the team member making the entry. No erasures or "write-overs" will be accepted.

(4) One member of each team will conduct physical counts, a second member of the team will record quantities on inventory sheets. Each member will sign in the applicable space provided on the unit CMR.

(5) The use of communicators' zeros (Ø) is prohibited. Since corrections are accomplished by the use of a single line, such a zero could be confused with a correction, i.e., ten times shown as 1Ø could only be accepted as a count of one (1).

(6) The Officer-in-Charge of each inventory team will be instructed to visit his assigned inventory site one working day prior to designated inventory date. The purpose of this visit will be to:

(a) Identify all Special Services personnel assigned to the unit or facility he is responsible to inventory, and ensure that all responsible personnel will be present for the scheduled inventory.

(b) Verify that the unit or facility has properly ceased all operations, and that the required preliminary inventory has been completed. The Senior Member of the Inventory Committee will be notified immediately in the event a preliminary inventory was not conducted.

(c) Ensure that preparation is complete. If not, the Officer-in-Charge of the inventory team will immediately contact the Senior Member, Inventory Committee and report discrepancies. The Senior Member will contact the cognizant Unit Commander or the Assistant Chief of Staff, Special

Services and initiate action necessary to ensure that the unit or facility will be adequately prepared prior to scheduled arrival of the official inventory team.

c. Physical Count by Inventory Team. On the date designated by the Commanding General, individual inventory teams will proceed to their assigned inventory sites and conduct physical counts of all property items listed on the unit CMR's. Each piece of property listed with an "N" or "A" number will be circled if on hand. The total of the circled numbers will be entered under the "on hand" column of the CMR. Those not circled are counted as shortages and will be entered under the caption "Qty Short." Serialized items actually on hand but not listed on the CMR will be entered under the caption "Qty Over" along with the "A" or "N" number and the manufacturer's serial number of the item. All other computations and entries will be accomplished after reporting to the Senior Member, Inventory Committee, located at the Property Section, Consolidated Special Services.

d. Unserviceable/Excess Property Items. It is the specific responsibility of inventory teams to identify and include those items of property considered to be unserviceable or excess to the needs of the unit in the quantity recorded in the "Quantity on Hand" column of the applicable inventory sheets. An excess item can be identified by its location (remote-inaccessible for use) or unreasonable quantity on hand. Both categories will be recorded on the reverse (back) of the original unit CMR. A concise statement should be made on each item to include justification for listing it as unserviceable or excess to needs/requirements.

e. Comparison of Quantities to Preliminary Inventory. Upon completion of the physical count the Officer-in-Charge of the inventory team will be provided a copy of the required preliminary inventory by the account holder. Total counts recorded by the inventory team will be compared with total counts shown on the preliminary inventory, and all differences will be resolved/reconciled jointly with the account holder by physical recount.

(1) Physical recount accomplished on every property item for quantity difference, will be considered final. The joint recount quantity will be recorded on the official inventory sheets.

(2) The quantity of items appearing on administrative or internal control documents (copies) such as individual statements on lost, stolen, or destroyed items of property, warehouse turn-in (transfers, repair shop turn-ins, and/or transfers to other activities/facilities), will not be included in the official inventory team "Total Count." Such administrative documents (original or copies) should have been delivered to the Custodian, Consolidated Recreation Fund, in accordance with instructions set forth in reference (a), NAVSO P3520 and this publication. Members of the inventory committee have no administrative or command function in such matters, their responsibilities are limited to merely a physical verification of the quantity of property items listed on the CMR.

f. Departure from Inventory Sites. Upon completion of assigned duties at each inventory site, each Inventory Team will telephone the Senior Member, Inventory Committee (ext. 3863) for permission to proceed to the next site or return to the Property Office, Consolidated Special Services, as appropriate. Prior to departure from inventory sites, the Responsible Officer or NCOIC/Supervisor of the facility, will be advised that the Senior Member, Inventory Committee or his Administrative Assistant will contact him and indicate when the unit or facility may be opened for operations.

g. Preparations of Reports by the Inventory Team. Upon return from the inventory site each inventory team will prepare a schedule of overages and shortages by category of property and attach it to the CMR for the account inventoried. Figure 5-4 will be utilized for this purpose. Upon completion of this schedule the CMR with attached schedule of overages and shortages will be delivered to the Senior Member of the Inventory Committee. Under the direction of the Senior Member, the members of the administrative team will prepare:

(1) Value Over or Value Short. The CMR contains separate sheets for each category of property. Quantities listed on the CMR under the captions "Qty Over" and "Qty Short" are multiplied by the "Standard Price" and the results thereof recorded as applicable for each item of property.

(2) Schedule of Overages and Shortages. After the overages and shortages have been computed and entered on the CMR's for all classes of property and for all accounts the administrative team will prepare a schedule of overages and shortages. This schedule will be prepared by listing the accounts in numerical sequence and will list each category of property containing an overage or shortage. The format contained in figure 5-6 will be utilized for this purpose.

(3) Recapitulation of Overages and Shortages by Category of Property and Account Holder. In order to verify the accuracy of inventory results it is necessary to determine total values for each category of property and verify them against the CMR caption "Extended Value." This is accomplished by extracting from the CMR by account number and category of property the "Extended Value" (which is synonymous to book value), the "Inventory Value" and the value "Over" and the value "Short" and entering these amounts on a "Recapitulation of Overages and Shortages by Category of Property and Account Holder" (figure 5-7). The monetary totals of columns "Value per CMR" plus "Value Over" minus "Value Short" must equal value per inventory. All property category accounts must be verified in this manner to ensure their accuracy.

(4) Inventory of Resale Merchandise. Inventory sheets furnished on the inventory of resale merchandise, figure 5-8, show description, unit cost price and unit sell price for each item; and provide columns for the inventory team to enter quantity counted, total cost and total sell price. After the physical count has been completed, total counts recorded by the inventory team will be compared with total counts shown on the preliminary inventory taken by management. All differences will be reconciled jointly with Hobby Shop Supervisors by physical recount. After verification of the physical count, the total cost and total sell price will be extended. The sell value total will be compared with the balance in the Sell Price Control Account which will be furnished by the Custodian, Consolidated Recreation Fund. A Departmental Recapitulation Sheet (figure 5-9) will be completed for each resale activity and will show the page number, total cost value and total sell value.

(5) Verification of Cash on Hand. A Certificate of Cash Count (figure 5-10) will be used to record and report verification by physical count of all cash on hand. At 0900 on the date designated for inventory by the Commanding General, the Senior Member, Inventory Committee will count all cash on hand. The Custodian, Consolidated Recreation Fund, will present the cash to the Senior Member and will remain present until the cash count is complete. In no case will the Senior Member permit the Custodian to leave the immediate area while cash is being counted. Upon completion of physical count, prior to securing the cash, the Senior Member will examine the safe to ensure that all cash has been included in his count.

(6) Figure 5-11 will be prepared by the Senior Member of the Inventory Committee after the completion of all supporting forms.

5403. DISPOSITION OF INVENTORY DOCUMENTS. After all required inventory procedures have been accomplished, all original Official Inventory Documents will be delivered to the Area Auditor for verification of reported results. After the results of the inventory have been mathematically verified, a Grand Recapitulation Sheet will be prepared by the NAFI Audit Office for the signature of the Senior Member of the Inventory Board.

1. Enclosures for Report of Inventory. Sufficient copies of the Grand Recapitulation Sheet, and all unit schedules of Overages (Shortages) will be

provided the Senior Member, Inventory Committee, for use as enclosures to his Report of Inventory.

2. Permanent Official Records. Upon completion of audit verification, all original inventory documents will be returned to the Custodian, Consolidated Recreation Fund, for retention as permanent official records (to be retained for a period of four years) in accordance with instructions set forth in reference (a).

5404. CHRONOLOGICAL LISTING OF INVENTORY COMMITTEE DUTIES

1. Pre-inventory conference.
2. Pre-inventory visit to inventory site by Officer-in-Charge of each inventory team.
3. Physical inventory by teams.
4. Computation of value per inventory.
5. Completion of unit property inventory overage and shortage schedules.
6. Preparation of recapitulation of overages and shortages by category of property and accounts.
7. Verification of inventories of resale activities.
8. Verification of cash on hand.
9. Delivery of completed inventory documents to NAFI Audit Office.
10. Preparation and submission of Report of Inventory to the Camp Lejeune Recreation Council.

SOP FOR CONSOLIDATED SPECIAL SERVICES

SPECIAL SERVICES OFFICE
CAMP LEJEUNE, NORTH CAROLINA 28542

DATE

From: Responsible Officer, Account # _____
To: Senior Member, Inventory Board _____

Subj: Certificate of Inventory

1. I hereby certify that an official inventory of the Marine Corps Base Recreation Fund property in the charge of _____, Account# _____, was completed this date. I further certify that:

a. I was present during the taking of the inventory and cash count.

b. The official inventory count was compared with my preliminary inventory prior to the inventory team's departure.

c. I am satisfied that the official inventory includes all items of chargeable property on hand at this activity/organization.

(Name/Rank-Responsible Officer)

Figure 5-5.--Certificate of Inventory for Account

SCHEDULE OF PROPERTY OVERAGES AND SHORTAGES
BY ACCOUNT HOLDER AND CATEGORIES

<u>Quantity Over (Short)</u>	<u>Item Description</u>	<u>Cost Price</u>	<u>Value Over</u>	<u>Value Short</u>
Account _____		# _____		
Category A:		\$ _____	\$ _____	\$ _____
		_____	_____	_____
		_____	_____	_____
Category A Total		\$ _____	\$ _____	\$ _____
Category B:		\$ _____	\$ _____	\$ _____
		_____	_____	_____
		_____	_____	_____
Category B Total		\$ _____	\$ _____	\$ _____

Note: This form will be prepared in the above format to show each account in numerical order. Enter only those categories, A through H, which have overages/shortages. Under each category, enter quantities, item descriptions, costs, extended values and total costs/extended values.

Figure 5-6.--Schedule of Property Overages & Shortages
By account Holder and Categories

SOP FOR CONSOLIDATED SPECIAL SERVICES

CERTIFICATE OF CASH COUNT - CASH ON HAND
MCBCL 7500/1

FUND TITLE _____

DATE _____

Cut-off date for this inventory _____

DENOMINATIONS	PETTY CASH		CHANGE FUNDS		UNDEPOSITED RECEIPTS	
	NUMBER	AMOUNT	NUMBER	AMOUNT	NUMBER	AMOUNT
* PETTY CASH VOUCHERS						
* CHECKS						
CURRENCY						
\$ 50.00						
\$ 20.00						
\$ 10.00						
\$ 5.00						
\$ 2.00						
\$ 1.00						
COINS						
SILVER DOLLARS						
50¢	ROLLS					
	LOOSE					
25¢	ROLLS					
	LOOSE					
10¢	ROLLS					
	LOOSE					
05¢	ROLLS					
	LOOSE					
01¢	ROLLS					
	LOOSE					
TOTALS						

* List on reverse side

RECAPITULATION	
PETTY CASH	\$ _____
CHANGE FUND	_____
UNDEPOSITED RECEIPTS	_____
TOTAL CASH COUNTED	\$ _____

SIGNATURE, Rank and Title of person counting cash

I certify that the cash and cash items, represented by the above cash count, did not leave my custody and all items were counted in my presence. The above cash count is correct and complete and represents all cash and cash items on hand as of this date belonging to the Fund.

SIGNATURE, Rank and Title of Custodian, Treasurer, Exchange Officer, as applicable.

Figure 5-10.--Certificate of Cash Count

SOP FOR CONSOLIDATED SPECIAL SERVICES

RECAPITULATION OF INVENTORY

ACTIVITY:

DATE OF INVENTORY:

CLOSE OF BUSINESS:

<u>CASH</u>			
DESCRIPTION	COUNTED	ON CHARGE	OVER (SHORT)
PETTY CASH FUND			
CHANGE FUND			
SAVINGS ACCOUNTS			
OTHER NEGOTIABLE INSTRUMENTS			
DEPOSITED RECEIPTS			
TOTAL CASH COUNTED			

<u>PROPERTY</u>			
ACCOUNT CLASSIFICATION	COUNTED	ON CHARGE	OVER (SHORT)
1. Non-Expendable NAF Property:			
A- 1610, Furn, Fix & Equipment			
B- 1620, Vehicles			
C- 1630/31, Buildings			
D- 1640/41, Buildings Improve.			
2. Expendable NAF Property:			
E- NAF \$50 to \$99.99			
F- NAF \$0 to \$49.99, Spec and Controlled Items			
3. Appropriated fund Procured:			
G- Plant Property			
H- Other Approp Fund Prop			
I- Government Property			
TOTAL PROPERTY COUNTED			

<u>RESALE MERCHANDISE AND SUPPLIES</u>				
DESCRIPTION-ACCOUNT	COUNTED COST	COUNTED SELL	ON CHARGE SELL	OVER/SHORT SELL
Ceramic Hobby Shop				
Wood Hobby Shop				
Boat Hobby Shop				
Courthouse Bay Marina				
Gottschalk Marina				
VERIFIED BY:	CERTIFIED BY:			

Figure 5-11.--Consolidated Recapitulation of Inventory



SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 6

PATRON FEES

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SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 6

PATRON FEES

6000. GENERAL

1. In order to ensure continuation of programs, admission/participation fees are collected to supplement other sources of financial support. Fees applicable to a particular activity will be posted at the furnishing facility. A base bulletin in the 1710 series will be published listing all current special services fees (except those for resale merchandise).

2. The Assistant Chief of Staff, Special Services is granted authority to establish fees for new activities and services pending their submission to the next meeting of the Camp Lejeune Recreation Council.

3. The Assistant Chief of Staff, Special Services is granted authority to make temporary reductions in certain fees in the nature of promotions or special days subject to the following:

a. The reduced fee will be available to all authorized patrons. A fee will not be reduced for the sole use of a limited group of patrons or for the purpose of enhancing or underwriting an activity or event being conducted by any group other than one of the command-appointed advisory groups. In the latter case, open participation will be required and the fee reduced must be one directly associated with the facility with which the advisory group is concerned.

b. The fee reduction will not exceed 20% of the established full rate fee.

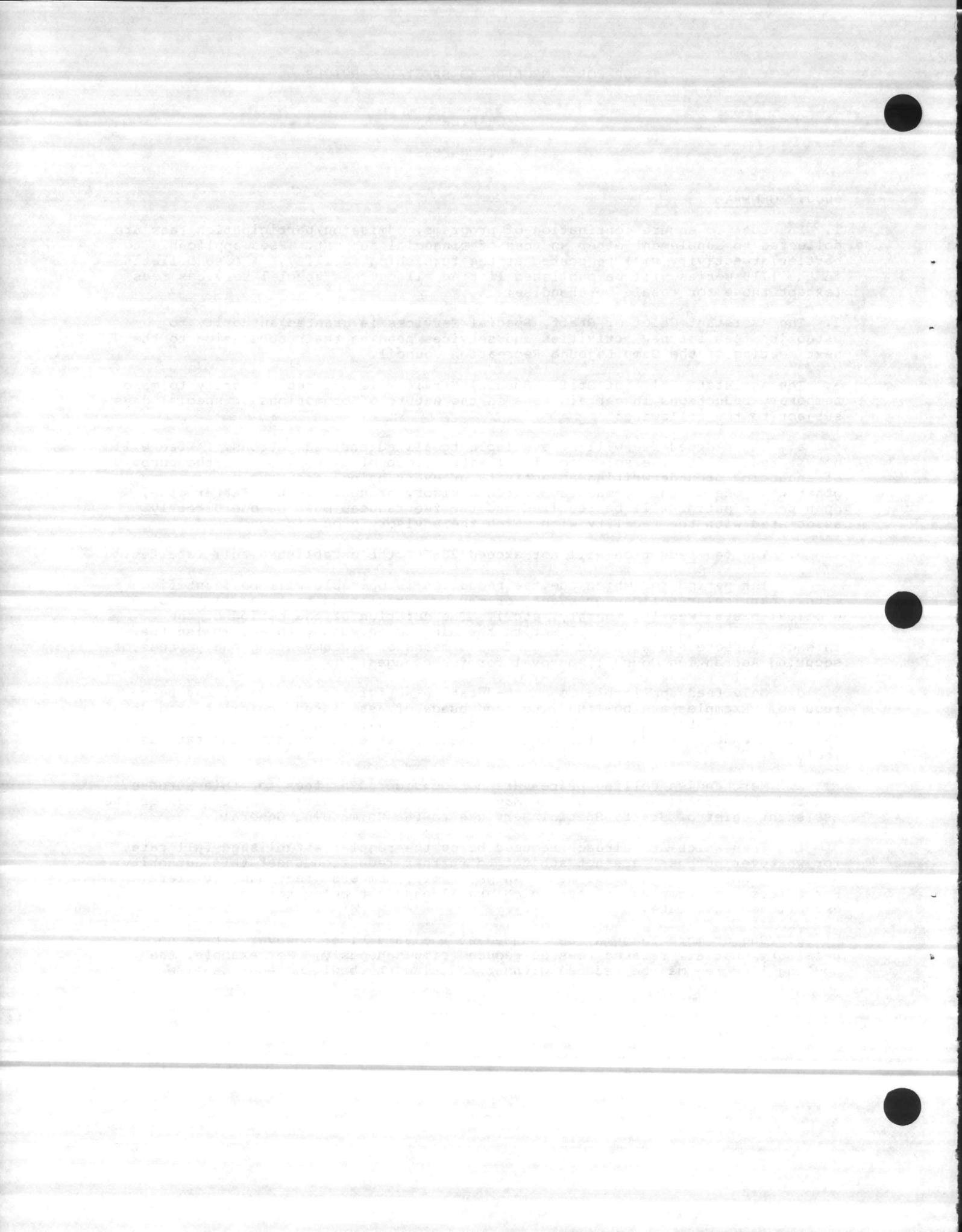
c. The period for which the fee reduction is operable will be identified with a particular holiday or event, or may be established to be available on a cyclical basis (weekly, monthly, etc.). The duration of the period or the frequency of the cycle will be set to the minimum necessary to accomplish the intended purpose and will not be used as a means of circumventing the process of securing Recreation Council approval for fee changes.

d. Only fees applicable to short-duration activities and events may be so reduced. Examples are bowling lines and usage of associated equipment, rounds of golf and associated equipment, hourly boat usage, swimming pool entry, etc. It is not intended that daily (or longer) usage, or skeet ammunition and targets be included.

e. Merchandise selling prices are not considered as fees for this purpose. Reduced price sales of merchandise may be approved upon direct application of the Assistant Chief of Staff, Special Services to the Commanding General.

f. Fees which are already reduced below the regular established full rate, for whatever purpose, are not subject to further reduction under this authority. Monthly, annual and seasonal memberships, family members' fees and Air Alert Force fees are examples of fees which are already set below the regular established full rate.

g. One or more fees may be reduced at the same time; however, it is not necessary that all related fees be reduced simultaneously. For example, the bowling line fee may be reduced without reducing the bowling shoe usage fee.



SOP FOR CONSOLIDATED SPECIAL SERVICES

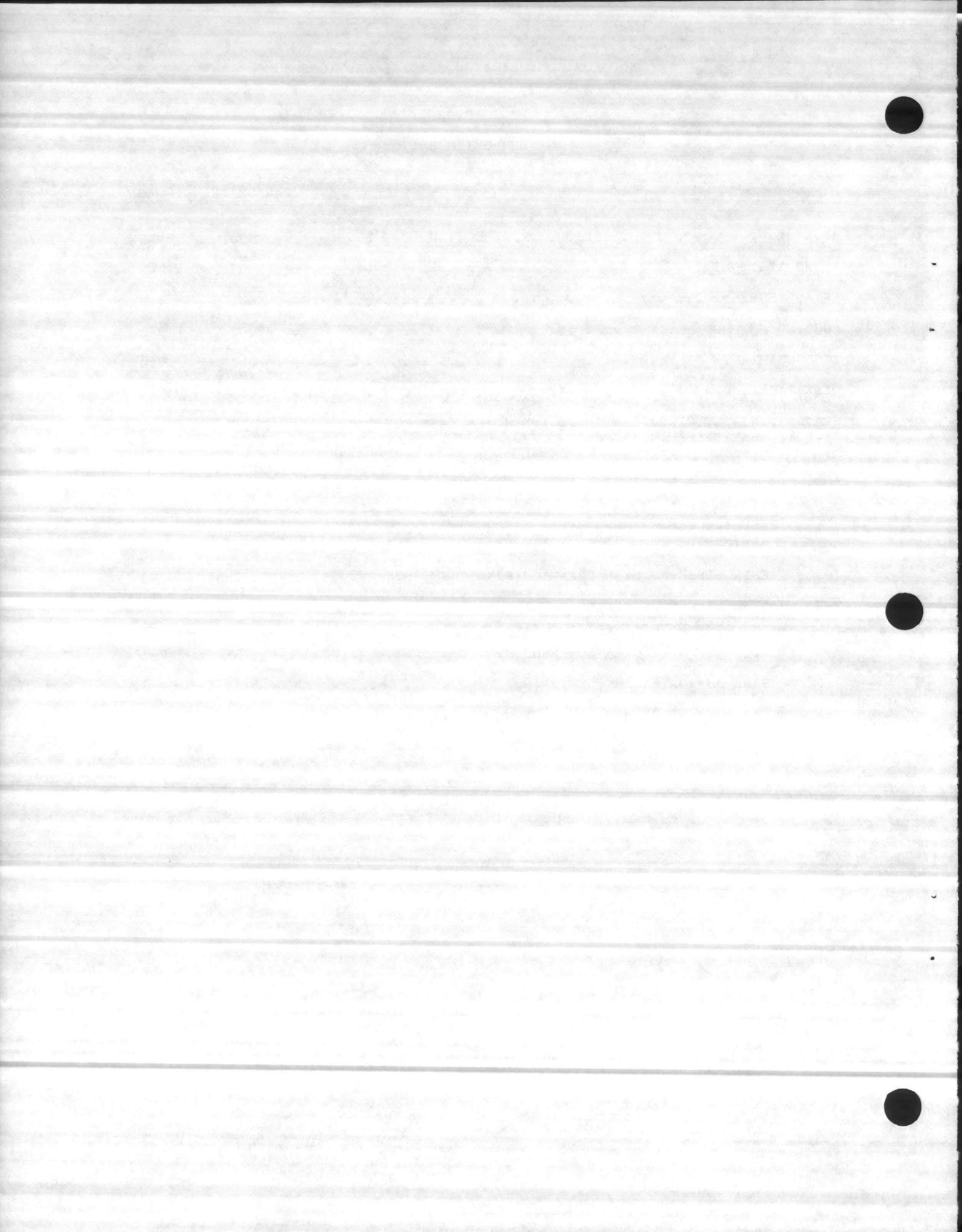
CHAPTER 7

DEPLOYING UNITS

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SOP FOR CONSOLIDATED SPECIAL SERVICES

CHAPTER 7

DEPLOYING UNITS

7000. MISSION. To establish and execute an adequate Special Services program which will assist the deployed commands in maintaining the morale of the individual Marine, providing maximum opportunities for leisure time activities that help stimulate, develop and maintain mental, physical and social well being.

7001. AUTHORIZATION

1. Units based at Marine Corps Base, Camp Lejeune, North Carolina, which are deployed away from CONUS (Mediterranean, Caribbean, NATO, UNITAS) for 30 days or more are authorized recreation fund cash advances by the Commanding General, FMFlant.
2. Replacement units deploying to 3d Marine Division (West Pac) will receive Special Services support from Special Services, Camp Butler.

7002. ESTABLISHMENT

1. The officer assigned as the deploying unit (MAU, MAB, MSSG, BSSG, CSSD) Special Services Officer will be designated in writing 60 days prior to deployment (figure 7-1). This officer will be responsible for the accountability of the cash advanced to the deployed unit (MAU, MAB, MSSG, BSSG, CSSD), (figure 7-2).
2. A competent and responsible Marine is to be assigned in writing to the billet of Special Services NCO 60 days prior to the deployment (figure 7-3).
3. Forty-five days prior to embarkation, the deploying unit (MAU, MAB, MSSG, BSSG, CSSD) Special Services Officer and Special Services NCO will report to the Consolidated Recreation Fund Custodian for orientation and instruction on their respective duties. They will be issued a folder containing information covering proper expenditures and restrictions, Certificates of Disposition, Issuance of Recreation Fund Property, disbursements and deployed unit's accounts. In addition, a supply of NAVCOMPT 744 and 745 forms and an analysis pad for recording financial transactions will be provided.
4. In the absence of the Custodian, the Special Services Officer and Special Services NCO will report to the Auditor-in-Charge, NAFI, for briefing on management of deployed unit recreation funds.

7003. FUNDING SUPPORT

1. The Commanding Officer of the deploying unit (MAU, MAB, MSSG, BSSG, CSSD) will submit a request for funds (figure 7-4), not later than 30 days prior to deployment, to the Commanding General (Attn: Assistant Chief of Staff, Special Services), Marine Corps Base, Camp Lejeune, stating the number of personnel deploying. Funds will be advanced at the rate per man per month established in the respective semi-annual fund allocation letter, published by the Commanding General, FMFlant.
2. The request for funds will be accompanied by a bank authorization letter (figure 7-5) submitted to the appropriate representative of the First Citizens Bank and Trust Company, Camp Lejeune, North Carolina.

7004. ACCOUNTABILITY OF FUNDS

1. A checking account will be established with the First Citizens Bank and Trust Company, Camp Lejeune, North Carolina. All funds received will be deposited immediately in that account. Line checks will be issued. These checks will be prenumbered serially and identified with the name of the deploying unit (MAU, MAB, MSSG, BSSG, CSSD) Recreation Fund. The First Citizens Bank and Trust Company will send all cancelled checks to the Custodian, Consolidated Special Services Recreation Fund, Marine Corps Base, Camp Lejeune, North Carolina 28542. An alternate checking account may be authorized if the deployed unit is going to be ashore for an extended period, and checks from First Citizens Bank and Trust Company are not honored by that business in the country. All funds deposited in the alternate checking account will be in the currency indigenous to the country, and no more than one-third of the authorized fund will be maintained in the account at any one time. Funds will be converted by the Disbursing Officer on ship.

2. Deployed units (MAU, MAB, MSSG, BSSG, CSSD) should limit their purchases to consumable items and to those that have very limited or no value after first issue. No purchase of memento or memorial-type awards or funding of cruise books is authorized. Deployed unit funds will not be expended prior to departure or upon return to CONUS.

3. Memo purchase orders must be prepared for all expenditures. Copies of all purchase orders must be retained by the deploying unit's Special Services Officer (Custodian). The Special Services Officer is to ensure that the quantities indicated on the purchase orders are actually received and that unit prices and total prices on purchase orders are reflected accurately.

4. Except as prescribed in paragraph 6 below, all disbursements will be made by check. All expenditures must be justified and pertinent data to identify the check will be recorded on the check stub and receipt. After the check has been signed, all relating orders and supporting orders will be marked paid with the check number and date, and the check will be forwarded to the dealer. All receipts will be audited.

5. Checks will not be made payable to "cash" for any purpose.

6. In keeping with the policy set forth in the current edition of MCO 7020.8, paragraph 4a, concerning the International Balance of Payments Deficit, every effort should be made to purchase from U. S. Government Supply Sources and/or nonappropriated fund activities (Navy or Marine Corps Exchanges, clubs and messes). If purchases must be made in a foreign country, ensure that the obligations of payments with the U. S. are made payable in currencies of those countries rather than in U. S. dollars. All exchanges for foreign currency must be made with a U. S. disbursing officer. Checks issued in exchange for foreign goods will be made to the appropriate U. S. disbursing officer.

7. A Message Report is to be sent to the Commanding General, Marine Corps Base (Attn: Assistant Chief of Staff, Special Services) the first day of each month. The following information will be required: date check written, amount, purpose and check number. If an alternate account is used, the following additional information is required: balance in foreign bank, balance in First Citizens Bank and Trust Company and exchange rate at time of conversion. The message will be in the following format:

- a. Check #/Deposit Date Amount Purpose.
- b. Balance in Foreign Bank
- Balance in First Citizens Bank and Trust Company
- Exchange Rate at Time of Conversion.

8. A monthly receipt and expenditure record (figure 7-6) will be completed and retained by the deploying unit Special Services Officer for audit upon the unit's return to CONUS.

7005. DISESTABLISHMENT

1. Prior to return to CONUS, a pre-inventory of recreation fund equipment should be made. Recreation fund equipment should be prepared for return to the Consolidated Special Services.

2. Have all receipts, accounts and records readily available and recorded with a report to the current balance of cash credited to the Recreation Fund account.

3. Within 72 hours of returning to CONUS, the unit (MAU, MAB, MSSG, BSSG, CSSD) Special Services Officer and NCO will report to the Custodian, Consolidated Recreation Fund, for debriefing and return of all remaining funds. A receipt will be issued for all returned funds.

4. All Consolidated Recreation Fund equipment is to be returned to the Consolidated Special Services warehouse for inventory. Payment for all items lost during the deployment will be completed at this time.

7006. STANDARD ATHLETIC/RECREATION EQUIPMENT PACKAGE FOR DEPLOYED UNITS (MAU, MAB, MSSG, BSSG, CSSD)

1. Nonexpendable athletic items are those items which must be returned to Consolidated Special Services upon completion of the deployment. The standard issue of these items is as follows:

<u>QUANTITY</u>	<u>ITEMS</u>
5 ea	Basketball (rubber)
5 ea	Football (rubber)
10 ea	Softball
8 ea	Softball bat
20 ea	Gloves, softball
5 ea	Volleyball (rubber)
5 ea	Net, Volleyball
4 ea	Soccerball (rubber)
2 ea	Basketball backboards w/hoop

2. Expendables are those recreational items which will not be returned after the deployment. These items are for dissemination among the troops and are as follows:

<u>QUANTITY</u>	<u>ITEMS</u>
10 cases	Books, paperback
24 packs	Playing Cards, standard
10 packs	Playing Cards, pinochle
10 ea	TraCon Kit, to include:
1 ea	Chinese Checkers with marbles
1 set	Double Six wood dominos
1 set	Monopoly
1 set	Scrabble
2 sets	Chess, plastic with board
2 sets	Checker, plastic with board
2 sets	Acey Deucey, Backgammon, Chess and Checker Set
1 set	Anagrams
2 sets	Cribbage, wood with pegs

3. The Custodian, Consolidated Recreation Fund, provides the items listed in paragraphs 1 and 2 as a minimum issue of athletic and recreational materials to deploying units. Adjustments to quantities of materials will be made to meet the needs of deployed forces which are longer than normal or which have unique mission assignments.

4. Commanders must effect liaison with the Custodian, Consolidated Recreation Fund, to obtain issues of athletic and recreational material in the time frames established.

/Heading/

XXXX
1710
DATE

From: Commanding General
To: Rank, Name, SSN/MOS

Subj: Appointment of Special Services Officer

Ref: (a) NAVSO P3520
(b) MCO P1710.17
(c) BO P1710.27

1. You are hereby appointed Special Services Officer of (deploying unit). As such, you are responsible for the Recreation Fund Cash Advances provided to this unit.
2. You will discharge your duties in accordance with the provisions of references (a) through (c).
3. All previous appointments as Special Services Officer of this unit are hereby revoked.

/S/

Copy to:
AC/S, Special Svc
Cust, RecFund
Auditor-in-Charge, NAFI

Figure 7-1.--Appointment of Deploying Unit Special Services Officer

SOP FOR CONSOLIDATED SPECIAL SERVICES

/Heading/

XXXX
1710
DATE

From: Custodian, Recreation Fund, Consolidated Special Services,
Marine Corps Base, Camp Lejeune, NC

To: Special Services Officer, _____ (Unit)

Subj: Establishment of Recreation Fund Cash Advance

Ref: (a) MCO P1710.17__
(b) BO P1710.27__

1. As Special Services Officer of _____, you are advised of the following:

a. You hereby issued checks # _____ dated _____, in the amount of _____. With these funds you will support the Special Services activities of _____, and all attached units.

b. You are hereby issued a folder with extracts from references (a) and (b) covering proper expenditures and restrictions, Certificates of Disposition, Issuance of Recreation Fund Property; bursements; and Deployed Unit Accounts. In addition, you are furnished a supply of NAVCOMPT 744 and 745 forms and an analysis pad for recording financial transactions.

c. Within 72 hours following the return of the deployed unit to Camp Lejeune, North Carolina, you are required to submit supporting documents for all expenditures made while deployed, issue a check to the Custodian, Recreation Fund, Consolidated Special Services, Marine Corps Base for all remaining funds, and turn in all property which was not issued for general use and not intended to be returned.

d. You are further required to notify the First Citizens Bank and Trust Company that all subsequent bank statements and cancelled checks be forwarded to this office.

e. Your responsibility for this Deployment Unit Recreation Fund will not terminate until an audit has been performed by the Custodian and the accounts and records have been cleared.

f. You have been fully briefed in detail on the requirements of administration of the Deployed Unit Recreation Fund Account.

Figure 7-2.--Establishment of Recreation Fund Cash Advance

SOP FOR CONSOLIDATED SPECIAL SERVICES

XXXX
1710

2. Your signature below acknowledges receipt of the above listed check(s) and folder, with enclosures, and your understanding of the foregoing requirements.

Special Services Officer
(Unit)_____

CUSTODIAN
RECREATION FUND
CONSOLIDATED SPECIAL SERVICES
MARINE CORPS BASE
CAMP LEJEUNE, NC

Copy to:
First Citizens Bank and Trust Company
Auditor-in-Charge, NAFI

Figure 7-2.--Establishment of Recreation Fund Cash Advance--Continued.

SOP FOR CONSOLIDATED SPECIAL SERVICES

/Heading/

XXXX
1710
DATE

From: Commanding General
To: Rank, Name, SSN/MOS, Component

Subj: Appointment of (Deploying Unit) Special Services Noncommissioned
Officer

Ref: (a) BO P1710.27__

1. You are hereby appointed Special Services Noncommissioned Officer
of (deploying unit). You will discharge your duties in accordance
with the provisions of the reference and as directed by the Special
Services Officer, (deploying unit).

/S/

Copy to:
AC/S, Special Svc
Cust, RecFund
Auditor-in-Charge, NAFI

Figure 7-3.--Appointment of Deploying Unit Special Services NCO

SOP FOR CONSOLIDATED SPECIAL SERVICES

/Heading/

XXXX
1710
DATE

From: CO, (Unit)
To: CG, Marine Corps Base, Camp Lejeune, NC (ATTN: AC/S, SS)
Via: CO, _____ Marines

Subj: Request for LANFORMED/LANFORCARIB Recreation Fund Cash Advances

Ref: (a) BO P1710.27__

1. In accordance with the reference, it is requested that the Custodian Recreation Fund, Marine Corps Base be directed to provide funds for _____ (unit).

2. MAU _____, LANFORMED/LANFORCARIB _____ will consist of:

- a. Marine personnel
_____ Officers, USMC _____ Officers, USN
_____ Enlisted, USMC _____ Enlisted, USN
- b. Other (if appropriate)
_____ Officers
_____ Enlisted

(Signature of CO)

SOP FOR CONSOLIDATED SPECIAL SERVICES

DATE

Mr. (Full Name of Bank's Vice-President)
First Citizens Bank and Trust Company
Camp Lejeune, North Carolina 28542

Dear (Full Name of Vice-President)

_____ has been assigned as Special Services
RANK, NAME, SSN of appointee

Officer, _____ (Unit) _____ is
RANK, NAME, SSN of appointee

authorized to draw checks on this Recreation Fund Account.

SAMPLE SIGNATURE: _____
(Grade, Last Name, of Unit SSO)

Consolidated Special Services Recreation Fund becomes successor upon
deactivation of the unit or organization in this account.

Sincerely yours,

CG's signature

Copy to:
Custodian
AC/S, Special Svc
Auditor-in-Charge, NAFL
Marine Corps Exchange

Figure 7-5.--Bank Authorization Letter

