



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

1710
MCCS
12 MAY 2014

COMMANDING GENERAL'S POLICY LETTER 16-14

From: Commanding General
To: Distribution List

Subj: GUEST POLICY IN FITNESS CENTERS ABOARD MARINE CORPS BASE,
CAMP LEJEUNE

Ref: (a) MCO 1700.29
(b) DoD Instruction 1015.10 of 6 July 2009

1. Purpose. To provide guidance concerning authorized guests in fitness centers aboard Marine Corps Base, Camp Lejeune.
2. Background. References (a) and (b) identify authorized patrons and give authority to installation commanders to approve local rules for the number of guests and frequency of use at designated facilities.
3. Information. To ensure the safety and physical well-being of Marines, Sailors, family members, civilian Marines, and all other authorized users of fitness facilities, the following guidelines for guests apply:
 - a. The number of guests per authorized user is limited to two. Guests are required to follow all fitness center policies regarding conduct and dress code. Authorized users are accountable for the conduct of their guests and must accompany them at all times while in the facility. Once a user leaves the facility, the guest(s) must also depart.
 - b. Guests ages 16 and older are welcome to utilize all areas of the fitness center, with the exception of personal training services and group exercise classes.
 - c. Guests ages 12 to 15 may utilize all areas of the fitness center, except personal training and group exercise, and must be under the direct supervision of a parent/guardian at all times.
 - d. Guests ages 10 to 11 are restricted to use of the climbing wall, running track, gymnasium, and swimming pool only, and must be under the direct supervision of a parent/guardian at all times.

Subj: GUEST POLICY IN FITNESS CENTERS ABOARD MARINE CORPS BASE,
CAMP LEJEUNE

e. All adult guests must complete and sign a Guest Register and present a valid driver's license or identification card. The parent or guardian of guests under age 18 must complete and sign the Guest Register on behalf of their child(ren). Additionally, the parent or guardian must remain on site with any guests under age 18. A sponsoring member may not check another person's child(ren) into the fitness center; only the parent or guardian may do so.

4. Action. If a guest is found using a service that is not authorized, or displays disruptive behavior, a letter of warning will be issued to the sponsor and guest. Guests and sponsors who continue to be disruptive or misuse fitness center services after a warning may have their fitness center privileges revoked by the Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune.

5. Point of contact is Mr. Paul Nilsen, Director, Semper Fit Division, Marine Corps Community Services, Camp Lejeune at (910) 451-2338.



R. F. CASTELLVI

DISTRIBUTION: A/B/C

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ACTION BRIEF

Subj: COMMANDING GENERAL'S POLICY LETTER ON GUESTS IN FITNESS CENTERS

Encl: (1) Proposed Commanding General's Policy Letter

1. Issue: Request the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) sign enclosure (1) specifying policy for guests in fitness centers aboard Camp Lejeune.

2. Discussion: We seek to mitigate risks associated with non-military, non-authorized guests in fitness centers, especially those risks associated with children under 16 years of age from off-base who have no military affiliation.

3. Recommendation: The CG, MCIEAST-MCB CAMLEJ sign enclosure (1).

COS Recommends:

Approval *[Signature]*

Disapproval _____

Dep Comdr Recommends:

Approval *[Signature]*

Disapproval _____

CG:

Approves *[Signature]*

Disapproves _____

UNCLASSIFIED

MCIEAST-MCB CAMLEJ ROUTE SHEET

X - ORIGINATOR OR OFFICE AFFIXING ROUTE SHEET A - APPROPRIATE ACTION B - GUIDANCE C - SIGNATURE D - COMMENT E - RECOMMENDATION F - CONCURRENCE G - INFORMATION	H - RETURN TO MCCS I - INITIAL J - DISPOSITION K - DECISION L - RETENTION M - APPROVAL R - REVIEW O - OTHER	DATE <p style="text-align: center;">10 Apr 2014</p>	ADJ TR # <p style="text-align: center;">402</p>
ROUTING - USE NUMBERS TO SHOW ORDER OF ROUTING		SUBJECT GUEST POLICY IN FITNESS CENTERS ABOARD MARINE CORPS BASE, CAMP LEJEUNE	
NATURE OF ACTION ROUTINE		REFERENCES HELD BY (Name, Grade, Office, Telephone Ext) Leana Anding, NF-3, MCCS, 451-2524	

RTG	CODE	ORIGINATOR <i>mccs</i>	ADDRESSEES	DATE		INITIALS		REMARKS & SIGNATURE
				IN	OUT	CONCUR	NON CONCUR	
8	M, C		CG					Purpose: Request the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) sign the enclosed policy letter. Background: This policy letter provides guidance concerning authorized guests in fitness centers aboard MCB CAMLEJ. We are seeking to mitigate risks associated with non-military, non-authorized guests, especially risks associated with off-base children in fitness centers who have no military affiliation and are under 16 years of age. Discussion: MCO 1700.29 and DoDI 1015.10 identify authorized patrons and give authority to installation commanders to approve local rules for number of guests and frequency of use at designated facilities. Recommendation: The CG, MCIEAST-MCB CAMLEJ sign the enclosed policy letter. <i>5/7 RTN TO SSEC</i>
			AIDE					
			SECRETARY					
7	E		DEP COMMANDER					
6	E		COS					
			SGTMAJ					
5	R		SSEC	8MAY	8MAY			
			PROTOCOL COORD					
4	A		ADMIN COORD	4/15	4/16			
3	A		CG ADMIN	4/15	4/15			
2	<i>R</i>		ADJUTANT	4/15	4/15			
			ASSISTANT ADJUTANT	4/15	4/15			
			ADJ ADM CHIEF					
	<i>F</i>		AC/S G-1					
			AC/S G-3/5					
			AC/S G-4					
			AC/S G-6					
			AC/S G-7					
			AC/S G-8					
			AC/S G-F					
1	X		AC/S MCCS					
			AC/S SES					
			BPO					
			CHAPLAIN					
			CIG					
			CONTRACTING					
			DISBURSING					
			EACO					
			EOA					
			OICC					
			PAO					
			SAFETY					
			SBS					
			SJA					

"FOR OFFICIAL USE ONLY"

Figure 23-1.--MCIEAST-MCB CAMLEJ ROUTE SHEET
23-6

5/7 returned

Directives | MCIEAST-MCB CAMLEJ Directives (working) | working Folder | C&P LTR 14-14

Adjutant | MCIEAST-MCB CAMLEJ | all correspondence | MCCS

RECEIVED
 APR 14 2014
 TLF