



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
DepO 5760.4H  
MCCS  
12 FEB 2014

DEPOT ORDER 5760.4H

From: Commanding General  
To: Distribution List

Subj: PRIVATE ORGANIZATIONS OPERATING ABOARD MARINE CORPS  
RECRUIT DEPOT/EASTERN RECRUITING REGION, PARRIS ISLAND  
(MCRD/ERR PI)

Ref: (a) MCO 5760.4C  
(b) DoD 5500.7-R, "Joint Ethics Regulations (JER)," March 23, 2006  
(c) DoD Instruction 1000.15, "Procedures and Support of Non-Federal Entities Authorized to Operate on DoD Installations," October 24, 2008  
(d) Section 2852 of the National Defense Authorization Act for Fiscal Year 2013

1. Situation. To establish policy and procedural guidance concerning the establishment, operation, support, and over-sight for private organizations (POs) and informal funds authorized to operate aboard MCRD/ERR PI. According to reference (a), Department of Defense (DoD) policy requires that procedures be established for the operation of POs on DoD installations to prevent official sanction, endorsement, or support except as authorized by reference (b). Unauthorized expenditures of appropriated funds or non-appropriated funds in support of these organizations and funds are prohibited.

2. Cancellation. DepO 5760.G.

3. Mission. This order provides policy, guidance, information, and procedures concerning the support for POs and informal funds authorized to operate on MCRD/ERR PI.

4. Execution

a. Commander's Intent. This command shall comply with reference (a) and related orders relevant to non-federal entities. POs shall operate on this installation only with the express permission of the Commanding General (CG). Marine Corps

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Community Services (MCCS) will serve as the staff section responsible for providing general administrative oversight of this command's PO program.

b. Concept of Operations

(1) Reference (a) gives the term "private organization" a unique definition. It describes POs as certain non-federal entities that seek to operate aboard a military installation. To operate aboard a military installation means to conduct regular activities, including, but not limited to, planning and organizational activities, aboard the installation. It excludes outside non-federal entities that operate off the installation and seek to use a facility at the installation for a one-time or infrequent activity for a limited time and purpose.

(2) All POs, including existing POs, shall enter into a Memorandum of Understanding (MOU) with the CG, MCRD/ERR PI. Existing POs shall begin this process within 30 days after this order is issued. New POs shall enter into a MOU with the CG, MCRD/ERR PI before commencing operations on the installation.

(3) Existing POs shall come into compliance with this order and the references within 90 days after the date of this Order. New POs shall not commence operations aboard MCRD/ERR PI until they have complied with this order and the references. Compliance will be certified to the CG by the Director, MCCS.

(4) POs will remain in compliance with this order and the references at all times. If a PO is found to be in violation of this order, the CG will review the facts and circumstances in consultation with the Director, MCCS and the Staff Judge Advocate (SJA), and decide the appropriate course of action. Such actions may range from the issuance of a warning to immediate revocation of permission to operate aboard the installation.

(5) In addition to the organizations provided unique support or exempt from some PO requirements identified in reference (a) and (b), the following organization-specific guidance is provided:

(a) Parris Island Museum and Historical Society (PIMHS). The PIMHS is a PO that is required to comply with references (a) through (c) and this order. Additionally, pursuant to reference (d), the CG may enter into a cooperative agreement with the PIMHS for the purpose of supporting the military museum program aboard MCRD/ERR PI. The cooperative agreement may include, but may not be limited to, specific

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operational requirements, financial oversight, and the administration of gifts of service to the military museum program aboard the Depot. Because of the special rules applicable to cooperative agreements, parties may only enter into such an agreement after consultation with the eastern area counsel office.

(b) Informal Funds. Certain unofficial activities conducted aboard MCRD/ERR PI do not require formal authorization because of the limited scope of their activities. Examples are office coffee funds and plaque funds. These funds are often improperly referred to as "unit funds," however, these funds are not government money and do not belong to a unit or the Marine Corps. The monies in informal funds belong to the members of the fund in their personal private capacity. No one may be required to donate to an informal fund. These funds shall be operated in accordance with references (a) and (b).

c. Subordinate Element Missions. In addition to the duties and instructions in references (a) and (b), MCRD/ERR PI subordinate elements shall conduct the following:

(1) Assistant Chief of Staff (AC/S), G-4. Coordinate with the Director, MCCS and naval facilities engineering command on all real estate issues to ensure compliance with applicable references and directives. Although MCCS has lead on maintaining files on every PO authorized to operate aboard the Depot, AC/S G-4 shall maintain records of real property out-grants.

(2) Director, Marine Corps Community Services

(a) Create and maintain a file on every PO authorized by the CG to operate aboard the Depot. The file must contain the PO's authorization documents (e.g., by-laws), the Depot SJA's legal opinion, the PO's written request to operate aboard the installation, the CG's authorization to operate aboard the Depot (i.e., the MOU), proof of insurance or the CG's written waiver, and signed hold harmless agreements from each member of the organization's executive leadership.

(b) Maintain and update a list of POs authorized to operate aboard the Depot no later than 1 January of each year.

(c) Conduct regular inspections of PO activities on the installation. Advise the CG of circumstances where any PO is no longer in compliance with this order.

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(d) Report quarterly to the CG on PO activities aboard Parris Island.

(e) Receive and review financial audits from POs.

(3) Comptroller. Assist AC/S G-4 with necessary expense determinations and other fiscal issues concerning POs.

(4) Staff Judge Advocate. Conduct a written legal review of every PO's initial request to operate aboard the Depot.

d. In addition to the requirements of this order and references (a) and (b), the following rules shall apply to POs operating aboard MCRD/ERR PI:

(1) POs shall not compete with MCCS revenue generating businesses or engage in retail activity except with the express written consent of the CG following consultation with the Director, MCCS and SJA. The CG is authorized to eliminate duplication of services, particularly when these services are found to be in competition with the Depot's revenue generating activities.

(2) POs are prohibited from selling alcoholic beverages on the Depot. Those POs permitted to use government facilities will not distribute or possess alcoholic beverages on the Depot unless authorized to do so.

(3) POs shall have adequate insurance to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the organization or one or more of its members acting on its behalf, including the operation of any equipment, apparatus, or device under control and responsibility of the PO.

(4) All PO members must have a signed hold harmless agreement to be kept on file within the organization.

(5) All POs operating aboard the Depot with gross annual revenues in excess of \$2,500 shall produce an independent annual audit no later than 60 days after the end of their fiscal year. MCCS shall annually review the ledgers of all POs operating aboard the Depot with gross annual revenues of \$2,499 or less. Annual review of financial records such as balance sheets are required from all POs authorized to operate aboard the Depot.

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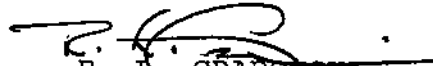
(6) Report any PO that earns income in excess of \$1,000 per on-installation fundraising event or more than \$12,000 a year to the CG via the Director, MCCS.

5. Administration and Logistics. Waivers of this order must be authorized in writing by the CG, MCRD/ERR PI.

6. Command and Signal

a. Command. This order is applicable to MCRD/ERR PI. This order does not apply to the activities of MCRD/ERR PI Non-appropriated Fund Instrumentalities (NAFIs), billeting funds, and chaplain's religious offering funds.

b. Signal. This order is effective the date signed.

  
R. D. GRABOWSKI  
Chief of Staff

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