



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CA 92055-5010

MCIWEST-MCB  
CAMPENO 1710.2A  
MCCS  
29 APR 25

MCIWEST-MCB CAMPEN ORDER 1710.2A

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS COMMUNITY SERVICES UNSTAFFED AND HYBRID  
FITNESS CENTERS

Ref: (a) MCO 1700.29  
(b) MCO 5210.11F  
(c) MCO 5100.29C W/CH 1-2  
(d) MCO 4066.18  
(e) SECNAV M-5210.2

Encl: (1) Sample Statement of Understanding for Use During  
Unstaffed Hours, Waiver, and Assumption of Risk  
Checklist

1. Situation. This Order provides policy and procedural guidance for the safe and effective management of unstaffed and hybrid Marine Corps Community Services (MCCS) Semper Fit Division (SFD) fitness centers aboard Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) installations, in accordance with references (a) through (e).

2. Cancellation. MCIWEST-MCB CAMPENO 1710.2.

3. Mission. To provide applicable authorized patrons with safe fitness facilities enhanced with unstaffed capabilities, allowing access 24 hours, 7 days a week.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure all participating MCCS SFD fitness centers are provided adequate guidance and information pertaining to policies, procedures, and

DISTRIBUTION STATEMENT A: Authorized for public release; distribution is unlimited.

responsibilities in order to implement unstaffed capabilities uniformly across MCIWEST-MCB CAMPEN installations.

(2) Concept of Operations. In order to provide maximum access to fitness centers for applicable authorized patrons, participating facilities will effectively employ unstaffed capabilities for fully unstaffed and/or hybrid fitness centers (facilities with combination of staffed hours and unstaffed hours).

b. Subordinate Element Missions

(1) Installation/Area Commanders. Coordinate with the Assistant Chief of Staff (AC/S), MCCA and MCCA Directors for implementation of unstaffed and/or hybrid MCCA SFD fitness centers.

(2) AC/S MCCA and MCCA Directors shall:

(a) Publish Standard Operating Procedures (SOPs) for unstaffed and hybrid facilities that:

1. Incorporate the certified Operational Risk Management assessment.

2. Incorporate methods to inform patrons of the risks associated with using the unstaffed facility.

3. Include a patron Statement of Understanding (SOU) using enclosure (1), that:

a. Informs patrons of the inherent risks of using an unstaffed facility.

b. Indicates that by using the facility, the patron is assuming personal responsibility and waiving the facility's liability.

c. Outlines rules and regulations specifically related to the use of facilities during unstaffed hours of operation.

4. Outline procedures in case of emergency.

5. Identify hours of operation for staffed facilities and unstaffed hours of operation for hybrid facilities.

6. Specify MCCS SFD staff tasks and responsibilities, to include converting from staffed to unstaffed operations in hybrid facilities.

7. Establish reporting procedures for vandalism, theft, and any violations of the SOU.

8. Outline requirements for monitoring and reporting patron usage during unstaffed hours of operation.

9. Ensure proper signage is displayed that:

a. Outlines the proper steps for engaging in safe physical activities.

b. Informs patrons on the process of reporting adverse incidents and initiating an emergency response, to include posting emergency numbers and contacts near the phones.

10. Identify equipment and areas of the facility that are restricted during unstaffed hours of operation.

11. Ensure mechanisms are in place (e.g., closed-circuit television, restricted areas, etc.) to protect patrons and facility assets to the greatest extent possible given the limitations of the facility, in accordance with reference (d).

(b) Allow unconditional access to all authorized patrons age 18 and over with a Common Access Card (CAC).

(c) Restrict access to persons under the age of 18 (excluding active duty), Defense Biometric Identification System (DBIDS) card holders, guests, and contractors from using facilities during unstaffed hours.

(d) Allow authorized patrons under 18 when escorted and supervised by a registered CAC card holder approved for unconditional access.

(e) Coordinate with Installation/Area Commanders for implementation and enforcement of this Order and subordinate policies.

(f) Review quarterly updates on after-hours utilization and patron counts, in addition to a summary of vandalism, theft, or other applicable metrics, that would impact the determination to maintain after-hours access for each respective facility.

(g) Secure funding to establish and maintain unstaffed and hybrid MCCS SFD fitness centers.

(h) Ensure signed SOUs are uploaded to the Marine Corps Tool for Information Lifecycle Management and kept for three years in accordance with references (b) and (e).

(i) Ensure a standardized Common Access Card-enabled entry system is utilized across the installation fitness centers for access during unstaffed hours of operation.

(3) Commanding Officers, Special Staff Officers, and Officers in Charge shall:

(a) Ensure all participating authorized patrons adhere to regulation outlined in the facility's SOP and SOU and report violations accordingly.

(b) Hold all participating authorized patrons accountable for violations of regulations outlined in the facility's SOU.

(4) Patrons shall:

(a) Adhere to regulations outlined in the Facility's SOP and SOU and report violations accordingly.

(b) Complete an SOU for each facility where unstaffed hours access is desired.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of MCIWEST-MCB CAMPEN directives can be found at: <https://usmc.sharepoint.mil.us/sites/mciwest/SitePages/G1Hub.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities aboard MCIWEST-MCB CAMPEN installations. Lodging fitness facilities will operate per service-specific policy.

b. Signal. This Order is effective on the date signed.

A handwritten signature in dark ink, appearing to read "N. I. BROWN", with a stylized, cursive script.

N. I. BROWN

DISTRIBUTION: A-3  
B  
C

**STATEMENT OF UNDERSTANDING FOR USE DURING UNSTAFFED HOURS,  
WAIVER, AND ASSUMPTION OF RISK**

I acknowledge and agree my access to the \_\_\_\_\_ (Area/Location) Fitness Center during unstaffed hours is a privilege contingent upon compliance with the following terms and conditions:

General Understanding

\_\_\_\_\_ I understand I am required to register my Common Access Card (CAC) and sign this Statement of Understanding, Waiver, and Assumption of Risk before using the Fitness Center during unstaffed hours.

\_\_\_\_\_ By utilizing fitness center during unstaffed hours, I understand the inherent risk associated with conducting physical training in spaces without a partner or staff member present is higher than for staffed Fitness Centers or working out with a gym partner.

Entry and Access Policies

\_\_\_\_\_ I agree I am required to swipe my CAC upon entry and will not share or allow the use of my CAC by another.

\_\_\_\_\_ I agree if I am in the Fitness Center when it closes, I will exit the facility and swipe my CAC for reentry to maintain proper accountability for unstaffed hours usage.

\_\_\_\_\_ I acknowledge and understand holding or propping open the door is strictly prohibited and will result in the loss of my unstaffed access privileges. I will ensure the door closes fully after my entry.

\_\_\_\_\_ I acknowledge and understand having guests is strictly prohibited during unstaffed hours. I will not allow guests into the facility.

Facility Usage

\_\_\_\_\_ I acknowledge and understand there is no supervision or assistance available during unstaffed hours. I will behave in accordance with military rules and standards.

\_\_\_\_\_ I agree I will not tamper with locks, chains, or other security measures on equipment or restricted areas.

\_\_\_\_\_ I agree I will not enter or use restricted areas, including but not limited to, the High Intensity Tactical Training (HITT) Center, front desk, sauna, and offices, even if these areas are found unsecured.

29 APR 25

\_\_\_\_\_ I agree I will not engage in horseplay or any activities that could endanger myself or others, to include I will not exercise beyond my training limits or experience.

\_\_\_\_\_ I acknowledge I have completed the Safety and Facility Orientation and am familiar with the safety zone/emergency procedures/information, phone, Automated External Defibrillator, and first aid kit with instructions. Orientation Date: \_\_\_\_\_

\_\_\_\_\_ I certify I have been briefed on the \_\_\_\_\_ (Area/Location) Fitness Center Standard Operating Procedures and I am familiar with how to *safely* operate all fitness equipment available during unstaffed hours.

#### Emergency and Reporting Procedures

\_\_\_\_\_ I acknowledge there may not be personnel on-site to respond to emergencies. In case of emergency, I agree I will report the issue using the emergency contact roster at the front desk.

\_\_\_\_\_ I also agree I will document non-emergency facility issues (e.g., HVAC problems, burned-out lights, broken doors or windows), in the logbook located at the front desk.

#### Assumption of Risk

\_\_\_\_\_ I agree I will identify and assess potential risks before engaging in any activity.

\_\_\_\_\_ I accept using the Fitness Center during unstaffed hours carries inherent risks and assume full responsibility for my safety and actions while in the facility.

\_\_\_\_\_ I understand and accept by participating in the unstaffed Fitness Center access I assume full responsibility for any risks or incidents that may occur while staff are not present, and I waive any claims against the facility or its staff for such risks or incidents.

#### Violations and Punitive Actions

\_\_\_\_\_ I understand any violation of this Statement of Understanding, including but not limited to unauthorized guest access, or tampering with or using restricted areas and/or equipment, may result in the **immediate revocation** of my unstaffed access privileges.

\_\_\_\_\_ I understand violations for active-duty personnel and their dependents will be reported to their command and may lead to administrative or disciplinary action under applicable regulations, including but not limited to the Uniform Code of Military Justice (UCMJ).

\_\_\_\_\_ I understand violations for civilian authorized patrons will be reported to the Provost Marshal's Office (PMO) for action and investigation as appropriate.

MCIWEST-MCB  
CAMPENO 1710.2  
29 APR 25

\_\_\_\_\_ I understand I must renew this Statement of Understanding annually [anniversary date].

By signing below, I confirm I understand and agree to the above terms and conditions and accept full responsibility for my conduct and safety during unstaffed hours.

Rank and Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To Be Completed by (Area/Location) Fitness Center Staff Member

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_