



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
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MCCSO 4066.1C
MCCS
31 May 13

MARINE CORPS COMMUNITY SERVICES ORDER 4066.1C

From: Chief Executive Officer
To: Distribution

Subj: COMMUNITY SERVICE COMPLEX

1. Purpose. To establish standard operating procedures for the Community Service Complex (MCX Mall area).

2. Cancellation. MCCSO 4066.1B.

3. Background.

a. The Community Service Complex consists of the area from the front door of the Marine Corps Exchange to the doors of the Commissary, and the area directly outside the MCX entrance to the Complex. It includes wall space and mall equipment, furniture, etc., but does not include the stores or service outlets inside of the facility.

b. The Community Service Complex should at all times be maintained to represent the image and mission of MCCS. The image should represent quality, good taste, and neatness. It is to be considered an extension of retail sales space, including special events such as sales promotions, "truck load sales" or other short-term sales events. Vendor merchandise should also reflect quality, good taste and be displayed in a neat attractive manner.

4. General.

a. The MCCS Retail Division Head or designee will coordinate all activities within the complex and will be responsible for the appearance, activities, demonstrations and vendors within the complex.

b. Priority should always be given to providing safety and comfort within the complex. Easy access and maneuverability, seating, cleanliness and safety should be considered paramount.

5. Procedures.

a. All activities, vendors, special events, displays, demonstrations, etc. will be coordinated through the Retail Division Head or designee.

b. The MCCS Contracting Officer will be responsible for contract preparation and oversight.

c. The MCCS Retail Division Head or designee has responsibility for maintenance/janitorial services and on-site coordination and support for vendors, demonstrators and any other activities taking place in the complex.

d. Requests from any group or individual wishing to hold fund-raising events or conduct any activity to raise funds must submit requests in writing to the Joint Public Affairs Office.

6. Action.

a. Suggestions, requests or recommendations for holding a demonstration, contracting a vendor, having a sales event, adding a display, etc. should be submitted in writing to the MCCS Retail Division Head. Requests should include proposed date, description of display, merchandise, point of contact and phone number.

b. The MCCS Retail Division Head will assign space and ensure that the vendor is in compliance with MCCS policy.

c. Contract preparation and oversight will be the responsibility of the MCCS Contracting Officer.



MIKE LARGENT

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