



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES DEPARTMENT
MARINE CORPS AIR STATION MIRAMAR PO BOX 452008
SAN DIEGO CA 92145-2008

MCCSI 1710.35A
MCCS
7 January 2021

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 1710.35A

From: Marine Corps Community Services Director, Deputy Director
To: Distribution List

Subj: MARINE CORPS COMMUNITY SERVICES (MCCS) OFFICIAL PARC/UNIT
SUPPORT EQUIPMENT CHECK-OUT PROGRAM

Encl: (1) MCCS PARC/Unit Support Equipment Request Form

1. Situation. To publish instructions and promulgate procedures for the Marine Corps Community Services (MCCS) Official PARC/Unit Support Equipment Check-Out Program.

2. Cancellation. MCCSI 1710.35

3. Mission. To publish standardized and equitable official PARC/Unit Support equipment check-out procedures.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. PARC/Unit Support Equipment is available free of charge for authorized official command functions for active duty commands aboard Marine Corps Air Station (MCAS) Miramar.

(2) Concept of Operations. An official command function event is an event to which the entire command/unit will be in attendance or invited and will include a basic social morale, welfare and recreation event (i.e., change of command, command picnic, etc.). Events not considered command functions include, but are not limited to, events that are restricted to individual groups within the command (i.e., Officer only or enlisted only events) or events that have no social gathering involved.

b. PARC/Unit Support Request Procedures

(1) PARC/Unit Support Equipment is available on a first come, first served reservation basis. All request for equipment must be submitted through the PARC OMB account (miramarparc@usmc-mccs.org) on a MCCS Miramar PARC/Unit Support Equipment Check-

Out form (enclosure (1)) and signed by the Unit CO, XO, SgtMaj, Deployment Readiness Coordinator (DRC), Unit Readiness Coordinator (URC) or Officer in Charge (OIC) of authorizing unit funds in the event equipment is lost, damaged or stolen.

(2) The MCCS Miramar PARC/Unit Support Equipment Check-Out forms must be filled out completely and forwarded to PARC, Bldg. 2257, Monday through Friday, 0900-1630 for approval by the PARC team. Request must include: date and time equipment will be used; date and time of requested pickup; date of equipment return; items and quantity requested; point of contact and phone number (this individual will be the responsible person and required to sign for the equipment); and a brief description of the Command function event (see enclosure (1)). PARC/Unit Support is for use on board MCAS Miramar by MCAS Miramar commands only. Request by non-Miramar active duty commands and requests for taking equipment off station will be approved on a case-by-case basis by PARC/MCCS Asset Protection Manager. Please note: MCCS Special Events have priority for PARC/Unit Support Equipment over all other events.

(3) When equipment is checked-out, enclosure (1) will be reviewed, revised and corrected, according to equipment availability, by both the PARC/Unit Support Representative and the Unit Responsible individual. The Unit Responsible individual will verify the information and sign the form accepting responsibility for the equipment. It is the unit's responsibility to ensure all equipment is in good and operable condition prior to leaving PARC. Any equipment flaws will be annotated on enclosure (1) prior to signature by the Unit Responsible individual.

(4) All equipment must be returned within one business day of the event. Equipment must be returned in the same condition as it was when checked-out. Unit funds will be charged for all repairs and/or replacement costs for damaged, lost or stolen PARC/Unit Support equipment. Future requests for equipment will be delayed until all damaged, lost or stolen equipment has been returned or costs reimbursed. Units returning equipment outside of their scheduled time, shall wait behind units meeting their slated appointments and equipment turned in late without prior approval will be charged a \$25.00 late fee. Dirty equipment is subject to cleaning costs.

5. Administration and Logistics. PARC/Unit Support staff members will ensure that all MCAS Miramar active duty commands are familiar with and abide by the contents in this order.

6. Command and Signal

a. Command. This instruction is applicable to personnel assigned to Marine Corps Air Station Miramar.

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


S. F. MITCHELL
Deputy Director