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MCCS  
25 June 2014

## MARINE CORPS COMMUNITY SERVICES LETTER OF INSTRUCTION

**From:** MCCS Director  
**TO:** Distribution List

**Subj:** LETTER OF INSTRUCTION (LOI) FOR UNIT TRAINING AT ZEMBIEC POOL FACILITY

**Purpose:** To provide information, guidance, and assign responsibilities for the execution of the Unit Training at the Zembiec Pool Facility.

**Overview:** Support of our Marines and Sailors fitness in the aquatic environment is the primary objective of the Marine Corps Aquatics Program Henderson Hall. In order to support this objective while maintaining a safe environment Unit Training will be authorized at the Zembiec Pool Facility under the following procedures.

### **Procedures:**

**1. Reservation Request:** All requests for usage of the Zembiec Pool Facility for Unit Training must be submitted to the Aquatics Program Management. Request must be submitted at least five (5) business days in advance of the training (unless otherwise noted) and use the current reservation form. The Aquatics Program Management will review and coordinate all reservations. All reservations are subject to cancellation at the Aquatics Program Management's discretion or that of the Chain of Command.

**Special Considerations:** The Semper Fit Director must be briefed of training that would require the closure of the facility, use of large amount of space, use of specialized equipment, or introduction of animals to the facility. It is the duty of the Aquatics Program Management to prepare and present briefing in timely manner.

**2. Authorized Training:** Physical Training shall be classified and executed under the following categories;

a. **Physical Training:** Physical Training entails utilization of the Zembiec Pool Facility for the purpose of general fitness, self-improvement, and unit cohesion or basic health and moral. Physical Training does not require a Certified Active Duty Instructor but may require additional observation by facility staff base upon group size. The following is authorized under Basic Physical Training;

- Lap Swimming
- Treading Water

Training of this nature requires the designation of one member of the unit as an observer for the duration of the training session. The

observer is to remain on deck and monitor the other members of the Unit to ensure the safety of the unit. The observer is not permitted to take part in the training session.

b. Instructor Led Training: *(Certified Instructor Required)*;

1. Any training that requires personnel to remain under water shall require properly certified staff provide by the requesting unit as concurrent with standing MCO 1500.52D and the Marine Corps Water Survival Training Program's protocol.

2. Reservations for Unit Training of this nature requires further approval via Headquarters and Service Battalion Henderson Hall S-3 Office. An extended lead time of ten (10) business days is required for the reservation request of this nature.

**3. Priority Access:** As a support facility under Headquarters and Service Battalion Henderson Hall Marines and Sailors assign to Headquarters and Service Battalion Henderson Hall hold priority access to the facility when training by direction of the Command.

**4. Staffing Procedures:**

a. Notification: The Staff of the Marine Corps Aquatics Program Henderson Hall will ensure that Headquarters and Service Battalion Henderson Hall S-3 Office is notified of Instructor Led Training (2b) in advance of such training.

b. Coverage: The Staff of the Marine Corps Aquatics Program Henderson Hall will ensure that maximum pool capacity and lifeguard coverage ratio does not exceed regulations as set forth in the Marine Corps Aquatics Program Henderson Hall SOP. Standard ratio is set at One (1) American Red Cross Certified Lifeguard on deck active monitoring for every twenty-five (25) swimmers in the water with a minimum of two (2) American Red Cross Certified Lifeguards on site at any given time.

c. Cessation of Training: The Staff of the Marine Corps Aquatics Program Henderson Hall hold warrant to immediately halt any training session that is deemed to have strayed from the proscribed standards or that places personnel in a detrimental position. Further said Aquatics Staff hold the right to remove from a training session any individual personnel that are incapable of continuing training or whose further participation would be hazardous to their wellbeing.

**Program Coordinator:**

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