



## MARINE CORPS WATER SURVIVAL TRAINING PROGRAM RESERVATION REQUEST FORM

- 1) Complete the reservation information on page 2. Please be sure to provide detailed information regarding the activities that will be performed during the reservation time; failure to do so may result in non-approval.
- 2) Carefully read through the Marine Corps Water Survival Training Verification Form on page 3 and provide your electronic signature to acknowledge your understanding and agreement to comply with the terms listed for the duration of your reservation.
- 3) Save the completed PDF file and email it to [OMBIwakuni.Aquatics@usmc-mccs.org](mailto:OMBIwakuni.Aquatics@usmc-mccs.org).
- 4) The Aquatics Office will then contact you regarding availability of the requested date/time.

*Please refer to the guidelines below for information regarding reservation processing times.*

### **Normal Unit Training Hours: Monday-Friday 0500-1700\***

Requests for training during normal unit training hours must be submitted **48 hours prior** to the requested date of the scheduled activity.

*\*The IronWorks Indoor Pool is closed for cleaning and maintenance Tuesdays/Thursdays 1300-1500.*

### **Outside Normal Unit Training Hours:**

Requests for training outside of normal unit training hours or requiring pool closure must have written justification attached and signed by the unit S-3 training officer. This request must be received by Aquatics Program staff a minimum of **10 business days prior** to the requested training date. Approval for pool closures will be routed through the MCCS Semper Fit Athletic Director by the Aquatics Program Manager.



## MARINE CORPS WATER SURVIVAL TRAINING PROGRAM RESERVATION DETAILS

Facility: IronWorks Indoor Pool

Entire Pool

OR

Number of Lanes

Date(s):

Time(s):

Type of Unit Training:

*Please utilize the space below to describe, in detail, the activities and/or training exercises that will be performed for the duration your reservation. Please note that for the safety of our staff as well as other patrons, participation in activities or training exercises other than those explicitly outlined below may result in premature termination of your unit's training/certification, and may also affect your unit's privilege to reserve Aquatics facilities in the future.*

Unit:

Number of Personnel:

POC Name/Rank:

POC Phone:

POC Email:

*I understand that submission of this form does NOT guarantee approval of the requested reservation. Additional information and/or documentation may be required before the reservation can be approved.*

Unit Representative:

Name/Rank

Signature

Date

### FOR OFFICE USE ONLY

*Approved*

*Denied*

*Reason:*

*Authorizing Official:*

*Name/Rank*

*Signature*

*Date*



# MARINE CORPS WATER SURVIVAL TRAINING PROGRAM VERIFICATION FORM\*

\*The intent of this section of this document is to clearly identify the responsibilities of those conducting the course, and of those who manage and maintain the facility where the course is being conducted. The following information is designed to identify the actions needed before, during and after the event.  
Reference: MCO 1500.52D, par 4a(2)(b), & encl 1, chap 2, par 3b

The Primary MCIWS/ MCITWS is responsible for the overall conduct of training. The Primary MCIWS/MCITWS will direct any rescues in the event of an emergency when multiple MCIWS/ MCITWS are present. MCO 1500.52D, encl 1, chap 2, par 3d(1)(a)

## Requirements Prior to Reservation Request Approval

Training events that deviate from MCCS Iwakuni Aquatics Departments - Risk Mitigation Plan (RMP), will be the Unit's sole responsibility to address at their command level. The requesting Unit will be required to provide the approved documentation (e.g. DRAW, ORM Worksheet) at the Unit level to the Aquatics Department for verification/review. After review, any health and safety concerns identified by the Aquatics Department will need to be addressed before reservation request approval. Reference: Prevent Med Correspondence. Available upon request.

## Before Event:

1. Are the personnel conducting the training currently qualified under the Marine Corps Water Survival Training Program (MCWSTP) as required?  
Reference: MCO 1500.52D, par 4a(2)(b), & encl 1, chap 1, par 8  
Yes No
2. Does the Marine Corps Instructor of Water Survival (MCIWS) conducting the unit water survival qualifications have a current American Red Cross Lifeguard (LG) certification? Reference: MCO 1500.52D, encl 1, chap 2, par 3d(a)  
Yes No
3. Does the MCIWS understand that they are solely responsible for conducting an Emergency Response Plan (ERP) drill prior to beginning training each day? Reference: MCO 1500.52D, encl 1, chap 2, par 3d(b)  
Yes No
4. Does the MCIWS have the full understanding that MCCS lifeguards will not be responsible for water rescues during this training? Reference: MCO 1700.59, chap 10, par 2a(4)  
Yes No
- a. The Primary MCIWS is responsible for the overall conduct of training. Does the Primary MCIWS understand that they will direct any rescues in the event of an emergency when multiple MCIWS are present? Reference: MCO 1500.52D, encl 1, chap 2, par 3d(1)(a)  
Yes No
- b. Any request for MCCS lifeguards to assist must be addressed before reservation request approval. MCCS lifeguards shall not be available to assist if not approved prior to event by the Aquatics Manager. MCCS lifeguards skill level and scope of training will need to be addressed for health and safety concerns.
- c. MCCS lifeguards will be available to assist as needed for land emergencies if briefed and included in ERP drill prior to beginning training.

## During Event:

1. Maintaining cleanliness of the locker rooms at the IronWorks Fitness Center are NOT the responsibility of the Aquatics Department. The locker rooms are managed and maintained by the Fitness Department. This space is the main locker room utilized by all patrons at IronWorks. The MCCS Aquatics staff will assist in providing the equipment needed to address this task. Does the Primary MCIWS understand that they will need to address the duty of removing excessive amounts of water due to participants entering the locker room in saturated uniforms?  
Yes No
2. The pool overhead platform should only have the instructor, participant ready to step off the platform, and the next participant waiting at the top of the stairs. All other participants standing-by should remain at the bottom of the stairs. Stairs should be clear in case of an emergency (e.g. earthquake, medical emergency). Does the Primary MCIWS agree to follow this rule during the training?  
Yes No
3. Does the Primary MCIWS acknowledge that any medical emergency or damage to the facility during the event be reported to staff immediately?  
Yes No

## After the Event:

1. Contact tracing is the responsibility of those conducting the training, and a copy is not needed. Upon completion of training, the Aquatics Department will only need the total count of those who participated in the training. This information is needed in accordance with MCO data collection requirements. Reference: MCO 1700.59, chap 10, par 5d(1) Does the primary MCIWS agree to provide this information?  
Yes No

*My signature below indicates that I acknowledge, understand, and agree to abide by the rules listed above. Furthermore, I will ensure that all participating personnel including myself will abide by these rules, along with any rules posted in the facility or directives given by pool lifeguards or facility staff. I understand that failure to abide by these rules may result in early termination of the pool reservation and training activities, and may affect my unit's privileges to reserve the pool for training and/or certification activities in the future.*

Unit Representative:

Name/Rank

Signature

Date

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*Authorizing Official:*

*Name*

*Signature*

*Date*