

**25 Aug 2024
Force Support**

OUTDOOR RECREATION FAMILY CAMP

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 60 FSS/FSWO

Certified By: 60 FSS/CD

Supersedes: 60 FSS Air Force Instruction Family Camp (FAMCAMP) 12 February
2020 Pages: 8

Distribution: Travis FAMCAMP

This instruction establishes policies and operation procedures for the Outdoor Recreation Family Camp (FAMCAMP) that applies to all customers, employees, and volunteers involved in the program.

SUMMARY OF REVISIONS

This document is completely reviewed.

1. References.

- [DAFI 34-101, Air Force Morale, Welfare, and Recreation \(MWR\) Programs and Use Eligibility](#)
- [AFI 65-106, Manage Nonappropriated Funds](#)
- [AFI 33-360, Publications and Forms Management](#)
- [AIR FORCE STANDARDIZED PET POLICY](#)
- [Travis AFB Instruction - INSTALLATION FIRE PREVENTION PROGRAM](#) and [DAFMAN 91-203](#)

2. Scope.

2.1. The provisions of this OI are applicable to all eligible personnel utilizing and supporting this facility.

3. Eligibility and Use Priority.

3.1 Eligibility and Use Priority for Travis Air Force Base's FAMCAMP is outlined in Table A2.1 of DAFI34-101.

4. Policies.

4.1. As a patron of the TAFB FAMCAMP you are a guest of the 60th Air Mobility Wing and the 60th Force Support Squadron. As such, sponsors are responsible for the safe and proper conduct of themselves,

their dependents, and their guests while on TAFB.

4.2. All TAFB FAMCAMP patrons will conduct themselves in an orderly fashion. Patrons will refrain from disorderly behavior, including but not limited to, using profanity, making threatening gestures, public intoxication, dumpster diving, violence and the use of drugs.

4.3. All full hook-up sites are eligible for call-ahead reservations with priority given to Uniform Service members and their family members which can make reservations up to 90 days in advance. Service retirees and their family members, including members of the Retired Reserve, and retired without pay (including those who have qualified for retired pay at age 60 but have not yet reached age 60), and their family members are given second priority and can make reservations up to 60 days in advance. All remaining eligible patrons listed in Table A2.2 of DAFI 34-101, may make reservations up to 30 days in advance. Any remaining open sites will be available on a first-come, first-serve basis. Reservations can be made for 90 days at a time. No advanced reservations may be made to circumvent the length of stay policy except for a current reservation ending within 30 days and space is available. No specific site can be reserved.

4.3.1. Reservations require a one-night (non-refundable) fee deposit that is taken at the time the reservation is made. Deposits can be made over the phone with a credit card or in-person at the FAMCAMP office with cash, check or credit card. The deposit will be applied to the first night's stay.

4.3.2. FAMCAMP will not be authorized to accept services from customers in exchange for nights in the camp.

4.4. All eligible patrons shall register at the TAFB FAMCAMP office, Bldg. 601, upon arrival with valid sponsor ID. Based on availability, a space will be assigned in the FAMCAMP or Dry camp area. The number of guests should not exceed the recommended maximum capacity of the vehicle. At the time of registration, all guests will be provided with a site map and literature containing FAMCAMP policies and procedures. Each sponsor will sign an agreement stating they and their guests will abide by these rules.

4.4.1. Check-in for all spaces will begin after 1300hrs the day of arrival. Check-out time for all spaces is no later than 1100 hours on day of departure. Late checkout fees and cleaning fees may apply for any trash, pet droppings, etc. left behind.

4.4.2. Travelers arriving after 1300 hours may park in the listed available spaces and follow posted instructions. Payment shall be submitted in the secure drop box upon arrival. Check-in to complete payment and registration is required the next operational business day promptly when the office opens.

4.4.3. All vehicles, including RVs, parked on TAFB property and within the FAMCAMP, shall have current registration and shall be capable of being moved within six hours (6) on demand.

4.4.4. Space Available travelers shall arrange to store their vehicles at another location if they are traveling away from the FAMCAMP for more than a single day.

4.4.5. If leaving RV unattended for any significant amount of time; RV shall be unplugged from power and water turned off.

4.5. Only one RV and one passenger vehicle is permitted per site. The back of the RV cannot

extend over the grass area.

4.6. **HOLDING – Motorcycle Policy Update Pending**

4.7. Passenger vehicles shall be parked on the road (parallel to the road). One additional passenger vehicle may be registered and parked in our overflow parking area, located on the FAMCAMP grounds, with a proper FAMCAMP parking pass.

4.8. Parking passes shall be displayed on all vehicles while parked in the designated overflow parking area. Ability to park a second passenger vehicle in front of RV at site without protruding into roadway or a campsite is the exception for no more than 10 minutes, with flashers on, for loading/unloading.

4.9. No overnight or extended periods of time parking near or at the office facility building, parking near the office is short-term for office visits or using facilities only.

4.10. Parking in the FAMCAMP will be limited to the FSS parking spaces. All other spaces not located within the FAMCAMP will be managed in accordance with base policy.

4.11. All RVs shall be completely RVIA regulated and certified. Unregulated and homemade recreational homes, tiny homes, trailer made ready vehicles are not eligible for registration at the Travis FAMCAMP.

4.12. All RVs in the FAMCAMP shall be roadworthy. Any RV older than 2005 may be turned away at the decision of the FAMCAMP Manager and not allowed to stay in FAMCAMP.

4.13. RVs in FAMCAMP may not be skirted although tire covers are permissible. All tires/wheels shall remain on the RV. Temporary removal for repair/replacement is acceptable. No mechanical maintenance (including oil changes) or significant repair work may be performed on any vehicle. Vehicles may not be washed in the FAMCAMP but can utilize the Travis Car Wash for a small fee, which has an RV wash stall. Pads shall be placed under all jacks. No freestanding storage units are allowed within the FAMCAMP sites.

4.14. Any RV that is sold shall be removed from FAMCAMP prior to the ownership being assumed by the buyer.

4.15. All TAFB FAMCAMP patrons shall maintain their assigned area in an acceptable manner and take pride in the overall appearance of their area and the FAMCAMP. Excessive storage of items other than camping equipment is prohibited (tents of any kind are for Tent Sites only and not authorized at full hookup sites or dry camp sites). Some items not allowed outside RVs, in or around FAMCAMP include but not limited to Garbage, Fencing, Appliances, Gas Cans, Charcoal Grills, Fire Pits, Pop-Up Canopies (unless in ACTIVE use), Sheds of any kind, Storage of any kind, and Storage Bins/Tubs. Propane tanks shall be connected to grill or RV or stored away. Propane tanks larger than 20lb shall be chained or properly secured. No hanging of anything in or on trees or bushes (subject to site manager determination). Items not permitted on grass. Proper care shall be taken to protect government property, facilities and equipment.

4.16. Alterations to RV Sites, Structures, Property or Grounds are strictly prohibited and shall be reported to the FAMCAMP staff immediately. The FAMCAMP staff can initiate work orders

through the proper channel. Any issues found within the facility should be addressed to FAMCAMP staff immediately and can be called in after hours to the FAMCAMP after hours call phone. The afterhours phone number is listed on the bulletin board beside the office window.

4.17. The TAFB FAMCAMP Management reserves the right to relocate patrons within the camp to facilitate required maintenance or due to safety or any other reason deemed necessary. This policy is non-negotiable.

4.18. Generators will not be operated after 2100 hours each day and not before 0800 hours each day (subject to change during power outages, pending determination by site manager). Generators should never exceed 60db (ultimately subject to determination by site manager). Generators are prohibited in the TAFB FAMCAMP tent area (no exceptions). General quiet hours are from 2100-0800 hours, daily.

4.19. Generators in dry camp area shall be a manufacturer approved contained system to operate within the recreational vehicle. Exterior generators are prohibited in dry camp area.

4.20. Telephone hook ups are strictly prohibited.

4.21. Speed limit is 10 MPH throughout the FAMCAMP.

4.22. Composting requirements while staying in the FAMCAMP shall be adhered to, according to the California Senate Bill 1383, effective 1 Jan 2022. FAMCAMP patrons are required to place only organic waste into the FAMCAMP organics recycling bin. Trash, garbage, pet waste, etc. are not to be placed in the organic waste recycling bin but in the dumpster(s). Placing trash, garbage, pet waste, etc. in the organics recycling bin, will result in a \$35.00 fine.

4.23. Travis FAMCAMP supports the California Regulation for smoking and alcoholic beverage use.

4.24. Individuals shall be at least 21 years of age to smoke and 21 years of age to consume any alcoholic beverage. **Additionally, although legal in the State of California, Federal Law prohibits the use of marijuana on Travis AFB.** Smoking is only authorized either inside the RV or at a designated smoking section outside. Smoking outside in FAMCAMP sites is not permitted.

4.25. EVACUATION: Natural disasters or severe weather conditions may occur where Travis AFB residents and FAMCAMP residents may have to evacuate the area. The 60 AMW Safety Office will decide if evacuation is required. Patrons will be notified by the FAMCAMP and/or ODR staff, Security Forces, Fire Department, or the FAMCAMP Contractor and or Volunteer. During an evacuation, any personal items left in the evacuation zone are subject to damage or destruction and are not the responsibility of 60 FSS, Air Force, or any other Federal Agency, to include Contractors performing duties for the Federal Government.

5. Mail and Package Deliveries.

5.1. Amazon and USPS **DO NOT** deliver to FAMCAMP. UPS and FedEx **DO** deliver to FAMCAMP directly to **YOUR** site, **NOT** to the office. The FAMCAMP office will **NOT** accept your packages.

5.2. Active-Duty Members can set up a "General Delivery" mailbox for package receiving; call (707) 424-5570 or visit the Postal Service Center 3 in Bldg. #1348 (near North Gate). After setting up a box, please use

this address: PSC #3 General Delivery Your name, 694 A St., Travis AFB, CA 94535.

5.3. Retirees and Veterans can obtain a PO Box at the UPS store or USPS at the AAFES mini mall. If something is delivered at PSC #3 FAMCAMP will be notified.

6. Length of Stay/Sponsorship.

6.1. The TAFB FAMCAMP is designed for the **"traveling Air Force family."** It is not designate to be a permanent living park. All sites in the park are maintained as temporary facilities.

6.2. The maximum length of stay for any FAMCAMP guest should not exceed 180 days per calendar year or 365-day period. AF campgrounds were developed for, and should be managed to support, recreation camping purposes. Per DAFI34-101, *DEPARTMENT OF THE AIR FORCE MORALE, WELFARE, AND RECREATION (MWR) PROGRAMS AND USE ELIGIBILITY*, 7 March 2022, para. **19.23., Campgrounds.** ...In addition, the program manager must ensure recreational camping areas are not used as a place to live, with the exception of the recreational vehicle camp host (manager).

6.3. Campers shall vacate the FAMCAMP for 185 days upon reaching the 180-day limit before being allowed to return to the campground.

6.4. Campers may not make a reservation in another sponsor's name to circumvent the 180-day period. Married individuals or persons residing together will be counted as one 180-day period and both shall vacate for the required 185-day period.

6.5. The TAFB FAMCAMP dry camp is for overnight parking with no electric or water services. Exterior generators are not allowed. Maximum stay in dry camp is three (3) days. After three (3) days, patron shall vacate the dry camp for 24 hours then may return if space is available. The maximum length of stay for any FAMCAMP guest should not exceed 180 days per calendar year or 365-day period.

6.6. The FAMCAMP Tent area is a first come, first served basis only. There is a 2-week maximum stay for the current calendar year. The tent area will be closed during the winter rainy season beginning November 1st and reopen March 15th. These closure dates may be changed at the discretion of the FAMCAMP Manager to adapt to seasonal weather trends.

6.7. Sponsors for each site shall be actively staying at that site and are responsible for all other guests staying with them. Sponsors may not sponsor any guest(s) to stay in the FAMCAMP in any other site.

6.8. Sponsors are responsible for the safe and proper conduct of their children and control of their pets at all times. Children 10 years of age and under shall be supervised by a parent or legal guardian whenever they use TAFB FAMCAMP facilities.

7. Extension Policy Waiver and Process

7.1. Policy waiver Memorandum dated 25 Jul 2023, Department of the Air Force (DAF Family Campgrounds (FAMCAMPs) Extended Stay Tier Delegation Waiver, provides as a policy waiver to *DAFI 34-101, Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and*

Eligibility. The waiver applies to DAF installations with FAMCAMP operations. The change allows Installation Commanders (can be delegated), to approve extended stays in FAMCAMPs more than 180 days per consecutive twelve-month to assist commanders in meeting the needs of the military community during the ongoing housing crisis. Force Support Squadron commanders/directors will ensure no users reside in the DAF FAMCAMPs past the period approved in any waiver. This policy will remain as part of the Travis FAMCAMP OI until the policy waiver is rescinded, superseded or a change to DAFI 34-101 has been codified. (See Memorandum at Attachment 1).

7.1.2. Further guidelines shall be met and followed to be considered for this waiver extension. (See Memorandum at Attachment 2).

7.1.3. Members who approved for stays pass 180 days will be limited to the long term stay sites.

8. Fees.

- a. Current fees for TAFB FAMCAMP are listed online at Travisfss.com/odr/famcamp/. Full hookup sites are reserved for RVs only. Many Travis FAMCAMP RV sites are 50 AMP, with a few only able to accommodate 30 AMPs. Full hookup sites include the use of the dump station, coin operated laundry, all bathhouse facilities, and other amenities. Dry Camp and Tent Camping sites include the full use of all services and facilities of the main campground per intended use. Late fees will be applied for late check-outs and/or late rental payments. Cleaning fees will be applied for any trash or pet droppings left at site after check-out. Fees are subject to change.
- b. Payment for remainder of the first month is required upon check-in. If staying longer, payment for the remainder of each remaining month to be collected on or just after the first business day of each month. Patron will be charged a late fee for each day rental fee is overdue.
- c. Force Support personnel will work with local Security Forces and Judge Advocate offices for any customers checking out of the FAMCAMP without paying remaining balance.
- d. There will be no refunds for no-call/no-show or cancellations for any reason to your reserved spot. Reservation deposits are non-refundable.
- e. Only discounts offered by the United States Air Force will be honored at the TAFB FAMCAMP. Golden Age passports issued by the U.S. Parks Service or other discounts offered by other federal agencies are not valid.
- f. All credit card information is stored within PCI compliance. Our reservation software tokenizes credit card information where we can only see the last 4 digits of the card. This card on file may be used by customers to make payments after verifying last four and expiration date. FAMCAMP may also use this card to apply any necessary late/cleaning fees.

9. Pets/Animals.

- a. Patrons are limited to two dogs per site. This excludes Service Animals.
- b. The following dog breeds are not permitted in Travis FAMCAMP:

- Akita
- Chow
- Doberman
- Pit bull, to include any dog with a percentage of up to half-breeds
- Rottweiler, to include any dog with a percentage of up to half-breeds
- American Staffordshire Terriers
- English Staffordshire Terrier Wolf hybrids or any other breed with dominant traits geared toward aggression.

c. TAFB FAMCAMP pet owners are ultimately responsible for their pet's behavior and are to ensure they are not a nuisance to other guests at the TAFB FAMCAMP. These disturbances include, but are not limited to; constant barking, meowing, howling, not cleaning up after the pet(s), or running loose off the leash. Pets are not to be left alone overnight. Storage of pet food or any food, sealed or unsealed, outside of RV is prohibited.

d. When outside their Recreational Vehicle, pets (including cats) shall be always contained on a leash. Pets are not to be left outside unattended. Additionally, no animals are allowed in or around the TAFB FAMCAMP office building (Bldg. 601), to include the restrooms, laundry, or other common areas. This excludes Service Animals.

e. It is the responsibility of the pet owner to clean up all pet droppings and dispose of them immediately in the proper waste disposal.

f. All sites within FAMCAMP are considered pet friendly.

g. Pet owners shall maintain current immunizations on all dogs. Dogs are required to wear a collar or harness with current rabies and distemper vaccination attached.

10. Firearms.

a. Per Travis AFB Force Protection Plan, firearms and ammunition will be stored in the SFS Armory if the visitors stay exceeds 7 days. The Armory is located at 700 Vandenburg St. Bldg. 1219. 707-424-2883.

11. Video Surveillance and Digital Photography.

a. FAMCAMP uses video with audio surveillance for security and protection of NAF Assets. These video recordings may capture employee/patron interactions.

b. Digital photography of customers will be avoided to the maximum extent possible, and no employee should use their personal devices to capture issues within the program.

12. Camp Host/After-Hours Volunteer.

12.1. Outdoor Recreation may contract a Camp Host and/or an after-hours Volunteer, mainly for purposes of safety, security, and general assistance with the FAMCAMP. The contracted Camp Host and/or after-hours Volunteer will conduct surveillance of the FAMCAMP sites to ensure all guests are abiding by posted rules regarding parking, vehicle washing, general site orderliness, trash disposal, pet control, etc., and respond to emergencies.

12.2. If a contract Camp Host or an after-hours Volunteer is being utilized, a 1-year contract with first right of refusal by FSS Leadership will be required. The contract Camp Host and/or Volunteer will be required to provide their own RV, pay standard site rates and occupy FAMCAMP space #63, or a space designated by the Outdoor Recreation manager.

12.3. Contract Camp Host and/or Volunteer applications must be submitted 90 days prior to existing contract expiration.

12.4. Contract Camp Host and/or Volunteer responsibilities consist of and not limited to:

- Answers after-hours phone, assists customers, answers questions, etc. Will be responsible to find alternate when unavailable for more than two days.
- Drives through campground every night and records license plate number(s) and state/takes picture of each vehicle parked in a space listed as available on the bulletin board. Emails to FAMCAMP office.
- Makes sure cameras and Wi-Fi remains plugged in and functioning for cameras on shed.
- Will perform light maintenance work around the FAMCAMP such as litter pickup, sweeping and provide information to ODR/FAMCAMP staff of potential problems and disseminate information to FAMCAMP guests.
- Answers and assists with phone calls for RV Storage gate issues.

12.5. When volunteers are used, DD Form 2793, Volunteer Agreement for Appropriated Fund Activities and Nonappropriated Fund Instrumentalities will be completed and approved by the 60 FSS/CC. (Attachment 3).

13. Violation of Policies and Procedures.

a. Consequences: First violation of FAMCAMP policies and procedures will result in a warning. Camper will be notified, and the warning will be noted on the camper's account. The second violation will result in a formal violation notice. Camper will be notified, and the violation notice will be noted on the camper's account. Three total violations will result in eviction from the campground for 30 days. Every violation following will result in immediate eviction for no less than 30 days and may result in permanent eviction. SFS will be contacted for campers that pose an immediate threat to others or themselves in FAM CAMP or who are not compliant with FAMCAMP staff.

14. Policies and procedures are subject to change.

JASON D. CHRISTIE, Lt Col, USAF
Commander, 60th Force Support Squadron

Attachment 1



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

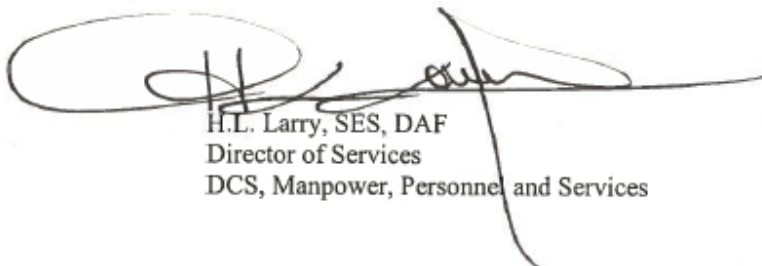
25 July 2023

MEMORANDUM FOR AFSVC/CC

FROM: HQ USAF/A1S
1040 Air Force Pentagon
Washington DC 20330

SUBJECT: Department of the Air Force (DAF) Family Campgrounds (FAMCAMPS) Extended Stay Tier Delegation Waiver

1. This policy waiver supersedes the previous memo same subject dated, 20 December 2022. Paragraph 3 provides guidance on the delegation authority of this waiver.
2. This policy waiver to DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, applies to DAF installations with FAMCAMP operations. This memorandum approves your request to adjust the waiver approval authority for FAMCAMP extended stays from T-1 to T-3.
3. This change allows Installation Commanders to approve extended stays in FAMCAMPS in excess of 180 days per consecutive twelve-month period to assist commanders in meeting the needs of the military community during the ongoing housing crisis. In accordance with DAFMAN 90-161, Table A10.1, the commander may delegate this authority to no lower than Force Support Squadron Commander or equivalent level. Force Support Squadron commanders/directors will ensure no users reside in the DAF FAMCAMPS past the period of time approved in any waiver.
4. This policy waiver is effective upon signature and will remain in effect until rescinded, superseded or a change to DAFI 34-101 has been codified. Please have your team reach out to my point of contact, Mr. Brian Colonna, AF/A1SO, at brian.colonna@us.af.mil with any questions.



H.L. Larry, SES, DAF
Director of Services
DCS, Manpower, Personnel and Services

Attachment II



DEPARTMENT OF THE AIR FORCE
60TH FORCE SUPPORT SQUADRON (AMC)

28 August 2024

MEMORANDUM FOR RECORD

FROM: 60 FSS/FSWO

SUBJECT: Requesting FAMCAMP Extended Stay exceeding 180-day Policy

References: (a) DAF FAMCAMP Extended Stay Tier Approval Waiver - ~~dtd~~ 20 Dec 22
(b) DAFI 34-101 7 Mar 2022, 19.23

1. I understand the follow guidelines must be met and followed to be considered for this waiver extension:
 - a. Must be Active Duty Priority 1 on the Housing List and actively seeking permanent housing (Memo verification from their Squadron Commander along with Travis AFB Housing Wait list Confirmation).
 - b. Waivers/Extension requests must be processed through the ODR Director to the FSS/CC for coordination and approval.
 - c. Waivers/Extension requests must be requested based solely on the amount of time required to locate permanent housing and will not exceed 90 days.
 - d. Members must check in every 30 days with ODR to confirm and verify they are still actively seeking permanent housing.
2. If you have any questions or need further information, please contact the Outdoor Recreation Director, Mr. Robert Moon at 707-424-5049 or by email at robert.moon.2@us.af.mil

_____(FAM CAMP GUEST PRINT & SIGN) _____(DATE)

-----FOR OFFICE USE ONLY-----

Effective departure date: _____ Current# of days in the FamCamp: ~~180 days~~ _____

Approved _____ Disapproved _____