



**DEPARTMENT OF THE NAVY**

NAVAL AIR STATION  
PO BOX 9001  
KEY WEST FL 33040-9001

NASKWINST 1710.7  
N01J  
20 Aug 2020

NASKW INSTRUCTION 1710.7

From: Commanding Officer, Naval Air Station, Key West

Subj: OPERATION, MANAGEMENT AND POLICIES OF THE NAVAL AIR STATION,  
KEY WEST CAMPGROUNDS AND RECREATIONAL VEHICLE PARK

Ref: (a) CNICINST 1710.3  
(b) OPNAVINST 1700.7E  
(c) OPNAVINST 1710.11  
(d) John S. McCain National Defense Authorization Act, 2019  
(e) DoDINST 1015.10  
(f) NASKWINST 5530.6

1. Purpose. To establish the operating procedures, designation of management, delegation of authority and declare the Command's policy, for all Morale, Welfare and Recreation (MWR) Campgrounds and Recreational Vehicle (RV) Parks (collectively referred to as "RV Park") onboard Naval Air Station (NAS), Key West.

2. Background

a. The primary mission of NAS Key West is to provide a training facility for active duty military. Due to the geographical location of Key West, multi-service field exercises can be conducted in the air, on land, on and under water – adding to the lethality of our armed forces across each of the branches.

b. Navy policy is to provide operational and support activities with essential MWR mission support services, as well as provide programs that effectively contribute to the morale, well-being, and quality of life of Navy active duty personnel, their family members, and all other authorized patrons. References (a) through (c) establish responsibility for policy, overall coordination, and execution of Navy MWR programs for installation activities.

c. Due to location, climate and annual weather patterns, the Key West community is a vacation destination, which provides Navy active duty personnel, their family members, and all other authorized patrons an enjoyable vacation site. Many of the MWR facilities on NAS Key West are utilized by out-of-county/out-of-state eligible patrons. To that end, the MWR facilities and programs in Key West are some of the busiest and most robust across the Navy's installation enterprise.

d. In accordance with reference (d), the pool of eligible patrons of MWR programs has expanded to include Purple Heart recipients, Prisoners of War (POW), Veterans with a service connected disability (VWSCD), and their caretakers. This expansion, which began on 1 January 2020, placed Key West as the third largest increase (by percentage) of eligible patrons in the enterprise.

e. Hurricanes and adverse weather events pose a unique and present danger to the Key West community. Recent hurricanes have devastated the lower Florida Keys. Loss of life and property damage were properly mitigated due to forward leaning evacuation orders and hurricane preparedness measures. In conjunction with City and County Governments, recreation areas such as Recreational Vehicle Parks and campgrounds are evacuated ahead of time to ensure low impact to the only two-lane highway, servicing the 128 miles and 42 bridges to Florida's mainland.

f. Given the competing interests in the operation of MWR facilities, limited resources, land usage, and the expansion of use by eligible patrons, significant changes in the Standard Operating Procedures (SOP), reservation systems, and management/authority is necessary to ensure a healthy and inclusive MWR program.

### 3. General Policies

a. This instruction expands and amplifies the directives contained in references (a) through (c), based on the expressed position of the NAS Key West Installation Commanding Officer (ICO).

b. Active Duty Military and their dependents<sup>1</sup> are the highest priority for the MWR RV Park. A tiered system or prioritization outlined below reflects the installation's policy in resolving conflicts and promoting support.

(1) Tier 1: Active Duty Military or Dependents

(2) Tier 2: Retirees, Reserve Component Members or 100% Disabled Veterans

(3) Tier 3: Purple Heart, POW or VWSCD

(4) Tier 4: DoD Authorized Patrons, or Contractors working onboard NAS Key West

(5) Tier 5: All other authorized patrons, or those granted special permission by the ICO, in accordance with reference (e)

c. The MWR Director is responsible for all MWR program oversight and shall report directly to the ICO. Authority to modify and grant exemptions/exceptions to the policies in this instruction, shall remain with the ICO, unless expressly delegated otherwise in this instruction.

---

<sup>1</sup> Active Duty Military and their dependents, includes all Department of Defense service members and their legal dependents, U.S. Coast Guard service members and their legal dependents.

All other operational and management authority/decisions, not contained in this instruction, shall be delegated to the MWR Director, in consultation with the ICO. Such delegation includes termination of leases/rental agreements, pricing, and daily operating activities.

d. Individual problems, concerns and suggestions should be presented at the lowest level possible to address the issue. Matters shall be elevated using the appropriate chain of command within the MWR structure. No issue shall be addressed by the ICO without ensuring all relevant management personnel in the Chain of Command were presented with the problem or concerns, and were unable to resolve the matter at his or her level.

e. Changes reflected in this instruction are necessary for the stability and continued operation of MWR facilities.

f. In "Peak Season" (October to March), there is little-to-no availability at the RV Park due to the significant number of eligible patrons and the length of each patron's reservation. To ensure equitable use of the RV Park and create more opportunity for eligible patrons, it is the intent of this instruction to limit the initial length of a patron/family's stay to no more than 90 days, with possible extensions based on availability in accordance with the procedures established in this instruction.

#### 4. Rules and Regulations

a. Reservations. Reservations for RV Park sites shall be subject to the following:

(1) Each authorized patron may make one reservation for one site to accommodate one RV/trailer/camper/tent, for a period of 90 days. A reservation shall account for the patron's family and/or RV. Double reservations from the same family unit, or for the same RV's license plate/vehicle identification number (VIN), are not permitted.

(2) Extending the reservation past the 90-day period must be approved by the MWR Director and must include a justification why this extension should be granted. Extensions, subject to site availability, shall be permitted for up to thirty days, with only one extension granted at a time. The applicant must be physically present in Key West to extend the reservation, and the extension must be continuous with the current reservation.

(3) Reservations may be made six months in advance for all eligible patrons in Tiers 2- 5, and twelve months in advance for Tier 1.

(4) No individual person, family unit, or individual RV shall be permitted to remain in the RV Park for more than 90 days, and subsequently, must vacate the NAS Key West RV Parks for a period of 60 days unless an extension is approved in accordance with paragraph 4.a.(2) above, or sites are readily available.

(a) This recreational facility is intended for short-term recreational rental, and is not a permanent residential area. An Active Duty member may not register his or her permanent

address using the RV Park or its office on any military personnel or dependency records.<sup>2</sup> The RV Park Office is not authorized to accept mail or packages on behalf of patrons. All patrons must provide MWR with a legal residence and mailing address, prior to entry into the RV Park.

(b) Any Active Duty personnel who defined their permanent home of record as the NAS Key West RV Park as of 31 January 2020, may petition, in writing, to the ICO for approval of an exemption to this policy until the member's projected rotation date. Application for this exemption shall be submitted through the MWR Director, and the NAS Key West Staff Judge Advocate (SJA). Copies of orders and current reservations, along with endorsement by the member's chain of command, must be submitted. Notification approving or denying the exemption to reside and make long-term reservations shall be forwarded in writing to the member and the MWR Director for execution.

(c) Any Civilian Employee who maintains employment onboard NAS Key West who defined their permanent home as the NAS Key West RV Park as of 31 January 2020 may remain until the end of his or her current reservation.

(d) Existing reservations shall be honored as booked. All reservations made thereafter are subject to the policies and proscriptions herein.

(5) MWR shall screen each reservation for compliance with this instruction.

(6) Reservations shall be made for either available dry or full hook-up sites at the time of placing the reservation. Such designations will be made on a first-come, first-serve basis.

(7) Reservations may not be substituted or changed for patrons, absent a family relationship with the primary and substitute patron. Subleasing, straw-manning, or amending reservations to circumvent these proscriptions, or for commercial purposes, shall not be permitted.

b. Rotations. MWR shall not rotate individuals during their reservations. Movement from one spot to another shall be made at the conclusion of the current reservation (and shall not include any extension, unless space is available and is approved by the MWR Director).

c. Hosts. MWR is permitted to maintain a RV Park and/or Campground "Host" program. In accordance with reference (a), Hosts designated by the MWR Director are exempt from limits and fees discussed herein. However, a Host may only serve as a Host for six-months out of each calendar year. Hosts shall comply with directives of MWR and shall comply with the volunteer requirements contained in reference (a).

d. Pricing. All pricing decisions are delegated to the MWR Director.

e. Compliance. All patrons utilizing RVs/Trailers/Campers shall provide proof of ownership/rental agreement at the time of check-in, including any registration or licensing

---

<sup>2</sup> See Florida Department of State, Division of Elections Reference Guide 0003 (dated July 2018) and Voter Registration Opinion 18-09 regarding voting rights and permissions for individuals with nontraditional abodes (e.g., a vessel).

requirements. All vehicles, trailers or RVs must comply with NAS Key West instructions on vehicle registration/insurance and State of Florida requirements for the entire duration of the present reservation.

f. Upkeep. MWR shall provide basic upkeep of the common usage areas and sustained aesthetic upkeep, including grass and plant trimming. Each patron is responsible for his or her own areas in and around their site; ensuring that the site is free from clutter; and removal of prohibited items outside the RV/tent.

(1) MWR shall maintain and promulgate policies regarding the appropriate upkeep and care of RV Park sites. These policies shall regulate the individual property kept outside the RV or tent, with a focus on safety and esthetics. Prohibited items shall include, but are not limited to, large potted plants, political/partisan materials, and/or hazardous materials (such as paints or chemicals). The MWR Director shall set and reinforce the standards, coordinating with the NAS Key West Safety Department for resources or advisement.

(2) Each patron shall be provided the upkeep policies, and sign acknowledgement therefore, at the point of check-in.

(3) Inspections:

(a) MWR shall conduct inspections of the RV Park on a regular basis, providing citations for each violation observed. One citation per inspection, listing each violation shall be provided. Upon the third citation (regardless of whether there are three violations on the same condition, or three separate violations for unrelated conditions), MWR shall terminate the agreement and the non-compliant patron will be required to vacate the reserved site. Pro-rated refunds may be provided upon approval by the MWR Director.

(b) The ICO shall be notified of any terminations or removals.

(c) Complaints and appeals shall be forwarded to the NAS Key West SJA for resolution.

g. Firearms and weapons, as defined by reference (f), are strictly prohibited in the RV Park.

h. The MWR RV Park operation shall be monitored and reviewed semi-annually by the MWR Director for compliance with this instruction and to recommend updates as appropriate to the ICO. Each patron shall be provided a copy of the MWR handbook, and sign acknowledgement of, at the point of check-in.

i. Adverse Weather Conditions. The Key West community is faced with fast moving and quickly developing adverse weather conditions, such as hurricanes, tornados, and flooding. Individuals staying in the RV Park are responsible to shelter in place, and/or comply with local, county, and/or base instructions, including evacuation orders, during all adverse weather conditions/events. It is the responsibility of each person to stay abreast of developing conditions.

(1) In the event of an adverse weather condition, RV Park guests must remove any non-permanent fixture on or near their RV, either securing the items to the ground or taking items inside. During high wind conditions, even small items can become dangerous and deadly projectiles.

(2) Each individual should make him or herself aware of the local civilian resources, such as a secondary shelter location and evacuation routes and procedures, in the event of an adverse weather condition/event.

j. Termination.

(1) MWR may terminate an RV Park agreement due to mission requirements established by the ICO. MWR may also terminate an agreement for cause, based on any material violations of the RV Park policies or this instruction, failure to maintain required documentation, or revocation of base access/administrative privileges. All agreement terminations require approval by the MWR Director and notification to the ICO.

(2) Early termination by the patron is permitted at the discretion of the MWR Director.

5. Delegation. The MWR Director is delegated the authority to set and maintain SOPs and regulations in the operation of the RV Park. All rules and regulations under that authority may not conflict with this instruction, nor the guiding policies set forth above.

a. All SOPs and regulations shall be put in writing, and shall be reasonably available to any patron, staff or guest on request. Such guidance must be available upon inspection, and available in both hard-copy and electronic formats.

b. In the event the MWR Director determines an individual patron has used gamesmanship, subterfuge, or attempts to circumvent either an expressed prohibition or the stated policy of this instruction, the MWR Director or a designee shall consult with the NAS Key West SJA and may terminate an existing reservation; notification of termination shall be made to the ICO.

c. Status reports and internal audits regarding implementations and regulations associated with the changes referenced herein shall be provided to the ICO on a regular basis.

d. The MWR Director may further delegate authority for compliance purposes to the facility's manager, but is responsible and accountable to the ICO for all requirements set forth herein.

  
M. D. SOHANEY