



## DEPARTMENT OF THE NAVY

NAVAL AIR STATION KEY WEST  
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NASKWINST 1710.7A  
N01J  
23 Jan 2023

### NASKW INSTRUCTION 1710.7A

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. Cancellation. NASKINST 1710.7.

3. Background. NAS Key West MWR's mission is to provide support services and 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. Due to location, climate and annual weather patterns, the Key West community is a vacation destination. 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. References (a) through (e) establish responsibility for policy, overall coordination, and execution of Navy MWR programs for installation activities.

#### 4. General Policies

a. This instruction provides additional guidance to the directives contained in references (a) through (e) as delineated by the NAS Key West Installation Commanding Officer (ICO).

b. The MWR Director is responsible for MWR program oversight and must report directly to the ICO. Authority to modify and grant exemptions/exceptions to the policies in this instruction, must remain with the ICO, unless expressly delegated otherwise in this instruction. All other operational and management authority/decisions not contained in this instruction are delegated to

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the MWR Director, in consultation with the ICO. Such delegation includes termination of leases/rental agreements, pricing, and daily operating activities.

c. 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 must 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.

## 5. Rules and Regulations

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

(1) 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.

(a) Tier 1: Active Duty Military or Dependents.

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

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

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

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

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

(3) Each authorized patron may make one reservation for one site to accommodate one RV/trailer/camper/tent. A reservation must 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.

(4) Reservations must 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.

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<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.

(5) Authorized duration of reservation:

(a) "Peak Season" is defined as October 1<sup>st</sup> to March 31<sup>st</sup>. During Peak Season, the RV Park typically remains at maximum capacity. To ensure equitable use of the RV Park for eligible patrons, initial reservations are limited to 90 consecutive days. Extension requests beyond 90 days are subject to the following:

- i. Will be based solely on availability.
- ii. Must only be approved by the MWR Director.
- iii. Must include, in writing, a justification for the extension.
- iv. Limit of one extension per patron per calendar year.
- v. Extension must be continuous with the current reservation.
- vi. Applicant must be physically present in Key West to extend the reservation.

(b) No individual person, family unit, or individual RV must be permitted to remain in the RV Park for more than 90 consecutive days during Peak Season unless an extension is approved in accordance with paragraph 5(a) above, and subsequently, must vacate the NAS Key West RV Park for a period of 60 days before authorized to execute a new reservation.

(c) "Off Season" is defined as April 1<sup>st</sup> to September 30<sup>th</sup>. There is no limit to initial reservations during this period of time.

(d) Reservations extending longer than 180 days within a calendar year will be dependent on site availability and must require MWR approval.

(6) Reservations may only be changed or adjusted by the patron listed on the initial registration, or an immediate family member. Subleasing, straw-manning, or amending reservations to circumvent these prohibitions, or for commercial purposes, must not be permitted.

(7) 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.

(8) MWR must screen each reservation for compliance with this instruction.

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<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).

(9) Each patron must be provided a copy of the MWR handbook, and sign acknowledgement thereof, at the point of check-in.

b. Rotations. MWR must not rotate individuals during their reservations. Movement from one spot to another must only be made at the conclusion of the current reservation (and must not include any extension unless 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 must comply with directives of MWR and must comply with the volunteer requirements contained in reference (a).

d. Compliance. All patrons utilizing an RV/Trailer/Camper must provide proof of ownership/rental agreement at the time of check-in, including any registration or licensing 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.

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

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

(3) Inspections:

(a) MWR must conduct inspections of the RV Park on a regular basis, providing citations for each violation observed. One citation per inspection, listing each violation must 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 must 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 must be notified of any terminations or removals.

(c) Complaints and appeals must be forwarded to the NAS Key West Staff Judge Advocate (SJA) for resolution.

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

g. Adverse Weather Conditions. The Key West community is often 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. In conjunction with City and County Governments, recreation areas such as RV Parks and campgrounds may be evacuated ahead of incoming adverse weather to ensure low impact to the singular two-lane highway, servicing the 128 miles and 42 bridges, connecting Key West to Florida's mainland. 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.

h. 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.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed in accordance with Secretary of the Navy Manual 5210.1 of September 2019.

7. Review of Effective Date. Per OPNAVINST 5215.17A, the MWR Director will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year

anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This notice is cleared for public release and is available electronically only via Gateway (G2) Portal Directives Website, <https://g2.cnrc.navy.mil/Directives/default.aspx>