



DEPARTMENT OF THE NAVY

NAVAL AIR STATION KEY WEST
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NASKWINST 1710.7B
N01J
24 May 2024

NASKW INSTRUCTION 1710.7B

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) DoDINST 1015.10
(b) Joint Travel Regulation (JTR)
(c) John S. McCain National Defense Authorization Act, 2019
(d) OPNAVINST 1700.7E
(e) OPNAVINST 1710.11
(f) CNICINST 1710.3
(g) CNIC NOTICE 1700
(h) NASKWINST 5530.6

Encl: (1) Long-term Stay Patron Emergency Evacuation Plan

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. NASKWINST 1710.7A.

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 (h) 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 (h) as delineated by the NAS Key West Installation Commanding Officer (ICO).

b. The MWR Director is responsible for MWR program oversight and reports directly to the ICO. Authority to modify and grant exemptions/exceptions to the policies in this instruction 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 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 will 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 are subject to the following:

(1) Active Duty Military and their dependents¹ 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 and their 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 (a).

(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 accounts 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 served basis.

¹ 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 for leisure travel:

(a) "Peak Season" is defined as October 1st to March 31st. 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 is 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 1st to September 30th. There is no limit to initial reservations during this period.

(d) Reservations extending longer than 180 days within a calendar year will be dependent on site availability and requires MWR Director 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 is not permitted.

(7) Active Duty Service Members permanently stationed at a command located in Key West, FL may utilize the RV Park for long-term stays beyond the length of stay timelines associated with leisure travel.

(a) Active Duty Service Members' permanent change of station orders are required to validate long-term stay eligibility.

(b) Section 5 of this instruction does not apply to Active Duty Service Members in a long-term stay status.

(c) Thirty-three (33) "Full Hook Up" sites (spaces 58-90) are authorized for long-term stay reservations. The availability and assignments of the authorized "Full Hook Up" sites for

long-term stay patrons will be managed by MWR. "Full Hook Up Deluxe Waterfront" sites, dry camping, and primitive sites are not authorized for long-term stay reservations.

(d) MWR reserves the right to relocate long-term stay patrons, as necessary.

(e) No special services or privileges will be initiated or offered to long-term stay patrons that are not available to leisure patrons in recreational lodging, campsites, and RV Parks throughout the CNIC MWR enterprise.

(f) Long-term stay patrons are not authorized to change, upgrade, alter, reconfigure, or renovate any RV Park space to accommodate any special or unique requirements or demands.

(g) Emergency Evacuation Procedures:

i. Long-term stay patrons are required to have an Emergency Evacuation Plan, enclosure (1), on file with the MWR Campgrounds Office.

ii. In the event the RV Park is ordered to evacuate, long-term stay patrons are required to depart and will not be authorized reimbursement for any travel expenses.

iii. If a formal Evacuation Order is issued by the Commanding Officer for the entire installation, long-term stay patrons who have evacuated the RV Park will be authorized to claim travel expenses under the provisions of the Evacuation Order and reference (b).

(h) Upon expiration of permanent change of station orders, Active Duty Service Members may remain a patron of the RV Park in a leisure travel status and will be subject to the regulations listed in Section 5 of this instruction.

(8) RV park patrons, regardless of leisure travel or long-term stay status, are not authorized to register the RV Park or its office as a permanent address on any military personnel or dependency records.² Additionally, the MWR Campgrounds 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.

(9) MWR will screen each reservation for compliance with this instruction.

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

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

² 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).

c. Hosts. MWR is permitted to maintain a RV Park and/or Campground "Host" program. In accordance with reference (f), 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 (f).

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 will provide basic upkeep of the common usage areas and sustained esthetic 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 maintains and promulgates policies regarding the appropriate upkeep and care of RV Park sites. These policies regulate the individual property kept outside the RV or tent, with a focus on safety and esthetics. Prohibited items include, but are not limited to, large potted plants, political/partisan materials, and/or hazardous materials (such as paints or chemicals). The MWR Director sets and enforces the standards, as well as coordinates with the NAS Key West Safety Department for resources or advisement.

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

(3) Inspections:

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

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

f. Firearms and weapons, as defined by reference (h), 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 comply with local, county, and/or base

instructions, including Evacuation Orders, during all adverse weather conditions/events. In conjunction with City/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 adverse weather, 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.



E. A. REGOLI

Releasability and distribution:

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



Long-term Stay Patron Emergency Evacuation Plan

POLICY: All Active Duty Service Members in a long-term stay status are required to have an Emergency Evacuation Plan on file with the MWR Campgrounds Office.

Requirements:

1. It is the responsibility of the Active Duty Service Member in a long-term stay status to remove his/her RV in the event the Campgrounds are required to be evacuated.
2. Long-term stay patrons are not authorized to leave their RV or any of their belongings in the RV Park should the Campgrounds be evacuated.
3. This Emergency Evacuation Plan requires that an attendee be appointed in the event the Service Member's RV must be evacuated from the RV Park and the Service Member is unable to do so.
4. The appointed attendee should not be another Active Duty Service Member in a long-term stay status within the RV park.

ATTENDEE APPOINTMENT: I hereby appoint the following individual to be my attendee for my RV and belongings in the event there is an emergency that would require the site to be evacuated. Furthermore, the attendee has access to a set of keys that will allow him/her to move my RV and belongings if it would become necessary.

By signing below you, the appointed attendee, are agreeing to evacuate the property of the long-term stay patron who has appointed you to do so in the event of an emergency.

Attendee Name (printed): _____ Attendee Telephone #: _____

Attendee Address: _____

Attendee Signature/Date: _____ / _____
(Sign) (Date)

PATRON INFORMATION

Patron Name (printed): _____ Patron Telephone #: _____

Command Assigned: _____ Site#: _____ Arrival Date: _____ Departure Date: _____

Patron Signature: _____

By signing you agree to the policy set forth and have designated an attendee.

Accepted by NASKW Campground Office on this date: _____

By (name printed): _____ Signature: _____