



**13 October 2021**

**Outdoor Recreation**

**FAMCAMP OPERATIONS**

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(Samantha M. Miller, Lt Col)

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This supplement/operating instruction (OI) implements and extends the guidance of Air Force Instruction (AFI) 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Eligibility*, 16 Apr 2019. It is developed in accordance with (IAW) AFI 34-101, para. 18.26.1 and establishes responsibilities and operating procedures for the Joint Base Andrews (JBA) Family Campground (FamCamp) and tent camping areas. Specifically, this OI will address reservations, length-of-stay requirements, vehicle use and storage, pets, local rules and policies. All records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Disposition Schedule (RDS) at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route through functional chain of command.

**1. Purpose.** The purpose of this instruction is to establish procedures for operating the 316th Force Support Squadron (FSS) Family Campground (FamCamp) program.

**2. Scope.** This instruction applies to all active duty and retired military, Department of Defense (DoD) and Nonappropriated Fund (NAF) civilian personnel and their dependents assigned to JBA and other groups authorized by AFI 34-101, Tables A2.1 and A2.2, or the 316 FSS Commander (CC) to use Outdoor Recreation (ODR) programs.

**3. Responsibilities.** The ODR Director is responsible to the 316 FSS/CC for ensuring the provisions of this OI are complied with.

3.1. ODR is responsible for maintaining FamCamp grounds.

**4. Eligibility.** IAW AFI 34-101, Attachment 2, FamCamp is open for use to all uniformed service members (active duty, reserve, service academy cadets, and delayed entry personnel), service retirees, honorably discharged veterans with 100% service-connected disability, and their family members.

4.1 Reservations. Reservations must be made by the eligible member, aged 18 years or older. The guest making the reservation must remain in the site the entire length of the scheduled stay. Reservations are available 90 days in advance for active duty military members and 60 days in advance for all other users.

4.2. Priority Reservations. If FamCamp facilities cannot accommodate all authorized patrons for an extended period of time, the installation commander may authorize use of priority reservation/use procedures IAW AFI 34-101, Attachment 2, Table A2.1 and A2.2. This determination may be made without notice, but will not affect established, paid reservations.

4.2.2. If priority reservation procedures are enacted, no current guest in FamCamp will be “bumped” or asked to leave before their scheduled/reserved departure date to accommodate someone of a higher priority.

4.3. Before arrival, guests must contact the 316th Security Forces Squadron (SFS), 301-981-2001, and the ODR Director, 301-981-4404, if any member of the party has been convicted or is pending conviction of a drug related offense or is a registered sex offender.

**5. Fees.** FamCamp’s daily fees will be increased as of 1 January 2022 as follows:

Type (Number Sites)	Current	As of 1 Jan 2022
<b>Full Hook Up (30)</b>	\$30	\$45
<b>Electric Only (14)</b>	\$22	\$30
<b>Tent Sites (5)</b>	\$15	\$15

5.1. Late Fees. Long-term/180-day guests paying monthly must pay their next month’s site rental no later than the 1st of the month. If there are circumstances beyond your control that will cause a late payment, please contact the ODR Director. Due date extensions are handled on a case-by-case basis. Fees for late payment will be assessed as follows:

5.1.1. Day 5, a \$50 late fee will be assessed. Late fees are not applied to the balance due and are non-refundable. An additional \$50 late fee will be assessed every 5 days until the resident makes payment or vacates the site.

5.1.2. Day 15, guest is required to vacate the site and will not be permitted to return until the outstanding balance is settled to \$0. Return is based on availability. If the guest

returns, the convenience of monthly payments will not be available and the entire amount for the reserved stay must be paid at check-in.

5.1.3. Day 30, account is referred to collections.

5.2. Refunds. Refunds are issued for medical emergencies, moving into a house during PCS, deployment, and death. Refunds are determined on a case-by-case basis by the ODR Director. Early departures will not be refunded, unless the reservation is cancelled due to inclement weather, emergency leave, alert duty or a documented medical emergency or is a directed evacuation or closure of the FamCamp. A copy of an approved AF Form 988, *Leave Request and Authorization*, must be provided for those claiming emergency leave or alert duty.

**6. Length-of-Stay.** Air Force FamCamps were developed and are managed to support recreational camping purposes and not for any patron to use as a residence or place of business, with the exception of the recreation vehicle camp host (manager). The maximum length of stay must not exceed 180 days per calendar year. Back to back reservations designed to circumvent the local maximum length of stay limit are not permitted.

6.1. If space is available, FamCamps may be used by personnel on temporary duty (TDY) to an installation or permanent change of station (PCS) to and from the installation as long as that use complies with maximum length of stay policies. Patrons are required to present a copy of the PCS or TDY orders at check-in. Sites 1-26 and 31-35 are the only sites available for extended use. Sites 27-30 and 36-41 are reserved for short-term patrons, no exceptions.

6.2. At the end of the maximum stay period, the guest's recreational vehicle (RV) must depart FamCamp and installation for at least 24 hours.

6.2.1. If two (2) or more unreserved sites are available, a customer that left due to the maximum stay limit is allowed to return to the recreational vehicle camp after the 24 hour departure requirement. Guests may not return to the same site they vacate.

6.3. FamCamp residents seeking exception to the length-of-stay policy must receive a signed waiver from the 316 FSS/CC with justification for the exception before the length-of-stay period lapses. Waivers to this policy are considered on a case-by-case basis.

6.3.1. Patrons are required to depart FamCamp if he/she is in the process of seeking a waiver when the length-of-stay timeframe/deadline lapses.

6.4. Requests for specific RV sites are taken into consideration, but not guaranteed. ODR staff reserves the right to move customers from their projected site at reservation as necessary to accommodate patrons and maximize campground occupancy.

**7. Check-In/Check-Out.** Check-in is at 1200 hrs. Check out is at/before 1100 hrs daily. If needed, extended check-out time must be requested before 1200 hrs the day prior. Extended check-outs are approved based on occupancy and incoming travelers and may not exceed two additional hours. Unapproved late check-outs and extended check-outs exceeding two hours will be assessed an additional daily charge.

7.1. Guests will register at the Recreational Services (ODR) office at 1235 Menoher Drive Joint Base Andrews, 301-981-4404, to obtain a site assignment prior to hook-up or use of facilities. Your RV/camper/tent must be with you at the time of registration. Parking is available across the street and will accommodate any size RV with easy access and egress.

7.1.1. If arrival is after office hours you **MUST** register with the Camp Host at Site 1, 4520 Wheeling Road, Joint Base Andrews.

7.1.2. Sites may not be “held” for friends or yourself prior to check in. All sites must be occupied by the registered guest assigned to that site.

7.1.3. Once check-in is complete, guests may not switch to a different vacant site after arriving at the FamCamp location. Guests who switch without approval will be charged for both the originally assigned site and the site switched to.

7.2. If an extended-stay guest must be absent from the site longer than 48 hours, the guest must notify the ODR office of the dates they will be gone and provide contact information in case of evacuation. Failure to notify the office will result in removal from FamCamp.

**8. FamCamp Protocols.** The following directives are established and enforced to ensure the JBA FamCamp continues to be a safe and inviting recreational area for all eligible patrons.

8.1. Quiet hours are from 2200 hrs–0700 hrs daily, including weekends. The use of generators and otherwise noisy equipment is not permitted during quiet hours. Stereo/TV volumes should be kept low enough not to disturb neighbors.

8.2. Tents are prohibited on RV sites. If a tent guest needs electricity for medical device(s), a medical statement/doctor’s note stating the specific need must be provided to the office. If a medical need is established, the tent camper will pay the rate for the site occupied.

8.3. Campers may use screened canopies, no larger than 10’x10’, that are immediately adjacent to their RV. These will be used only as needed and taken down when not in use.

8.4. Sites must be kept neat, clean, and free of trash and debris at all times, to include, but not limited to, cigarette butts, bottle caps and pet droppings.

8.5. Campsites will not be made to look like permanent or long-term residences. The following items, but not limited to, are prohibited:

8.5.1. Wooden or homemade steps/porches for gaining access to the RV

8.5.2. Lattice or fencing around RV or on the site

8.5.3. RV Skirting

8.5.4. Clotheslines

8.5.5. Lines or ropes of any type secured to trees

8.5.6. Tiki torches or open flame of any kind

8.5.7. Free-standing canopies (see para. 8.3 for exception)

8.5.8. Storage buildings or structures

8.5.9. Trailers

8.5.10. Boats

8.5.11. Childrens’ play equipment/sets

8.5.12. Sports goals/nets

8.6. Outdoor furniture is allowed if it does not obstruct grass cutting, foot or vehicular traffic or present a cluttered appearance. Porch furniture must remain in the confines of your site.

8.7. Satellite dishes on tripods are permitted; no poles or stakes can be driven into ground.

8.8. Personal items (ladders, hoses, tools, storage containers, etc.) must be stored out of sight in sealed containers when not in use.

8.9. Personal property will be kept within the boundaries of the campsite. Guests must secure all electrical wires, water and sewage hoses. Landscapers will NOT mow around your personal property. It is the camper's responsibility to keep personal property safe from harm.

8.10. The only fires permitted are those contained in the provided fire ring or permanently installed above-ground grills. Do not burn trash of any kind in the fire rings. Do not dispose of hot coals in trash cans or on the ground.

8.10.1. All food items, cooking utensils, tabletop grills, and the like must be secured within vehicles or RVs when not in use. Outside cooking is restricted to propane or charcoal. All propane canisters must be secured.

8.11. Washing campers, cars or RVs is prohibited. Bioenvironmental fines can result from improper disposal/discharge of waste water.

8.12. Guests will not modify the landscape or natural environment in any way.

8.13. Guests will dump grey and/or black water in the designated dump station only. Guests found dumping in any other location or on the ground will be immediately removed from FamCamp and barred indefinitely.

8.14. Cardboard and trash dumpsters are located on the property exclusively for FamCamp guest use. Please ensure trash is disposed of properly. Littering or improper disposal of trash will result in removal from FamCamp.

8.15. Mail is not delivered to FamCamp and staff members will not accept or transport mail delivered to Outdoor Recreation. Guests must register for a Post Office Box to receive mail.

8.16. Visitors must park in visitors parking only; visitors will not park at guests' RV site.

8.17. In an effort to preserve the privacy and integrity of each site, please do not "cut through" other guests' sites when walking through the FamCamp. Please stay on roadways and trails to move throughout the area.

**9. Vehicles.** FamCamp patrons are permitted no more than two (2) vehicles parked at each site, one of which must be the tow vehicle (as applicable). All vehicles must be parked in the site lane. Driving or parking on grass is prohibited. Parking in the roads or against traffic signs is prohibited and subject to ticketing and/or fines by Security Forces. All vehicles must be roadworthy and carry current registration and license tags or stickers at all times.

9.1. Golf carts and other low-speed vehicles (LSVs) with top speeds of 20-25 miles per hour are considered "vehicles" for the purpose of this OI and IAW 49 CFR, Part 571, *Federal Motor Vehicle Safety Standards*; they are subject to state and local laws.

9.1.1. IAW Maryland state law and JBA policy, golf carts cannot legally operate on public roadways at any time. The exception being the cart crossing a street to continue its

journey to another portion of a golf course or other private property. Accordingly, golf carts can never be operated in FamCamp or on Joint Base Andrews and is enforced by Security Forces.

9.1.2. Golf carts and LSVs will count as one of the two (2) vehicles allowed to park at each site. Storage in a Recreational Storage lot on base can be arranged at the Recreational Services (Outdoor Recreation) office, 1235 Menoher Drive, if available.

9.2. Trailers (all types, to include utility, motorcycle, panel, etc.) and boats are prohibited and may not be parked at a FamCamp site under any circumstance. Storage in a Recreational Storage lot on base can be arranged at the Recreational Services (Outdoor Recreation) office, 1235 Menoher Drive, if available. Overflow parking/storage is a safety hazard in the FamCamp area and is prohibited without exception.

9.3. All campers are required to have/own a tow vehicle, if applicable, capable of towing their RV or camper. The tow vehicle must be one of the two (2) vehicles parked at the FamCamp site.

9.4. The speed limit is 5mph throughout FamCamp; enforced by Security Forces.

## 10. Pets.

10.1. IAW Air Force Directive (AFD) 110908-012, *Air Force Standardized Pet Policy*, and AFI 32-6000, para. 2.21, *Housing Management*, FamCamp residents with pets must abide by the following:

10.1.1. FamCamp residents may not board/house more than two (2) dogs per site.

10.1.1.2. Guests may not board exotic animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, or any farm animal.

10.2. FamCamp guests may not board dogs of any breed (including a mixed breed) that are deemed “aggressive or potentially aggressive,” unless the dog is a certified military working dog that is being boarded by its handler/trainer or approval is obtained by the Installation Commander in writing. For purposes of this policy, aggressive or potentially aggressive breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow and wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following type of behaviors:

10.2.1. Unprovoked barking, growling or snarling at people approaching the animal

10.2.2. Aggressively running along a fence line when people are present

10.2.3. Biting or scratching people

10.2.4. Escaping confinement or restriction to chase people

10.3. Pets must be secured with leashes while outdoors. Pets must not be left tied or unattended in exterior areas or allowed to run loose. Two (2) complaints or instances of pet(s) being left tied outdoors or unsecured will result in removal from FamCamp.

10.4. Pet owners must maintain current immunizations on all pets. Dogs and cats are required to wear a collar or harness with current rabies and distemper vaccination attached.

10.5. Pet areas must be cleaned regularly to control and prevent vermin infestation. Pet feces must be picked up immediately when/if the pet evacuates. Two (2) complaints or instances of not cleaning up after a pet will result in removal from FamCamp.

10.6. Pets should never be left unattended in a car or RV, specifically in extreme heat.

## **11. Alcohol and Drug Use.**

11.1. Marijuana. Marijuana/Cannabis is prohibited on Joint Base Andrews IAW Title 21, Subchapter 1 of the United States Code (USC), *Controlled Substances Act*. It is illegal to possess, use, grow or distribute marijuana on a federal installation and federal law provides no exception for “recreational” or medicinal use. Use of any illegal substances within FamCamp will result in a report made to Security Forces, immediate removal from base, and termination/denial of all MWR privileges IAW AFI 34-101, para. 3.36.5.

11.2. Alcohol. Alcoholic beverages may only be consumed by guests 21 years of age or older. Loud and/or boisterous behavior or conflicts resulting from alcohol use will result in a report made to Security Forces, immediate removal from FamCamp, and possible suspension/termination of all MWR privileges IAW AFI 34-101, para. 3.36.5.

**12. Children.** Children under the age of 13 are not permitted to be left alone for any period of time or allowed to explore FamCamp without adult supervision. Children under 13 left alone will be reported to Family Advocacy.

**13. Evacuation/Closure.** In the event of an evacuation or closure, all campers are required to completely depart the FamCamp. This includes RV, vehicles and all personal equipment and items. There are no exceptions. Customers more than four (4) hours from the installation must provide the campground host with an alternate point of contact capable of removing the RV and all property belonging to the owner. The point of contact must be an authorized base user; ODR staff will not escort or sponsor anyone onto the installation.

**14. Adherence to Policies.** It is the responsibility of the guest to adhere to installation and FamCamp policies while on Joint Base Andrews. A guest’s stay may be discontinued at any time, without refund, for infraction(s) of any established rules/policies. Policies are set to ensure the safety, comfort and enjoyment of all FamCamp guests.

**15. Authority.** The ODR Director has been given authority to make determinations on all FamCamp policies and procedures, with the exception of the waiver to length-of-stay restrictions, which are in the authority of the 316 FSS/CC.

SAMANTHA M. MILLER, Lt Col, USAF  
Commander, 316th Force Support Squadron

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-101, *Air Force Morale, Welfare & Recreation (MWR) Programs & Eligibility*, 16 April 2019  
AFI 33-322, *Records Management and Information Governance*, 23 March 2020  
AFI 33-360, *Publications and Forms Management*, 1 December 2015  
49 CFR, Part 571, *Federal Motor Vehicle Safety Standards*, 9 April 2004  
AFD 110908-012, *Air Force Standardized Pet Policy*  
AFI 32-6000, *Housing Management*, 18 March 2020  
Title 21, Subchapter 1, United States Code, *Controlled Substances Act*

***Prescribed Forms***

AF Form 847, *Recommendation for Change of Publication*  
AF Form 988, *Leave Request and Authorization*

***Adopted Forms***

Andrews AFB FamCamp Rules, 1 October 2021

***Abbreviations and Acronyms***

AFI – Air Force Instruction  
AFD – Air Force Directive  
CC – Commander  
DoD – Department of Defense  
FSS – Force Support Squadron  
IAW – In Accordance With  
LSV(s) – Low Speed Vehicle(s)  
MWR – Morale, Welfare, and Recreation  
NAF – Nonappropriated Fund(s)  
ODR – Outdoor Recreation  
OI – Operating Instruction