



DEPARTMENT OF THE NAVY
NAVAL AIR FACILITY EL CENTRO
1605 3RD STREET BLDG 214
EL CENTRO, CA 92243

NAFECINST 1710.40D
N9
15 Jun 20

NAVAL AIR FACILITY EL CENTRO INSTRUCTION 1710.40D

Subj: MORALE, WELFARE AND RECREATION NAVY GETAWAYS RECREATIONAL
VEHICLE PARK RULES AND REGULATIONS

Ref: (a) CNICINST 1710.3 (Operation of Morale, Welfare, and Recreation Programs)
(b) NRSW SOP of 26 May 2017 (NRSW MWR Getaways RV Park Stay Policy)
(c) NRSW SOP of 14 October 2016 (Waiver for Patron Stay Extensions Similar to Remote and Isolated (R&I) Locations)
(d) CNRSW SOP 9017 of 27 January 15 (Personal Weapons Storage and Accountability Onboard NRSW Installations)
(e) NAFECINST 8370.3H (Storage of Government and Personal Small Arms and Dangerous Weapons)

Encl: (1) Acknowledgement Form
(2) RV Park Extension Request

1. Purpose. To publish policy regarding the use of the Naval Air Facility (NAF) El Centro Recreation Vehicle (RV) Park facility by authorized patrons.

2. Cancellation. NAFECINST 1710.40C

3. Background. Recreation facilities and programs on Navy installations are maintained by the Fleet and Family Readiness (N9) Department primarily for the benefit of military personnel and their family members.

4. Eligibility. Per reference (a), the RV Park is available for use by the following personnel, and up to three adult guests per identification cardholder. Photo identification confirming eligibility will be required to verify status in one of these approved categories:

- a. Armed Forces active-duty members and their family members
- b. Armed Forces retirees retired from active duty and their family members
- c. Reserve component members and their family members
- d. U.S. DoD civilians (both Appropriated Fund and Non-Appropriated Fund)
- e. Honorably discharged veterans with 100 percent service-connected disability
- f. Guests of the armed forces as determined by the Commanding Officer (CO)
- g. Medal of Honor Recipients
- h. Un-remarried surviving spouses of personnel who died while on active-duty or while in retired status, and un-remarried former spouses who were married to military members for at least 20 years while the military member was on active duty to the Armed Forces

5. Reservations.

a. Per reference (a), reservations are taken on a first come, first served basis without regard to rank. Active duty personnel may book sites up to twelve months in advance; all other eligible patrons may book sites up to six months in advance. Patrons must use a major credit/debit card accepted by Morale, Welfare, and Recreation (MWR) to secure reservations. The patron's credit card will be charged a one

night stay for no-shows, or if cancellations are made less than fourteen days from arrival date. Only electronic forms of payment are accepted, including Visa, MasterCard, Discover, or American Express. Cash or personal checks/money orders are not accepted. Patrons without reservations will be accommodated on a space-available basis. Any reservation may be cancelled, without notice by management, for violations of policies.

b. Patrons are limited to up to two active reservations at a time (sponsor and one guest RV). There will be no consecutive reservations by another party in the same RV, including reservations made by a spouse.

c. Reservations may be made by contacting Navy Getaways at 1-877-NAVY-BED, or via the <http://get.dodlodging.net>.

d. Check-in time is between 1200-1600 Monday through Friday. Check-out time is 1100. Failure to check in by 1100 the day following the first day of a reservation will result in forfeiture of the reservation and a fee of a single night stay. Patrons failing to vacate their RV site by check-out time will be charged an additional day's fee. Before occupying any site, patrons must register at the Community Recreation Gear Rental Office, Building 318, between 1200-1600 Monday through Friday. For arrival after office hours, guests should see the Camp Host, space #85 (November – April only). For off-season and weekend/Holiday scheduled arrivals, patrons should park in the RV site pre-confirmed by the RV office. For all other reservations, or non-reservations (ie: day-of arrivals), see the instructions posted on the RV Office door, building 318. All RV patron registration cards must be properly filled out and placed in the numbered site space. Only management or the Camp Host will assign RV spots. Every effort will be made to assign a patron's preferred site if requested; however, this is not guaranteed. Final site assignment will be made upon check in. Patrons will be required to move to another site when directed by management or the Camp Host. Failure to comply can lead to cancellation of the reservation. Requests for site changes must be approved in advance by management. Early departures require a 48-hour notice to prepare for any possible refund.

e. A pet-free zone has been designated for sites 42 through 60. Management may adjust site assignments based on requests and availability.

f. Patrons will be required to read, sign, and date enclosure (1) upon check-in. Enclosure (1) acknowledges that the patron has received a copy of this instruction, and a copy of enclosure (1) will remain on file throughout the patron's length of stay.

g. The CO may, at their discretion, cancel any/all current and future reservations based on extenuating circumstances that arise from causes beyond the control of and without fault and negligence of the Command. Examples include, but are not limited to, Acts of God, fires, flood, earthquakes, epidemics, pandemics, changes in Force Protection Conditions (FPCON's), changes in Health Protection Conditions (HPCON's), and unusually severe weather.

6. Length of Stay.

a. Per references (b) and (c), maximum reservation time allowed for the RV Park is 180 consecutive days. After the reservation period, patrons must vacate the RV Park for a minimum of 14 consecutive days. If there is space available, and with the NAF El Centro CO's written approval, a patron may be approved to extend their stay for up to a second 180-day period. Following an extension to a second 180-day period, patrons must vacate the RV Park for a minimum of 28 consecutive days. Active Duty Military Personnel, active reservists assigned to duty for more than 179 days, and DoD Civilian employees, assigned to NAF El Centro are eligible for unlimited waivers.

b. To request an extension, enclosure (2) must be filled out by the sponsor and submitted to the RV Park manager no more than 30 calendar days, and no less than 14 calendar days prior to the expiration of the existing reservation. All extension requests will be approved or disapproved by the NAF El Centro CO.

7. Policy.

a. RV Park patrons are responsible for the safety and conduct of their family members and sponsored guests. RV Park patrons will be held responsible for any unpaid fees or damages by family members and sponsored guests.

b. The size of an RV and dates of stay determine site assignments. Management will not guarantee specific site requests at the time of reservation; however, management will try to accommodate the guest upon their arrival. The RV Annex (spaces 1 through 21) has a length limit of 38 feet. All other sites are limited to 42 feet. An RV is defined as a registered and licensed self-contained vehicle designed to be lived in. Acceptable examples are self-propelled Class A and C motor homes, travel trailers (hitch and 5th wheel), Class B factory-converted camper-vans, and pickup trucks with mounted self-contained campers. Sport Utility Vehicles, pickups with shell, commercial tractor trailers or trailer rigs, and non-factory converted vans are not considered RVs and are not eligible.

c. Site fees shall be paid prior to or when due. If due on a Saturday, Sunday, or holiday, fees must be paid prior to the date to avoid a late fee charge. A \$3.00 per day late fee will be assessed when paid after the due date.

d. The number of vehicles per site is limited to two: the RV and one other. No trailers or personal vehicles are allowed to be parked behind the RV. Car dollies may be stored next to the RV, or placed under contract in the vehicle storage lot. Reserving more than one RV site for the purpose of parking or storing a vehicle is prohibited. Motorcycles/scooters are not counted as a second vehicle and may be parked at the RV site without blocking a clear ingress/egress route to the RV.

e. All RVs and personal vehicles must have current registration and insurance at all times. All patrons and RVs must have the ability to evacuate the park in four hours or less in case of an emergency.

f. Pickup trucks with mounted self-contained RV campers may detach the camper from the truck when the truck is used solely for transportation.

g. If RVs are left unoccupied for more than 48 hours, a point-of-contact for emergencies is required to ensure entry and to move the RV if necessary. This information shall be provided to the Camp Host or the Community Recreation Gear Rental Office, building 318.

h. The area around the RV must be kept clean and orderly at all times. Daily inspections are made to ensure sites are being kept neat and orderly. Patrons will be advised to remove excess clutter. Clotheslines are not permitted. Trash will be covered and placed in proper receptacles and shall not be permitted to accumulate around the RV site. Dumpsters are provided throughout the RV Park. See facility personnel for assistance with the proper disposal of hazardous waste.

i. Quiet hours are between 2200-0700. No excessive noise is allowed at any time. Consideration of neighbors is expected.

- j. No alterations or additions to any site may be made that detract from the overall appearance, to include outside refrigerators/freezers. Auxiliary window air conditioning units are permitted, provided there is no external wiring, plumbing, or support brackets to detract from the overall appearance of the RV. Portable shade canopies are acceptable.
- k. No major vehicle or RV maintenance is allowed in the RV Park. Use of the Auto Hobby Shop for repairs and maintenance of all vehicles is authorized.
- l. The washing of RVs and cars is not permitted in the RV Park. A free self-service car wash is located next to the Auto Hobby Shop.
- m. The U.S. Government, NAF El Centro, and MWR are not responsible for or liable for personal injury of the owner, guests, and property damage or loss of the registered RV, to include but not limited to fire, theft, or natural disasters.
- n. Sleeping in cars, non-factory converted vans, or the beds of pickup trucks with or without a camper shell is prohibited within the RV Park and on NAF El Centro.
- o. Campfires are permitted with the written approval of the NAF EL Centro Fire Inspector who will inspect the area and issue a fire permit. The fire permit must be available for presentation when requested. Barbeques must be at least ten feet from any vehicle, RV, or structure. Only charcoal or propane gas grills are permitted for cooking.
- p. Alcoholic beverages must stay within the site area or inside the Comfort Station Lounge. Patrons may not walk, cycle, or drive around the RV Park or the base with an open container of alcohol. This includes passengers. Patrons exhibiting disorderly conduct, intoxication, operating a vehicle of any kind (to include golf carts) with an open container of alcohol, or using obscene or disrespectful language may be cited and directed to vacate the park.
- q. Fireworks of any kind, including sparklers, are prohibited.
- r. Drones or Unmanned Aerial Vehicles are prohibited.
- s. In case of an emergency, dial 911 from any base phone, or (619) 524-6999 from a personal cell phone to reach the Regional Dispatch Center. If using a personal phone, dialing 911 will reach the California Highway Patrol; communicate to the operator that the call is from the Naval Air Facility El Centro Navy base. Non-Emergencies should be reported by calling Security (760) 339-2525 and or CDO (619) 804-6163.
- t. The Comfort Station Lounge is for RV Patrons and their accompanied guests only. Lounge rules are posted and shall be followed.
- u. No personal profit or non-profit business of any kind shall be conducted in the RV Park.
- v. The speed limit in the RV Park is 5 miles per hour. Observe all directional arrows and signs.
- w. Per NAFECINST 5532.1A, photography on the installation is prohibited without the specific authorization of the Public Affairs Officer.
- x. The following areas are designated "For Official Use Only" and are off-limits to RV Park patrons: all hangars, flight line, Blue Angels Administration (Building 231), Headquarters (Building 214),

Weapons (Building 529), Operations (Building 139) and the Air Traffic Control Tower. Personnel Support Detachment in building 214's west wing is authorized for new or replacement DoD ID cards.

y. Pet owners will be required abide by the following pet rules:

(1) Pet owners are responsible for their pet's actions at all times.

(2) The limit is two household pets per RV site.

(3) All pets must be licensed and wear a collar with an identification and license tag in accordance with state and local law, and be on a leash and supervised at all times when outside the RV. Pets are not allowed to run free anywhere on base, except within the two designated dog-fenced areas. One area is adjacent to the RV Comfort Station; the second is adjacent to RV sites 100-102. Pets will not be left unattended when outside the RV.

(4) All pets must have current rabies shots and other vaccines as required by state and local law. Proof of current immunization and vaccination must be provided to RV Park staff at the time of check-in, or at any time a new pet is received.

(5) RV Park patrons are responsible for cleaning up after pets at all times, to include inside the dog-fenced areas. Fecal matter must immediately be removed from yards, streets, sidewalks, parks, common areas and all other areas, including litter boxes.

(6) Excessive barking will not be tolerated. If a pet continually makes excessive noise and disturbs other patrons, you may be asked to kennel your pet off base.

(7) Pets are not allowed in swimming pool areas, offices, community centers, community playgrounds, or other recreational facilities, including softball and football fields, or housing area at any time.

(8) Pets must be fed inside the RV. Residents may not leave pet food outside the premises at any time.

(9) Patrons are responsible for supervising and controlling the circumstances surrounding any human interactions with the pet. Any pet that bites a human, or another animal, regardless of circumstances, is not eligible to reside in the RV Park, and must be immediately and permanently removed from the RV Park. All pet bites must be reported immediately to the NAF El Centro Command Duty Officer, (619) 804-6163, and El Centro Animal Control, (760) 336-8981, regardless of when or where the bite occurs. Patrons and guests are liable for the entire amount of any injury caused by the pet to an individual or property, including but not limited to all medical expenses, claims, suits, cleaning, repairing, replacing, de-fleaing, and deodorizing.

8. Camp Hosts are an integral part of a successful Navy Getaways program and are direct representatives of the RV Park management. As such, they act as a liaison between patrons and staff, greeting and assisting patrons during evening, weekend, or holiday hours and providing a presence during times when MWR employees are not present. Camp Hosts are empowered to provide registration assistance, answer questions, and explain regulations. The NAF El Centro RV Camp Host is located in space #85, between the peak season months of November thru April. For off-peak season months, patrons are requested to visit the RV office. For off-season and weekend/Holiday scheduled arrivals, patrons should park in the RV site pre-confirmed by the RV office. For all other reservations, or non-reservations (ie: day-of arrivals), see the instructions posted on the RV Office door, building 318.

15 Jun 20

9. Firearms. Per references (d) and (e), personal firearms, ammunition and related devices shall not be possessed, used, introduced, transported, or stored on board a Navy installation without first obtaining prior written approval by the CO. Firearms rules and regulations:

a. RV Patrons will declare their weapons at the Main Gate upon arrival.

b. RV Patrons shall read reference (e) and submit a request to store personal firearms in their RV, enclosures (1) and (3) to reference (e). After completion of enclosures (1) and (3), the registrant will submit the request to the CO via the RV Park manager, the N9 Department Head, and the Security Department. If the request to store personal firearms is approved, the weapons will be registered with the Security Department.

c. All dangerous weapons as defined in reference (e) must be inaccessible to children at all times. All firearms must be unloaded and locked with a trigger, barrel, or magazine lock and stored in a secure lockable container. Ammunition must be stored in a secure lockable container separate from the weapons themselves.

d. By submitting a request for storage of personal firearms in their RV, the owner agrees to allow this command to conduct periodic inspections of storage containers and contents.

10. Action. Failure to comply with the RV Park rules and regulations may result in immediate removal from the RV Park.

11. Reviewing authority. The Fleet and Family Readiness Director will review this instruction annually and recommend changes as necessary.

12. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

13. Review and Effective Date. Per OPNAVINST 5215.17A, the N9 Department Head will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or cancelled prior to the five-year anniversary date, or an extension has been granted.



W. A. PERKINS

Distribution:

Electronic only, via NAF El Centro G2 Web site

<https://g2.cnmc.navy.mil/NAFELCENTROCA/Pages/Default.aspx>



**Morale, Welfare and Recreation
NAF El Centro RV Park
Rules and Regulations**

Agreement form

I acknowledge that I have received an electronic copy of the NAF El Centro RV Park Rules and Regulations Instruction and that I am expected to be familiar with, and abide by, its contents.

I understand that failure to comply with the RV Park rules and regulations may result in termination of stay without a refund.

Name and eligibility status: _____

Phone number: _____

RV make/model: _____

Insurance/expiration: _____

License plate number and expiration date: _____

Second vehicle:

Make/model/insurance/expiration: _____

License plate number/expiration: _____

Motorcycle/scooter:

Make/model/insurance/expiration: _____

License plate number/expiration: _____

Do you have firearms? Yes _____ No _____ If yes, they must be registered with Security

Emergency contact: Name _____ Phone _____ Relationship _____

Sponsor signature

Date

Email address



RV Park Extension Request

Date: _____

From: Navy Getaways RV Park Manager, NAF El Centro

To: Commanding Officer, NAF El Centro

Via: (1) N9 _____

(2) XO _____

Subj: RV PARK EXTENSION REQUEST

Ref: (a) NAFECINST 1710.40D

1. Per reference (a), the below RV Park patron respectfully requests an extension to stay in the RV Park.

Name: _____ RV site number: _____

Eligibility status: _____

RV type: _____

(Make)

(Model)

(Year)

Arrival/expiration dates: _____ / _____

Requested expiration date: _____

I am requesting to extend my stay beyond my current expiration date. I understand that requests are granted on a case-by-case basis. The reason for my request is:

Signature: _____ Date: _____

Date: _____

From: Commanding Officer, NAF El Centro

1. Request is:

____ APPROVED ____ DISAPPROVED

W. A. PERKINS

Enclosure (2)