

**BY ORDER OF THE 28th FORCE
SUPPORT SQUADRON
COMMANDER**

**28 FSS OI 34-110-08
19 May 2023
Services
OPERATION AND CONTROL OF
FAMCAMP**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: 28th Force Support Squadron (FSS) Operating Instructions (OIs) are available at the 28 FSS SharePoint site:

<https://ellsworth.eim.acc.af.mil/28BW/28MSG/28FSS/default.aspx>

RELEASIBILITY: There are no releasability restrictions on this OI.

OPR: 28 FSS Commander (CC)

**Certified by 28 FSS/FSWO
Pages: 6**

The purpose of this OI is to establish procedures for the use of the Ellsworth Air Force Base (AFB) FamCamp. The provisions contained herein apply to all employees of FamCamp and personnel utilizing FamCamp.

1. Reference: Department Air Force Instruction (DAFI) 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*.

2. Responsibility: The Campground is under the supervision of the Outdoor Recreation Manager and is a function of the Community Services Flight. The Outdoor Recreation Manager is responsible for strict compliance with policies outlined in this OI and applicable Air Force directives.

3. Procedures:

3.1. Eligibility is authorized according to Department of Defense (DoD) directives. This generally includes active duty, reserve component members, retirees, DoD and Non-Appropriated Fund (NAF) civilians, and foreign military members.

3.2. Fees and charges will be proposed by the Outdoor Recreation Manager/Community Services flight Chief for approval by the installation NAF Council as needed.

3.3. Upon arrival, patrons should report directly to the Recreation Lodging Office (signs directing). Patrons arriving during normal operating hours will be assigned an appropriate RV site and full payment will be made (unless prior reservations have been made). Patrons arriving after normal duty hours will proceed to the Recreational Lodging Office to retrieve their welcome package. The last name on the reservation will be on a packet inside the entryway of the office. The packet will include a RV campground map with registration card, a map of the base, and a brochure to assist the patron(s) in identifying all amenities and base facilities. There are no after-hours reservations.

3.4. The FamCamp assumes no responsibility for lost, stolen, or damaged (due to act of nature such as high winds, hailstorms, falling trees or branches, lighting) personal property while staying at the park.

4. Reservations. Reservations are year-round and can be booked up to 6 months in advance. Patrons will charge the full amount of their stay at the time reservations are made. Authorized users may make reservations for their guests. Sponsors are responsible for payment of all associated fees and charges and for the actions of their guests. 24-hour advance notice is required for cancellation refund eligibility. The same 24-hour notice applies if patrons depart early.

5. Space Availability. Space availability is determined by reservations. Drive-ups are welcome if openings are available. If there is "NO VACANCY" a sign will be posted out front of the main campground. The overflow sites with 30/40 AMP electricity can be assigned on a case-by-case basis by Recreational Lodging Staff only. After hours arrivals must check-in with Recreation Lodging staff in the morning of the next business day for payment and additional availability options. Overflow campers will be notified by Recreational Lodging Staff when they can move to the main campground.

6. Personnel on Permanent Change of Station and Temporary Duty Orders. Personnel on permanent change of station (PCS) or temporary duty (TDY) orders to or from Ellsworth AFB have priority. Service members must call and make reservation at least 2 weeks out from their arrival date in order to be guaranteed a full hook-up site. Failure to meet this timeline may result in assignment to our overflow site until we can transition you a full hook-up site within 2 weeks of arrival.

6.1. The use of FamCamp for homesteading must be approved by the Installation Commander. Requests for a waiver must be related to temporary duty (TDY) or personnel on permanent change of station (PCS) orders to Ellsworth AFB, per the Extended Stay Tier Delegation Waiver. See attachment 1 as these guests cannot exceed 12 months stay.

6.2. Maximum Length. Stays may not exceed 30 days at one time. At the end of the 30-day period, the recreational vehicle (RV) must depart the FamCamp and installation for at least 24 hours, unless a waiver is on file.

7. Guidelines for Ellsworth AFB FamCamp:

7.1. Quiet Hours: 2200 – 0700.

7.2. Check-in time: 1400, and Check-out time: 1100.

7.3. Campers are responsible for policing their assigned space and depositing trash in the dumpsters.

7.4. Campers will ensure their assigned RV/campsite is free of clutter so maintenance personnel can mow and trim lawns without damaging personal items (lawn ornaments, satellite dishes, hoses, toys, bikes, etc.).

7.5. Campers must provide their own water connection hose, ensuring water hoses are properly attached to water connections to prevent water leaks. If water leaks persist, FamCamp Host/Recreation Lodging personnel should be promptly notified.

7.6. Campers will abide by Installation water restrictions.

7.7. Parking is allowed in designated areas only. Parking on the grass is prohibited.

7.8. Tents Sites are in the open grass area east of office between the back-in and pull-through RV sites with designated parking. Guests staying at a RV site may also have a tent at their location, however, they must pay for the additional tent fee.

7.9. Only one camping unit per campsite. Pop-up Canopies are allowed in both RV and Tent Camping areas.

7.10. Laundry facilities are open 24 hours a day (except during cleaning periods). It is the responsibility of the patron to not leave their laundry unattended. If laundry is found in the washer or dryer machines unattended and not in use, the belongings are subject to removal and will be placed in an appropriate area so other customers may continue to utilize the facility. Recreation Lodging is not responsible for any missing/stolen items.

7.11. The Bath house is open 24 hours a day (except during cleaning periods). It is the responsibility of the patrons to remove all personal belongings upon exiting the facility. Recreation Lodging is not responsible for any missing/stolen items.

7.12. Campers will tend to their children at all times.

7.13. Only propane fire pits are authorized in RV/Tent sites, when fire restrictions allow.

7.14. For environmental reasons no mechanical maintenance (including oil changes) or significant repair work may be performed in the FamCamp. All tires/wheels must remain on the RV, temporary removal for repair is acceptable. RVs may not be washed in the FamCamp.

7.15. Patrons will be held responsible for damage/losses to the FamCamp caused by negligence, willful misconduct, or fraud.

7.16. Personal Conduct and Behavior. Behavior amounting to nuisance, hazardous conduct, or violating established rules and regulations (includes engaging in fighting and causing public inconvenience, annoyance, or alarm) are grounds for eviction without refund. A nuisance also includes the interference with Recreational Lodging employees in the performance of their duties or conduct that severely disturbs the enjoyment of the park by its tenants. If the nuisance materially affects the health, safety, happiness, and general well-being of other park residents, the Recreational Lodging Supervisor or FamCamp host may give the patron(s) a notice to stop. If the patron(s) does not stop immediately, the Recreational Lodging Supervisor or FamCamp host may end the tenancy and require the patron to remove all personal property within 24 hours.

7.17. Ellsworth AFB FamCamp participates in the Frequent Camper Program. Valid camper cash certificates will be honored, frequent camper logbook stamped, and frequent camper membership kits sold in accordance with guidance provided by AFSVA/SVPCR (Program Training Aid OD-10, AF Frequent Camper Program).

8. Pet Policy for FamCamp: Pets are permitted as a conditional privilege to occupants. Owners are required to exhibit responsible behavior in the control and care of pets. FamCamp host or Recreation Lodging personnel may require the pet to be removed from the FamCamp for cause. The following policies regarding pets are in effect.

8.1. The pet owner is responsible for all damages or injuries caused by their pet.

8.2. If a pet is deemed dangerous, disruptive, or unhealthy, Management has the right to not allow the pet on premises or continue to stay on property. The following pet breeds are not allowed in Ellsworth Lodging Facilities: Pit Bull, Rottweiler, Doberman Pinscher, Chow, and Wolf Hybrids (*Reference: EAFB Pet Policy, Sep 21*).

8.3. Pet owners can be evicted from the property should the pet owner fail to abide by Rec Lodging policies and procedures. (*Reference: AFMAN 34-135, Chapter 3, para. 3.18.7*). Management reserves the right to refuse service to any guest who does not comply with the above stated pet policy and guidelines.

8.4. A copy of vaccination records is required at time of check-in. It is the patron(s) responsibility to have their animal's vaccination records up to date and available for verification at Recreation Lodging staff or FamCamp host's request.

8.5. Patrons are responsible for picking up their pet's waste and disposing of it in the proper green trash receptacles located throughout the campground. It is the responsibility of the pet owner to keep the premises free of animal waste and debris. Owners must pick up animal waste deposited by their pet around their camp site and in common areas of the FamCamp. Failure to comply could result in eviction.

8.6. Pets are to remain on leash when outside of the camper. A designated dog-walk area is clearly

marked in the campground. Leashes will not exceed 6 feet when walking your pet or 10 feet within your site. It is the responsibility of the pet owner to keep the premises free of animal waste and debris.

8.7. Pets are to be controlled at all times. During quiet hours, if a pet cannot be restrained and other guests are complaining, the Recreational Lodging Manager or FamCamp host may give the patron(s) a warning to correct the situation. If the complaints continue, the Outdoor Recreation Manager, Recreational Lodging Assistant, or FamCamp host may end the tenancy and require the patron to remove all personal property within 24 hours.

8.8. Permitted pets are cats and dogs and small caged animals such as hamsters, gerbils or birds. Exotic animals and farm animals such as snakes and pigs are not permitted. Patrons are required to adhere to the installation policy on restricted breeds.

8.9. Pets will not be left outside unattended in the FamCamp for any reason.

8.10. When tied, pets must not be able to reach a neighbor's campsite.

8.11. Pets will not be allowed in the bathhouses or laundry areas unless they are an approved service animal under Americans with Disabilities Act (ADA) title II and title III.

9. Refund Policy. 24-hour advance notice is required for cancellation refund eligibility. Refunds are not given within 24 hours, except in the case of a bona fide and verifiable emergency. Refunds on early departures will be considered on a case-by-case basis. If the patron does not arrive on the start of their reservation date and has not given prior notice, they will not be refunded for the entire stay. If the patron arrives a day later without notice, they forfeit the cost of the first night's stay. It is the responsibility of the patron to contact the Recreation Lodging staff to allow for any accommodations or adjustments.

10. Firearms. A privately owned firearm may be transported onto the installation unloaded, in a trunk, other locked compartment of a vehicle, or within a gun case. Patrons must notify Security Forces of the firearm when they arrive at the installation gate and must transport it to the installation ECP/SFS Armory for authorized storage while on the installation.

DEBRA K. MALONEY RAMOS, Lt Col, USAF
Commander

ATTACHMENT 1



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC



20 December 2022

MEMORANDUM FOR AFSVC/CC

FROM: HQ USAF/A1S
1040 Air Force Pentagon
Washington DC 20330

SUBJECT: Department of the Air Force (DAF) Family Campgrounds (FAMCAMPs) Extended Stay Tier Delegation Waiver

1. This policy waiver to DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, applies to DAF installations with FAMCAMP operations. This memorandum approves your request to adjust the waiver approval authority for FAMCAMP extended stays from T-1 to T-3.
2. This change allows Installation Commanders to approve extended stays in FAMCAMPs in excess of 180 days per consecutive twelve-month period in an effort to assist commanders in meeting the needs of the military community during the ongoing housing crisis. Force Support Squadron commanders/directors will ensure no users reside in the DAF FAMCAMPs past the period of time approved in any waiver.
3. This policy waiver is effective upon signature and will remain in effect until rescinded, superseded or a change to DAFI 34-101 has been codified. Please have your team reach out to my point of contact, Mr. Mike Baker, AF/A1SO, at dennis.baker.13@us.af.mil with any questions.

LARRY.HORACE
.L.1185496305
H. L. LARRY, SES, DAF
Director of Services
DCS, Manpower, Personnel, and Services

Digitally signed by
LARRY.HORACE.L.1185496305
Date: 2022.12.20 15:24:21 -0500

ATTACHMENT 2



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (AFGSC)
ELLSWORTH AIR FORCE BASE SOUTH DAKOTA**

MEMORANDUM FOR 28 BW/CC

FROM: 28 FSS/CC

SUBJECT: Waiver for FAMCamp Extended Stay – **Customer Name**

1. In accordance with the policy waiver issued on 20 Dec 2022 in regards to DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, the memorandum approves the extended stay tier delegation waiver for FamCamp extended stays from T-1 to T-3. The Installation Commander can approved extended stays in FamCamp in excess of 180 days per consecutive twelve-month period in an effort to assist commanders in meeting the needs of military community during the ongoing housing crisis.
2. The memorandum is provided to authorize extended stay privileges for **CUSTOMER NAME** to occupy the Ellsworth Air Force Base FAMCamp from **DATE RANGE**. In reviewing the applicable policy guidance associated with campground utilization and our season operations, this waiver does not negatively impact normal business operations.
3. All waiver approvals will be reviewed annual by the 28th Force Support Squadron (whoever manages the FAMCamp Program) to validate extended stay authorization is warranted, and will terminate waiver authority when conditions change.
4. The point of contact for this waiver memorandum is Ms. Carrie Brewer, 28 FSS/FSW, at DSN 675-1785.

JONATHAN W. WOOD, Maj, USAF
Commander, 28th Force Support Squadron

1st Ind, 28 MSG/CC

MEMORANDUM FOR 28 FSS/CC

Approve

JOSEPH L. SHEFFIELD, Colonel, USAF
Commander