



DEPARTMENT OF THE NAVY  
NAVAL AIR STATION PENSACOLA  
150 HASE ROAD STE-A  
PENSACOLA FLORIDA 32508-1051

NASPCOLAINST 1710.1  
N92  
10 Dec 2020

NAVAL AIR STATION PENSACOLA INSTRUCTION 1710.1

From: Commander, Naval Air Station Pensacola

Subj: OPERATION, MANAGEMENT AND POLICIES OF THE NAVAL AIR STATION,  
PENSACOLA CAMPGROUNDS, RECREATIONAL VEHICLE PARK, STORAGE  
LOTS AND MARINAS

Ref: (a) CNICINST 1710.3C  
(b) OPNAVINST 1700.7E  
(c) OPNAVINST 1710.11  
(d) John S. McCain National Defense Authorization Act, 2019  
(e) NASPCOLAINST 5530.6 (Series)  
(f) 10 USC 2575

1. Purpose. To establish the operating procedures, designation of management, the delegation of authority and declare the Naval Air Station Pensacola (NASP) policy, for Morale, Welfare and Recreation (MWR) Campgrounds, Recreational Vehicle (RV) Parks, Storage Lots and Marinas.

2. Background. The primary mission of NASP is to fully support the operational and training requirements of tenant commands assigned enhancing the U.S. Navy's readiness, its related Armed Services and other United States customers.

a. MWR's mission is to provide programs that effectively contribute to the morale, well-being, and quality of life of Armed Forces active duty personnel, their family members, and all other authorized patrons. References (a) through (c) establish responsibility for policy, coordination and execution of Navy MWR programs for installation activities.

b. Due to location, climate and annual weather patterns, the Pensacola community is an active and desirable vacation destination. It provides Active Duty service members, their dependents, eligible veterans and retirees an enjoyable vacation site. To that end, the MWR facilities and programs in Pensacola are some of the busiest and most robust across the Navy's installation enterprise.

c. Per reference (d), the pool of eligible patrons of MWR programs has expanded to include Purple Heart recipients, Prisoners of War (POW), Veterans with a service connected disability and their caretakers. The expansion, of this program began on 1 January 2020, which significantly increased the eligible MWR patrons for the Navy Getaways areas.

d. Hurricanes and adverse weather events pose a unique and ever present danger to the Pensacola community. Loss of life and property damage are mitigated due to forward leaning evacuation orders and hurricane preparedness measures. In conjunction with City and County Governments, recreation areas such as RV Parks and Campgrounds are evacuated ahead of time to ensure low impact to personnel and property.

e. Given the competing interests in the operation of MWR facilities, limited resources, land usage, and the expansion of use by eligible patrons, significant changes in the Standard Operating Procedures (SOP), reservation systems, and management/authority is necessary to ensure a healthy and inclusive MWR program.

3. General Policies. This instruction expands and amplifies the directives contained in references (a) through (c), based on the expressed position of the NASP Installation Commanding Officer (ICO).

a. Patron Eligibility. Active Duty Military and their dependents, stationed in Escambia and Santa Rosa County, FL, are the highest priority for all MWR facilities and activities. A tiered system of prioritization outlined below reflects the installation's policy in resolving conflicts and promoting support.

(1) Tier 1: Active Duty Military or Dependents, stationed in Escambia and Santa Rosa County, FL and Baldwin County, AL.

(2) Tier 2: Active Duty Military or Dependents, stationed outside Escambia and Santa Rosa County, FL and Baldwin County, AL.

(3) Tier 3: Retirees or 100% Disabled Veterans, residing in Escambia and Santa Rosa County, FL and Baldwin County, AL.

(4) Tier 4: Purple Heart, POW or VWSCD residing in Escambia and Santa Rosa County, FL and Baldwin County, AL.

(5) Tier 5: Retirees or 100% Disabled Veterans, residing outside Escambia and Santa Rosa County, FL and Baldwin County, AL.

(6) Tier 6: Purple Heart, POW or Veterans with Service Connected Disabilities residing outside Escambia and Santa Rosa County, FL and Baldwin County, AL.

(7) Tier 7: DoD Eligible Patron, or Contractors working on board NASP, Corry Station or Saufley Field.

(8) Tier 8: All other qualified patrons or those granted special permission by the ICO

b. The MWR Director is responsible for all MWR program oversight and shall report directly to the Installation XO/CO. Authority to modify and grant exemptions/exceptions to the

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policies in this instruction, shall remain with the ICO, unless expressly delegated otherwise in this instruction. All other operational and management authority/decisions not contained in this instruction, shall be delegated to the MWR Director, in consultation with the ICO. Such delegation includes termination of leases /rental agreements, pricing, and daily operating activities.

(1) Individual problems, concerns and suggestions should be presented to the lowest level possible to address the issue. Matters shall be elevated using the appropriate Chain of Command within the MWR structure. No issue shall be addressed to the ICO without ensuring all relevant management personnel in the Chain of Command were presented with the problem or concerns and could not resolve the matter at his or her level.

(2) RV Park availability is at a premium year-round due to the significant number of eligible patrons and each patron's reservation length. Navy Getaway's mission is to provide recreational "Getaway" experiences for eligible MWR patrons and sponsored guests. To ensure equitable use of the RV Park and promote more opportunity for eligible patrons, it is the intent of this instruction to limit the initial length of a patron/family's stay to no more than 90 days, with possible extensions based on availability per the procedures established in this instruction.

c. RV Park and Campground Rules and Regulations

(1) Each authorized patron may make a single reservation for one site to accommodate one RV/trailer/camper/tent, for a period of 90 days. A reservation shall 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), is not permitted.

(2) Extending the reservation past 90 days must be approved by the MWR Director and must include a valid reason why this extension should be granted. Extensions, subject to site availability, shall be permitted for up to thirty days, with only one extension granted at a time. The applicant must be physically present in Pensacola to extend the reservation, and the extension must be continuous with the current reservation.

(3) Reservations may be made six months in advance for all eligible patrons in Tiers 3-8, and twelve months in advance for Tiers 1 and 2.

(4) No individual person, family unit, or individual RV or tent shall be permitted to remain in the NASP RV Parks and Oak Grove and Blue Angel Park (to include both Anchor Cove and Battleship Row RV areas) for more than 90 consecutive days or until 90 cumulative days is reached within a 180 day period. After the 90 day limit is reached, the patron must vacate all NASP RV Parks for a period of 60 days before reentering. Any 60 day vacancy from NASP RV parks restarts the consecutive days counter to zero.

(5) No permanent residents shall be permitted in the RV Park or Campground. An individual may not register his or her permanent address using the RV Park or Campground on any legal documents, including state licenses, and military personnel or dependency records.

(6) Jackson Court area is available for Active Duty Service Member Geo Bachelors or Single Service Member on orders to NASP/Corry Station/Saufley Field tenant commands. Geo Bachelor/Single status implies no dependents. Stays are authorized up to PRD or three years, whichever is shortest. No extension will be granted. Copies of orders and current reservations, along with endorsement by the member's Chain of Command must be submitted within 14 days of arrival.

(7) Guests of authorized patrons are restricted to stays of 14 days followed by the guests leaving all NASP RV parks for 30 days before being allowed reentry. Sponsors of guests are responsible for ensuring their guests understand the rules in this instruction and in complying with individual RV Park regulations provided online at each park's website and to the guest at check-in to the parks.

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

(9) Reservations may not be substituted or changed for patrons, absent a family relationship with the primary and substitute patron. Subleasing, straw-manning, or amending reservations to circumvent these prescriptions, or for commercial purposes, shall not be permitted.

d. Rotations. MWR shall not rotate individuals during their reservations. Movement from one spot to another shall be made at the conclusion of the current reservation (and shall not include any extension, unless space is available and is approved by the MWR Director).

e. Hosts. MWR is permitted to maintain a RV Park and/or Campground "Host" program. Per 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 may be granted one extension only for up to six months with approval by the MWR Director. Hosts shall comply with directives of MWR and shall comply with the volunteer requirements contained in reference (a).

f. Pricing. Pricing may be differentiated based on the Tier structure and type of site (i.e., full hook up, partial hook up, prime location), at the discretion of the MWR Director. All other pricing decisions are delegated to the MWR Director.

g. Compliance. All patrons utilizing RV's/Trailers/Campers shall 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 NASP instructions on vehicle registration/insurance and State of Florida requirements for the entire duration of the present reservation.

h. RV Space Upkeep. MWR shall 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 or removal of prohibited items outside the RV/tent.

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i. Inspections. MWR shall conduct inspections of the RV Park and Campgrounds on a regular basis, providing citations for each violation observed. One citation per inspection, listing each violation shall 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 shall 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.

(1) MWR shall maintain and promulgate policies regarding the appropriate upkeep and care of RV Park and Campground sites. These policies shall regulate the individual property kept outside the RV or tent, with a focus on safety and esthetics. Prohibited items shall include, but are not limited to; large potted plants, stand-alone structures such as boat trailers, storage trailers or sheds, political/partisan materials, and/or hazardous materials (such as paints or chemicals). The MWR Director shall set and reinforce the standards, utilizing the NASP Safety Department for resources or advisement.

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

(b) The MWR RV Parks and Campgrounds operation shall be monitored and reviewed annually by the MWR Director for compliance with this instruction and to recommend updates as appropriate to the ICO. Each patron shall be provided a copy of the MWR handbook, and sign acknowledgement of, at the point of check-in.

j. Adverse Weather Conditions. The Pensacola community is 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 during all adverse weather conditions/events. It is the responsibility of each person to stay informed about developing conditions.

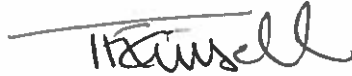
(a) RV Parks are typically evacuated at the setting of Hurricane Condition III, which is set 48 hours prior to the forecast onset of 50 knot winds at NASP. All RV Parks when ordered to evacuate will leave the park within 6 hours. No exceptions to this policy will be granted. Given the weather forecasts leading up to setting COR III, being absent from the RV Park is not an excuse to evacuate.

(b) 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

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inside. During high wind conditions, even small items can become dangerous and deadly projectiles.

(c) 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.

A handwritten signature in black ink, appearing to read "T. F. Kinsella, Jr.", with a horizontal line above the name.

T. F. KINSELLA, JR

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via Gateway 2.0, <https://g2.cnic.navy.mil/NASPENSACOLAFL/Pages/default.aspx>