

DEPARTMENT OF THE AIR FORCE  
30TH Force Support Squadron  
OI 34-110 FC  
Vandenberg Air Force Base, CA 93437

30 FSS/FSCO  
22 Jan, 2016

**VANDENBERG OUTDOOR RECREATION CENTER  
FAMCAMP OPERATING INSTRUCTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**PURPOSE:** This instruction establishes policies, procedures, and responsibilities to standardize the operation and administration of the FamCamp. It applies to all members of the FamCamp staff, military and civilian, part-time and full-time employees or volunteers, and all patrons of the FamCamp. This publication is affected by the Privacy Act of 1974. Each form that is subject to the provisions of *AFI 37-132, Air Force Privacy Act Program*, and required by this publication contains a Privacy Act Statement in the body of the document. Authority for maintenance and collection of these records is 10 U.S.C. 8013 and E.O. 9397.

**SCOPE:**

1. The provisions of this OI are applicable to all eligible personnel utilizing and supporting this facility.

**ELIGIBILITY:**

2. Participation and use priority will be in accordance with AFI 34-101, Air Force MWR Programs and Use Eligibility dated 28 March 2013.

**POLICIES:**

3. Advance reservations are available up to 60 days prior to arrival. A one-night deposit will be required when a space is reserved. Payment may be made with cashier's check, debit card, or credit card payment. To receive a cancellation refund, patrons must notify staff 24 hours before scheduled arrival.

3.1. Payment is due in full upon check-in.

3.2. Only one recreational vehicle (RV) may be parked in each pull-through or back-in space. A tow vehicle may be parked in front of the RV, provided it does not extend into the street. All other vehicles must park in the designated areas. Storage/utility trailers, car haulers, etc. may be parked in

the designated overflow parking area for stays less than two weeks. For stays over two weeks, these items must be stored for a fee in the ODR's long term storage lots.

**3.2.1.** Parking in empty RV spaces is not permitted for any length of time, no exceptions.

**3.2.2.** Only one vehicle allowed in parking area per site. That includes in front of RV and designated parking spaces near RV area. All other vehicles must be parked in our designated over flow areas.

**3.3.3** Parking behind RVs adjacent to Santa Barbara Street is permitted provided the vehicle does not extend into the street in any way or requires driving into the grass to prevent the vehicle from doing so.

**3.4.** Smoking is allowed only at the designated area. Smoking is prohibited in all FamCamp facilities, including restrooms/showers, laundry rooms, lounges, and office areas.

**3.5.** Open campfires are not permitted in the FamCamp except in the tent area using the fire rings provided. Campers may use camp stoves and barbecue grills, but must ensure all fires are extinguished completely, before leaving the area.

**3.6.** FamCamp residents may use the RV sewage dumping station without cost. Users must comply with posted instructions.

**3.7.** Eating, cooking, smoking, and/or sleeping in the lounges is NOT permitted. Guests are responsible for cleaning up after themselves.

**3.8.** Tents are not allowed in full or partial hook-up areas. Tents are only allowed in the area provided for tenting. Tents that are used as an extension of micro-campers are not allowed.

**3.9.** Proof of pet vaccination documentation is required. A copy of documentation must be supplied to the FamCamp staff for validation during occupancy. If the check-in time is during off duty, holiday or weekend, a copy of the documentation must be provided the next business day. Campers are only allowed 2 pets per RV. Loud or unruly pets will earn a warning for the first violation, a written notification warning for a second offense, and a third violation will result in loss of FamCamp privileges. Aggressive or violent dogs will not be tolerated. Any dog bite or attack will result in Security Forces notification and removal from the FamCamp.

**3.10.** Pets must be on a leash at all times. For everyone's safety, the leash cannot be more than 8 feet in length. Pets cannot be tied to picnic tables or left outside unattended. Patrons will immediately clean up after their pets and dispose of waste in the covered garbage cans or in the dumpster. Pets must remain inside the RV when owners are not present. Pets are not allowed in any FamCamp facilities such as lounge areas, meeting areas or tent area. Per AFI 34-110, "pets may not be left unattended in FAMCAMP for a period exceeding 2 hours".

**3.11.** Patrons may set-up a temporary fence for their pets, but it cannot exceed 36 inches in height, and 6 x 8 feet in length. The temporary fence must be set-up within the RV site and be visible.

**3.12.** Storage containers/units are not authorized in the FamCamp, unless it is temporary and fits under the motor home, camping trailer or vehicle. Storage containers cannot be bags of any kind,

cardboard boxes, trash bags, or any sort of waste containers. Storage containers must be of solid construction and enclosed and sealed with lid.

**LENGTH OF STAY/SPONSORSHIPS:**

4. The Vandenberg FamCamp mission is to enable active duty, retired military, DOD/NAF civilian travelers to visit the Central Coast area; it is not designed to be a permanent living park. The length-of-stay rules apply to all patrons.

4.1. The maximum length of stay for all hook up sites and dry camp is 180 days in a 365 day period. Dry camp is not intended as a long term camping area. There is a 10 day limit at initial check-in before campers must move into the hook up areas.

4.2. Campers must vacate the FamCamp for 185 days upon reaching the 180 day limit before being allowed to return to the camp ground. No advance reservations may be made to circumvent the length of stay policy.

4.2.1. Campers may not make a reservation in another sponsors name to circumvent the 180 day period. Married individuals or persons residing together will be counted as one 180 day period and both must vacate for the required 185 day period.

4.3. Exceptions to this length of stay policy are only made in cases of extreme hardship and must be coordinated with the Outdoor Recreation Manager and approved by the Community Services Flight Chief. Proof of these exceptions must be kept on file and must be clearly defined.

4.4. The maximum length of stay for the tent area is 14 days. Campers must vacate the tent area for no less than 14 days before returning to the tent sites. Campers may not exceed a total of 28 days in a 365 day period. Pets are not allowed in the tent area.

**OI EXCEPTIONS: Active duty military or DOD/NAF personnel in TDY status may use the FamCamp for the time required to complete the TDY or to clear or obtain housing, but not to exceed 180 days without prior written approval by the ODR Manager.**

4.5 Active duty, retirees, DOD/NAF employees are permitted to sponsor overnight guests and family members for a maximum of 14 days. If the campground is at 90 percent or less occupancy, sponsors may extend on a weekly basis up to a maximum of 60 days from the initial check-in date. Sponsors must accompany their guests and family members at time of check-in and must complete a sponsorship letter. The sponsor will be responsible for their conduct per AFI 34-101, AF MWR Programs and Use Eligibility.

4.6. Sponsors of guests will be held financially responsible for any unpaid fees and/or damages caused by their guests.

4.7. Sponsored guests cannot extend without the sponsor coordinating with the FamCamp staff/Outdoor Recreation Manager.

4.8. Only one sponsored RV or tent per sponsor is allowed. All other exceptions must be approved by the Outdoor Recreation Manager.

4.9. RV groups may be authorized to use the FamCamp facilities with approval from the Outdoor Recreation manager prior to check in. Please plan ahead as space is limited.

**RULES/NOTICES:**

5. All facilities and areas in the FamCamp are used by authorized patrons and their guests at their own risk. Outdoor Recreation is not responsible for theft, loss, or damage to personal property (i.e., vehicles, trailers, equipment, etc).

5.1. Campsites must be vacated by 1100 on the date of expiration. Campsites must be cleaned by the patron prior to departure with a minimum of all personal belongings and all trash removed.

5.2. Hunters using the camping facilities cannot hang or dress wild game in the FamCamp area. Use of FamCamp dumpsters for wild game remains is prohibited. The Rod & Gun Club provides dumpsters for wild game remains and can accommodate FamCamp patrons. Hunters and other patrons that bring weapons on the base must follow all firearms rules as developed by the 30 SFS. All weapons must be declared at the entry gate and 30 SFS orders followed. The latest information on base weapons policies can be obtained from the 30 SFS Law Enforcement Desk by calling 805-606-3911. No firing of weapons to include bows and arrows is allowed in or near FamCamp.

5.3. Improper use, abuse, or willful destruction of FamCamp facilities, grounds, equipment, etc., will not be tolerated and may result in removal from the FamCamp.

5.4. Campers must be considerate of others. Viewing inappropriate images, sounds, and video while in the lounges is unacceptable and will result in loss of lounge privileges and possibly removal from campgrounds.

5.5. Cable TV service is available in the lounge areas. Illegal splicing of cable to campsites will be turned over to SFS for action.

5.6. An approved helmet is required when riding roller blades, bicycles, scooters, skateboards, and/or other stand-up or sit-down conveyance anywhere on Vandenberg Air Force Base. This includes all areas in the FamCamp in accordance with 30 SWI 31-204.

5.7. All hazardous materials must be disposed of in the HAZMART.

5.8. Dress Code: Campers and their guests must wear appropriate attire at all times while in the FamCamp. Inappropriate images or language as determined by ODR manager/AF policy is not permitted.

5.9. Washing, rinsing or vehicle maintenance of RVs, vehicles, or trailers is not permitted in the FamCamp.

5.10. Patrons are responsible for their children and guests conduct and safety. Parents/legal guardians of children left unaccompanied will be responsible for any damages incurred. Patrons will be asked to vacate FamCamp if they do not comply.

5.11. Quiet hours are from 2200-0700. Generators must be off at 2200.

**5.12.** Generators will not be operated during these hours. All generators must have a functional muffler to control noise when used during authorized hours.

**5.13.** Campers checking in during quiet hours must go to the dry camp area for the night and report to the office the next day between 0700-1600 for check in.

**5.14.** The FamCamp supports the California Regulation for Smoking and Alcoholic Beverage use. Individuals must be at least 18 years of age to smoke and 21 years of age to consume any alcoholic beverage.

**5.15.** For the purposes of safety, security, and general morale of the FamCamp, Outdoor Recreation Services may contract a camp host. The camp host is authorized to occupy one R.V. site. The contract will be reviewed annually by the manager. The camp host will perform contract procedures and duties to assist campers daily from 1700-2200 or as negotiated in a contract.

### **PROCEDURES:**

**6.** Staff will check ID cards to ensure user eligibility and priority. Staff will also check to ensure registration forms are filled out correctly, to include all required information. Campers may select their space based on availability.

**6.1.** Patrons must check in at the FamCamp office to register for a site. A night deposit box is available for those who arrive after normal duty hours.

**6.2.** Staff will clean common areas daily and conduct lawn maintenance throughout the week. ODR/FamCamp is not responsible for damage caused to personal items left in grass areas when lawn maintenance occurs.

**6.3.** Patrons are responsible for maintaining and cleaning up their areas. Please keep decorations and clutter to a minimum. FamCamp reserves the right to determine the level of decorations and clutter allowed. (Clutter to be defined as furniture, plants, personal belongings, etc...)

**6.4.** During the initial check-in, the staff will ask patrons to notify the Outdoor Recreation Manager or the office staff during duty hours, or the camp host after hours, when equipment or utilities are not functioning.

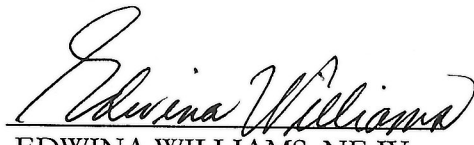
**6.5.** Patrons are to report any safety discrepancies to the staff or camp host. Campers must monitor use of outdoor grills and fire department approved enclosed fire pits; ensure no open fires, other than in fire rings provided in the tent area.

**6.6.** The camp host will conduct surveillance of FamCamp sites to ensure all guests are abiding by posted rules regarding parking, vehicle washing, general site orderliness, trash disposal, pet control, etc.

**6.7. EVACUATION:** There is a slight possibility that under certain SW operations or severe weather conditions residents may have to evacuate the area. The 30<sup>th</sup> Space Wing Safety Office will decide if evacuation is required. Patrons will be notified by the staff or the camp host. A Memorandum of Agreement to evacuate the FamCamp is required during the initial check-in date. During an evacuation, any personal items left in the evacuation zone are subject to damage or

destruction and are not the responsibility of the 30 FSS, the Air Force, or any other federal agency to include contractors performing duties for the federal government.

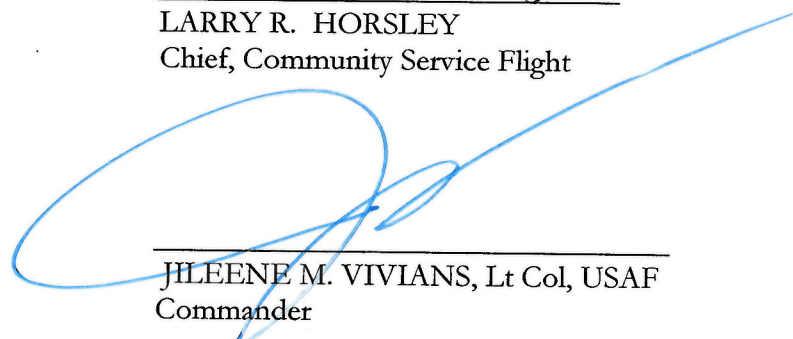
**6.8. CONSEQUENCES:** First violation of FamCamp rules will result in a warning and noted on the camper's file. The second violation will result in a face-to-face discussion about the act in question with a written report of the discussion on file. The third violation will result in an eviction from the camp grounds for 30 days. Every violation following will result in immediate eviction for no less than 30 days, and may result in permanent eviction. SFS will be contacted for campers that pose an immediate threat to others or themselves within the FamCamp.



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