

14 August 2023

MacDill Recreation Family Campground (FamCamp)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 6 FSS/FSWO

**Certified by: 6 FSS/FSW
(Mr. John Finelli)**

Pages: 16

1. **PURPOSE:** This OI establishes procedures for all facets of the MacDill Outdoor Recreation Program's (ODR) Recreation Family Campground (FamCamp). This applies to all personnel assigned to ODR and all authorized users of ODR programs. This OI implements AFD 34-1, Air Force Services, and DAFI 34-101, Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility and is consistent with Occupational Safety and Health Act (OSHA) standards.

2. **REFERENCES: DAFI 34-101 19.23. Campgrounds.** Commanders develop installation policies for campgrounds that best service their eligible patrons. (T-3) Undeveloped camping areas or tents-only campgrounds are Category B programs. (T-3) Natural resource funds, controlled by the civil engineer, may be used in accordance with AFMAN 32-7003. Areas developed primarily for recreational vehicle camping are Category C. (T-0) AF campgrounds were developed for, and should be managed to support, recreational camping purposes and not for patrons to use as a place of business. In addition, the program manager must ensure recreational camping areas are not used as a residence, except for the recreational vehicle camp host (manager). (T-1) If space is available, these recreational camping areas may be used by personnel on temporary duty to an installation if that use complies with maximum length of stay policies. The maximum length of stay must not exceed 180 days per twelve consecutive month period. (T-1) Back-to-back reservations designed to circumvent the local maximum length of stay limit is not permitted. (T-0)

3. **WAIVERS:** HQ USAF/A1S, 25 July 2023. Para 2. This change reduces the waiver authority from T-1 to T-3; it allows the installation commander to approve extended stays in FamCamp in excess of 180 days per consecutive twelve-month period.

MACDILL AFB RECREATION AREA CAMPGROUND (FAMCAMP)

4. **GENERAL:**

4.1. The FamCamp Manager has supervisory responsibility of the FamCamp area.

4.2. The FamCamp Manager will:

4.2.1. Recruit, train, and supervise employees, night host and volunteers as needed.

4.2.2. Ensure the customers:

4.2.2.1. Maintain and clean their assigned sites.

- 4.2.2.2. Are responsible for safe and proper conduct of their children and pets/service animals.
- 4.2.2.3. Take care of and protect government property, facilities, and equipment.
- 4.2.2.4. Respect the peace and privacy of their neighbors by turning down lights, radios, etc., at posted times.
- 4.2.2.5. Are aware that failure to follow the provisions of this OI, and the rules listed in the FamCamp Brochure and Renter's Contract (Attachment 1), may result in the loss of FamCamp privileges.

5. **ELIGIBILITY:**

5.1. Individuals eligible to utilize FamCamp facilities are identified and authorized by DAFI 34-101, Attachment 2, Table A2.1 outlined under "Unlimited Program Eligibility and Use."

NOTE: The installation commander has the authority to change the eligibility and use priority without notice.

6. **RESERVATIONS:**

6.1. Reservations can only be made by personnel in Priority Category 1 through 6 as listed in Table A2.1 of DAFI 34-101.

6.2. A deposit of \$100 or length of stay (whichever is the lowest) is required for reservations.

6.3. Reservations are only accepted from one member of a household under the sponsor's DoD ID number. Requests for advanced reservations for eligible campsites, must be made in person or by telephone, and are on a first come, first serve basis. Reservations will be processed in the order received. The requester will receive a confirmation receipt by email. The RecTrac automated system will be used as the system of record. No more than one reservation at a time is permitted from an authorized user. In cases where dual military/retired members are using the same RV, only one reservation will be accepted, and dual status may not be used to circumvent the length of stay policy.

6.4. Areas of the campground will be utilized in the following ways:

6.4.1. There are 305 full hookup campsites designated for 1 to 180 days length of stay. Eligible individuals may make reservations for these campsites no more than 365 days in advance.

6.4.2. There are 54 full hookup campsites designated for first come, first serve stays limited to 14 days. Guests must pay every 2 weeks and the rental fee cannot be prorated. Extensions can be made (limited to 14 days) if space is available. If space is not available, guests may choose to go into a dry camp rotation or leave the campground. Patron's RV is required to be on-site in dry camp to be placed on the rotation list. Points will be assigned to patron not complying with the policy. No reservations will be

accepted for these 54 sites unless you are an active-duty sponsor with approved leave paperwork. In this case, a 14-day, one-time reservation may be made up to 365 days in advance.

6.4.3. There are 21 campsites designated as partial hookup (water/electric only) sites for 1 to 180 days length of stay. These campsites are issued on a first come, first serve basis. No reservations accepted. If guests would like to move to “Full hook-up” and space is not available, they must return to dry camp and be placed on rotation list.

6.4.4. If space is available for a dry camp, these campsites are issued on a first come, first serve basis for 1 to 180 days length of stay. No reservations accepted.

6.4.5. The tenting area (primitive camping) will hold approximately 25 tents; this designated area is the only place in the FamCamp where tent camping is allowed. These sites are issued on a first come, first serve basis. No reservations accepted. Length of stay is not to exceed 90 consecutive days. Following this length of time, the patron must depart for 14 days before returning to the campground. Generators are permitted and guests must follow quiet hour rules as listed in their renter’s contract.

6.4.6. Back-to-back reservation of different types of sites (full hook-up, partial, dry, or tent) to circumvent the maximum length of stay is not permitted.

7. **FEES:**

7.1. The 6th Force Support Squadron (6 FSS) establishes FamCamp fees for all campsites.. The fees charged depend upon the type of site (tent, dry camp, partial hook-up, or full hook-up) and whether the length of stay is based upon a daily rate, or a monthly rate.

7.2. Refund of Deposit: To receive a refund of deposit for any reservation, the cancellation notice must be received by email (macdillfamcamp@gmail.com) at least 72 hours prior to the date of scheduled arrival.

7.3. 14-Day Delayed FamCamp Arrival Policy:

7.3.1. Patrons of the MacDill AFB FamCamp who have a reservation, may push back their arrival date by up to 14 days and not lose their reservation or their deposit.

7.3.2. Patrons wishing to push their reservation back for any length of time up to the 14 days must inform the campground office via email (macdillfamcamp@gmail.com) a minimum of 3 days prior to the start of their reservation. If the patron neglects to inform the office via email, the reservation will be canceled, and their deposit will be forfeited.

7.3.3. Should a patron choose to push their arrival date back, the patron will still be charged from the beginning of their reservation and will be required to depart the campground 180 days from the reservation’s start date.

7.3.4. Should the patron not arrive within the 14-day window from their original date of reservation, their reservation will be terminated, they will be charged for the 14-day period, and no further extensions will be granted. If patron still desires a campsite, a new reservation and deposit will be required (if available). A patron may also utilize the first

come, first serve, partial or dry camp sites if full hook-up reservations are unavailable.

7.3.5. This policy is a service and courtesy to inbound campers who may be delayed in arriving at their original reservation date through an emergency or unforeseen circumstance.

7.4. Fees for length of stay are paid upon arrival at check-in. Eligible visitors utilizing a space for longer than one month, may have their payment set up on a monthly billing cycle. Payments are due monthly on the anniversary of the original check-in date.

7.5. A \$50 late fee will be assessed, should the patron fail to pay any later than the 2nd day of the rent payment due date.

7.5. Requests for extensions should be submitted in person at the FamCamp Office at least 30 days in advance of projected departure date. If this cannot be done, or if unforeseen circumstances require extension consideration, requests should be submitted as soon as possible. If a decision is not rendered by 6 FSS/CC prior to check-out date, the campsite must be vacated.

7.6. Failure to pay the campground (site) fee on time could result in the guests being asked to vacate the campground and/or incur any additional fees.

8. **LENGTH OF STAY:**

8.1. Length of stay for FamCamp/Annex RV sites is not to exceed 180 days per twelve consecutive months. Following this length of time, the patron must either depart for 30 days before returning to the campground or obtain a waiver from 6 FSS/CC based on emergency/hardship circumstances (Attachment 2). Once the 30-day period has been completed, campers may begin a new twelve consecutive month timeframe.

9. **CAMPGROUND CHECK-IN/CHECK-OUT:**

9.1. FamCamp check-in time is 1200 daily. FamCamp check-out time is 1100 daily. Current Military ID (entire household for DOD ID numbers), current RV registration, current proof of insurance, valid driver's license and current rabies pet shot records must be presented at time of check-in. For more information on pet/service limitations, refer to paragraph 11.2.

9.2. A Renter's Contract must be completed (Attachment 1).

9.3. Firearm AF IMT 1314 must be completed and properly filed with Security Forces (6 SFS) within 24 hours of arrival on base. Reference paragraph 11.1.8. for more information regarding possession of firearms on the installation.

9.4. RV occupancy must not exceed the manufacturer recommended occupancy limitation to include household pet/service animals.

9.5. After hours check-in.

9.5.1. Upon arrival to the FamCamp, check-in with the on-duty night host and with the FamCamp office the next business day.

9.5.1. If no on-duty night host (April-September) is available or reachable, pick a vacant site between 1-54 and check-in with the FamCamp office next business day.

10. **FINANCIAL LIABILITY:**

10.1. Visitors are liable for any damage to a campsite or government property determined to be the fault of the visitor from negligence or misuse.

10.2. The United States government accepts no liability for damage to any personal property if such damage is the result of circumstances beyond the government's control.

10.3. If campsites become unavailable through no fault of the patron or due to an unforeseen circumstance, 6 FSS will refund any unused prepaid use fees. Any authorized refund will be based on the number of days used.

11. **GENERAL CAMPGROUND RULES:**

11.1. Outdoor Recreation (ODR) staff and 6th Security Forces Squadron (6 SFS) will monitor the campground and all surrounding areas for compliance with the following rules:

11.1.1. Registration permit must be displayed in the front windshield of the RV/Trailer. If the camper does not have a front windshield the permit must be displayed in the closest front window of the camper on the entrance side.

11.1.2. Eligible visitors/sponsors are responsible for the safe and proper conduct of dependent children, guests, and pets, while using the campground and facilities.

11.1.3. Children under 10 years of age must be accompanied by an adult (18 years or older) when in or around any public facility such as the laundry room, bath house, marina, Seascapes or while riding bicycles on the road. Please reference MacDill AFB Youth Supervision Policy and Guidance (Attachment 3) for the installation policy on the supervision of children.

11.1.4. Vehicles, trailers, equipment, etc., will be secured when unattended. The United States Air Force and MacDill AFB, 6 FSS, are not responsible for lost, stolen, or damaged property. All vehicles (to include any motorized vehicle), utility trailers, boats, boat trailers, and jet skis must have current registration and insurance.

11.1.5. The 6 FSS, DECA and AAFES are the only agencies authorized to sell alcoholic beverages for consumption on MacDill AFB. The consumption of alcoholic beverages in the recreation area by persons under the age of 21 years is prohibited.

11.1.6. Improper use, abuse, or willful destruction of facilities, grounds, equipment, etc., may result in automatic removal from the campgrounds and could result in punitive or disciplinary actions being taken against offenders.

11.1.7. Written permission from the base fire department is required for any open fires. Barbeque grills must be located 10 feet from any building, including pavilions.

11.1.8. Possession of firearms, including BB and pellet weapons, is strictly controlled

by 6 SFS. Eligible visitors or guests of visitors staying in the campgrounds who have firearms in their possession must fill out a firearm registration form available at the FamCamp office. A copy of the completed registration form, AF IMT 1314, must be taken to the 6 SFS Armory, building 203 for registration. Patrons must then return a copy of the AF IMT 1314 to the FamCamp office where it will be placed in the visitor's registration file. Hunting is prohibited on MacDill AFB.

11.1.9. For the safety and well-being of everyone, all campers must be able to egress on their own from their camper in a safe and timely manner. Disabled patrons who require assistance must file an egress plan at the FamCamp office. The egress plan must include the name of the individual in the same RV that will be responsible to get the disabled patron to safety. If an egress plan cannot be produced, the patron will not be permitted to camp at the FamCamp. Additionally, all campers must be able to move their camper within 24 hours, should an evacuation order be issued.

11.1.10. MacDill FamCamp ODR is considered environmentally sensitive. Dumping of "gray" water, petroleum products, solvents, pesticides, chemicals, etc., is prohibited. Visitors will contact staff at the front desk for assistance in disposing of these items.

11.1.11. Sewer connections require the use of airtight connector to prevent sewer gas from escaping. When departing, visitors must reinstall the sewer pipe cap.

11.1.12. Bathroom and laundry facilities are operated 7 days a week, 0600-2000 unless otherwise posted. Cleaning of the restrooms is Monday-Friday, and as posted during Federal Holidays.

11.1.13. Individual drying lines, pool water slides, pools, hot tubs, carpets (not including welcome mats), and trampolines are prohibited at any RV, tent, or dry campsite. Storage under RV must be orderly and always remain tidy. Management will monitor and advise patrons if housekeeping is required. Exterior planting of a garden at campsites is not permitted, however potted plants are permitted. Clothes lines installed by ODR are the only authorized outside drying areas. Visitors utilizing these clothes lines will remove their clothes from the lines as soon as they are dry, so other patrons can utilize them. Items left behind for over 24 hours will be discarded.

11.1.14. Sheds, fences, canopies, and tents are prohibited at any RV site unless approved, in writing, by the ODR Director.

11.1.15. Quiet hours in the FamCamp are 2300 until 0700 daily and apply to all facilities within the camp. Generators may be used during non-quiet hours and can only be used during quiet hours if temperatures are below 45 degrees or above 90 degrees.

11.1.16. RVs may be washed on site if an automatic cut off nozzle is used and there are no local water restrictions in effect. Local water restrictions will be adhered to at all times.

11.1.17. Guests of eligible visitors may not stay overnight in the campground unless they are occupying and/or lodged in the same RV as the sponsoring eligible visitor. All visitors must check in with the MacDill Visitor Center located at the Dale Mabry Gate and the FamCamp office with their sponsor.

11.1.18. Authorized users are not permitted to register a campground site for someone other than the user.

11.1.19. Boats, utility trailers, car trailers and car ports are prohibited on the same campsite as the RV except for sites located in the Annex (car ports are prohibited on all sites). Car dollies will be parked to the rear of the RV. Visitors will contact the FamCamp office for assistance with authorized parking space or storage space. One Recreation Vehicle per storage spot.

11.1.20. Guests are responsible for the upkeep of the area around their site to include lawn, pad, picnic table, and pedestal.

11.1.21. All registered campers will be required to complete a Renter's Contract upon arrival (Attachment 1).

11.2. Animal Control: The MacDill Recreation Area Campground (FamCamp) follows base housing guidelines and Florida/Hillsborough County ordinances for the control of pets/service animals.

11.2.1. No more than two pets/service animals may be kept by a FamCamp visitor at any given time while registered at the campground to include service and emotional support service animals.

11.2.2. All pets/service animals will be kept on a non-retractable leash (maximum 6 feet) when outside the camper unless in designated dog parks.

11.2.3. Pets/service animals will not be tied outside and left unattended. Cages and/or kennels are not permitted anywhere outside on MacDill AFB.

11.2.4. Pets are not permitted on the beach (unless in the dog park), in the bath house/laundry rooms, or in any other building except for service animals. Service animals must be identified by a proper collar/handling equipment or covering on the service animal's body.

11.2.5. Failure to abide by the animal control rules could result in the termination of a visitor's registration in the campground and removal from FamCamp.

11.2.6. Upon registration into the campground, eligible visitors must present current immunization certificate(s) for all pets/service animals. A copy of the certificate(s) will be maintained in the visitor's registration file.

11.2.7. Dog breeds with dominant traits geared toward aggression are prohibited. Patrons are expected to adhere to the current MacDill Installation Pet Control Policy which lists prohibited dog breeds.

12. **RESIDENCY:**

12.1. The MacDill FamCamp is a recreational campground and not a residential park. Patrons staying at the FamCamp are not considered MacDill AFB residents, but rather

transient recreational guests.

13. **DISCIPLINE/EVICTION:**

13.1. Eviction can occur if more than 12 points of infractions are accumulated over a 24-month period. Infraction points are documented on the Renter's Contract. Immediate eviction can occur due to any acts of aggression, public intoxication, public lewdness, or other acts that create a breach of the peace and safety in the MacDill AFB FamCamp area.

13.2. Customers will list all occupants in their RV on the Renter's Contract and be able to show they do not exceed manufacturer's recommended occupancy. Failure to list all occupants or exceeding recommended occupancy may result in dismissal. For health and safety purposes, pets/service animals will count towards maximum occupancy allowed.

13.3. Should a customer not be able to remove their RV, a licensed contractor will be utilized to do so at the customer's expense. If a customer does not remove their RV on or before their contracted departure date, it will be impounded.

13.4. Final determination of eviction will be made by the 6 FSS/CC.

ERIN K. HOLLAND, Lt Col, USAF
Commander, 6th Force Support Squadron

Attachments:

1. FamCamp Contract
2. FamCamp Extension Template
3. MacDill AFB Youth Supervision Policy and Guidelines

Attachment 1
RENTER'S CONTRACT



**Outdoor
Recreation**
MACDILL AFB TAMPA

MACDILL AFB OUTDOOR RECREATION CAMPGROUND

RENTER'S CONTRACT

Occupant name: _____

Occupant's Start Date: _____ Projected Departure Date: _____

Are you able to egress your RV without assistance: _____

Are you able to relocate your RV without assistance: _____

Manufacturer recommended occupancy for your RV: _____

Total number of occupants to include pet/service animals: _____

By signing this agreement, you as the renter of a site at the MacDill Family Campground are obligated to follow the below commitments to ensure a safe, presentable, and friendly atmosphere within the community. You are also acknowledging that you have been made aware that the MacDill FamCamp Local Operating Instruction is located, in full, at www.macdillfss.com. Should these regulations be violated, renter's eligibility to remain in the recreational campground will be reviewed by 6th Force Support Squadron leadership.

Any length of stay of 180 days within 12 consecutive months will result in a mandatory departure from the campground for a minimum of 30 days. No extensions will be granted unless a situation of Extreme Emergency or Hardship as determined by the 6 FSS/CC who has the final approval. *The 6 FSS/CC has the authority to revoke future reservations if an extension is granted.

Occupant: _____

Date: _____

**DAFI 34-101 AIR FORCE MORALE, WELFARE, AND RECREATION
(MWR)**

PROGRAMS AND USE ELIGIBILITY 19.23:

Commanders develop installation policies for campgrounds that best service their eligible patrons. (T-3). Undeveloped camping areas or tents-only campgrounds are Category B programs. (T-3). Natural resource funds, controlled by the civil engineer, may be used in accordance with AFMAN 32-7003. Areas developed primarily for recreational vehicle camping

are Category C. (T-0). AF campgrounds were developed for, and should be managed to support, recreational camping purposes and not for a patron to use as a place of business. In addition, the program manager must ensure recreational camping areas are not used as a place to live, except for the recreational vehicle camp host (manager). (T-1). If space is available, these recreational camping areas may be used by personnel on temporary duty to an installation as long as that use complies with maximum length of stay policies. The maximum length of stay must not exceed 180 days per twelve consecutive month period. (T-1). Back-to-back reservations designed to circumvent the local maximum length of stay limit is not permitted. (T-0).

Length of stay for FamCamp/Annex RV sites is not to exceed 180 days per twelve consecutive months. Following this length of time, the patron must depart for 30 days before returning to the campground or secure a waiver from 6 ARW/CC based on emergency/hardship circumstances (Attachment 2). Once the 30-day period has been completed, campers may begin a new twelve consecutive month timeframe.

- Length of stay for the tenting area is not to exceed 90 consecutive days. Following the length of time, the patron must depart for 14 days before returning to the campground.
- For the safety and well-being of everyone, all campers, except for small children, must be able to egress from their camper in a safe and timely manner.
- Be courteous to fellow residents and always conduct yourself in a polite and professional manner.
- Accept responsibility for the behavior of all residents and guests visiting your RV site.
- Quiet hours 11pm until 7am. Campers in dry camp can only run generators all night if temperature is below 45 degrees or above 90 degrees.
- Any guests (not including dependents) shall not remain in your RV for longer than 30 days during your reservation and must abide by all FamCamp rules.
- Actively participate in the care and maintenance of your RV site. You are responsible to water and cut grass within a 5-foot radius surrounding your RV and your vehicles to include under RV, vehicles and around the pedestal assigned to you.
- Clotheslines, fences (including decorative ones), carpets on grass, storage containers and pet cages are prohibited on site. Fees will be assessed if damage occurs to grass.
- In the event of an evacuation, all the campers will be required to depart the park. This includes RV, vehicles, and all personal equipment/items (No Exceptions). In the event you will be absent from your site (RV, tent, or vehicle) for more than 24-hours, you must leave contact information and a local point of contact with FAMCAMP management. You must always maintain a means to evacuate your site at any given time.
- All pets must be kept on a 6-foot non-retractable leash and always attended to unless in the 3 designated dog parks. Please refrain from walking pets in neighbor's yard. There can only be a maximum of 2 pets per campsite.
- Responsibly control all pets/service animals in accordance with base regulations and be sure to properly remove all your pet's waste and place in container provided.
- Acts of aggression between animals or animals and residents will not be tolerated and can result in eviction.
- Children under 10 years of age must be always accompanied by an adult (18yrs or older).
- Do not throw garbage in the recycling bins. It will not get dumped by the recycle collectors.
- Do not place items outside of the garbage dumpsters as they will not get dumped by waste

- collector. Call the MacDill AFB's Transfer station @ 813-828-8409 for times and location.
- Campers should ensure that the immediate area around RV is neat and orderly. Store excess items under your RV and maintain your immediate area in a neat and orderly manner.
 - Renter will be subject to a late fee (\$50) when rent not is not paid on due date.
 - Campsite repair costs will be charged when repair is required due to customer negligence.
 - Only a camper and two POVs may be on site, all other items such as boats, jet skis, hot tubs and utility trailers must be stored in an off-site location. The FamCamp Office can provide availability of storage rental facilities.
 - Any acts of aggression, public intoxication, public lewdness, or any other acts that create a breach of the peace in MacDill AFB FamCamp area, may result in immediate expulsion.
 - First come first serve for short term camping sites MUST do rotation when dry camp has occupancy. If you cannot move, Dry Camp is the only option based on availability. Violations for not rotating within 4 hours of notification from office staff will result in 4 points assessed unless approved, in writing, by the Outdoor Recreation Director.
 - All RVs should be equipped with a surge/voltage protector before connecting to USAF power.
 - No mail service is provided at the FamCamp Office. No packages or medications will be accepted. Campers can establish PO Boxes through the US Postal System or a certified agency such as UPS.
 - In the event of a possible evacuation, campers will be notified to prepare their sites/rigs. Should an evacuation order be made by the 6th ARW/CC, campers will have 24 hours to remove their campers/rigs to an off-base location. Campers will not be permitted to abandon their RVs in the camp or on the installation.

Any violation of your commitment to these contractual agreements will be annotated by management and will result in a review of your eligibility for continued stay in the MacDill FamCamp. If you receive more than 12 points in a 24-month period, your privilege to stay in the MacDill FamCamp as an occupant will be immediately terminated. The list provided in this attachment includes Please see below to become familiar of the infractions that can be, but not limited to, added to your rental portfolio.

POINTS ASSESSED (PER INFRACTION)
DESCRIPTION OF VIOLATION/RULES INFRACTION

- Documented loud noise complaint – 4 points
- Documented animal complaint – 4 points
- Negative police blotter entry by Security Forces – 4 points
- Immediate area around RV not neat and orderly – 4 points
- Clothes lines, storage containers or other obstructions at RV or tent area – 4 points
- Documented aggressive behavior exhibited towards campers, any/all base personnel, or Outdoor Recreation staff – 6 points
- Children under 10 years of age not accompanied by an adult (18 years or older) when around or in any public facility such as the laundry, bath house, marina, beach, or riding bicycles on all roadways – 4 points

- Documented refusal for not rotating from First Come First Serve to and from Dry Camp within 4 hours of notice from Office Staff – 4 points
- Any violation of your contract during your stay can result in points assessed.

Unit Violation Record		
Date	Contractual Violation	Points Assessed
Total		

Maintaining an accurate accounting of all patrons within the FamCamp is paramount to good order and safety considerations. Campers are required to provide a full listing of all persons occupying campers/RVs.

OCCUPANCY INFORMATION			
NAME OF CAMPER	Age	Able to Egress Camper?	Egress Plan Filed
No more than 2 household pets/service animals are allowed per camper. Please indicate the number you will have in your camper during your stay.	Dog	Cat	Other Household Pet
Number of Pets			
TOTAL OCCUPANCY OF RV/CAMPER			
<i>Failure to disclose the names of the people/animals occupying your RV/Camper is grounds for dismissal from the FamCamp. It is the camper's responsibility to keep this registration up-to-date and accurate.</i>			

By signing this document, you are agreeing that you have read and understand the above policies. Additionally, you understand that any violation of these policies may result in a review of eligibility of FamCamp access; including termination of stay within the FamCamp.

Sponsor Name	Sponsor Signature	Date

Revised as of 8 July 2023

Attachment 2 FamCamp Extension Template

Please complete all of the boxes as shown. Then return to the FamCamp Office for processing.

FROM:	<i>Last Name</i> <i>First Name</i>		DATE OF REQUEST:	<i>NLT 30 DAYS PRIOR TO ORIGINAL DEPARTURE DATE</i>	
DATE ARRIVED:	<i>OFFICE USE ONLY</i>				
	Verified By: 				
ORIGINALLY SCHEDULED DEPARTURE DATE	Date of Verification				
	Has requestor been assessed points due to any infraction(s) during their stay?			YES	NO
REQUESTED DEPARTURE DATE	If YES, how many and what was the cause? <i>Please attach any pertinent documentation to request.</i>				
TOTAL NUMBER OF EXTENSION DAYS	ODR Director Recommendation			APPROVE <input type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
	FSW Flight Chief Recommendation			APPROVE <input type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
ARE YOU ABLE TO EGRESS YOUR RV WITHOUT ASSISTANCE?	YES	ARE YOU ABLE TO RELOCATE YOUR RV WITHOUT ASSISTANCE?	YES	RV SITE NUMBER	
	NO		NO		
JUSTIFICATION OF EXTREME EMERGENCY OR HARDSHIP <i>PLEASE PRINT NEATLY or attach justification statement</i>					
CUSTOMER SIGNATURE:					
CONTACT INFO:	PHONE:		EMAIL:		

This request and any supporting documentation will be routed for final approval/disapproval to the 6 ARW/CC or Designated Representative.

Please allow 20 business days for processing unless request is due to EMERGENCY.

Attachment 3
MacDill AFB Youth Supervision Policy and
Guidelines



DEPARTMENT OF THE AIR FORCE
6TH AIR REFUELING WING (AMC)
MACDILL AIR FORCE BASE, FLORIDA



17 Nov 22

MEMORANDUM FOR MACDILL AIR FORCE BASE PERSONNEL AND RESIDENTS

FROM: 6 ARW/CC

SUBJECT: Youth Supervision, Curfew & Safety on MacDill Air Force Base

References: (a) MacDill AFB Instruction 31-200, *Juvenile Curfew & Supervision*, 26 Jun 18
(b) MacDill AFB Instruction 51-900, *Juvenile Corrections Program*, 21 Apr 16
(c) MacDill AFB Instruction 31-116, *Motor Vehicle Traffic Supervision*, 6 Aug 20

1. This guidance memorandum establishes Youth Supervision guidance for personnel on MacDill Air Force Base (AFB) and rescinds MacDill AFB Instruction 31-200 (ref. a). This memorandum sets forth the guidance for youth supervision, establishes juvenile curfew hours, and reiterates recreational safety requirements while on MacDill AFB.
2. All personnel on MacDill AFB, to include base housing residents and dependents, have a shared responsibility to ensure the safety and security of our youth. Service members and parents/guardians are responsible for actions of their children and potential consequences of their child's actions. Failure to comply with this guidance places children in danger and violations are subject to command action, referral to Family Advocacy and/or Department of Children and Families (DCF), or barment from the installation. United States Code or Florida Statutes will be used for citations issued to non-military (dependent, retiree, civilian, etc.) personnel.
3. **Youth Supervision.** Prior to children being left unsupervised, parents/guardians must review this guidance and develop an appropriate child safety plan. Parents/guardians should assess the child's emotional maturity to be left alone, comfort level of the child, and any required support services. If an incident occurs while a child is left alone that could have been prevented by the presence of adequate supervision, the parent/guardian may be held responsible for the consequences of the child's actions. Unaccompanied family members/guests will not enter any building, structure, or areas not expressly designed for their use unless prior approval has been obtained from the controlling agency. The attached MacDill AFB Youth Supervision Guidelines sets forth the mandatory supervision requirements while on MacDill AFB.
4. **Curfew Guidance.** Unsupervised family members/guests under **16 years of age** will not loiter, play, drive, walk, or wander on any part of MacDill AFB, including all housing areas, between the hours of:
 - 2200-0500, Sunday through Thursday nights
 - 2400-0500, Friday/Saturday nights and evenings before holidays
 - a. Commander, 6th Mission Support Group (6 MSG/CC) may extend curfew hours upon request by military member sponsor, or for special community activities. All approved extensions will be published in an official bulletin and/or public service announcement.
 - b. Family members and guests subject to curfew must leave base activities in sufficient time to comply with the established curfew hours and return to their residences. Loitering in the vicinity of

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base facilities after closing is prohibited. The military sponsor, parent, or legal guardian, or another responsible adult must personally escort children and guests after curfew hours.

c. Violations of Curfew. The military sponsor, parent, and or legal guardian will be notified to respond to assume custody of family member(s) or guest(s). In the event they cannot be contacted, the unit Commander or First Sergeant will be contacted for assistance. The minor must be monitored by either Security Forces or unit leadership until the arrival of the sponsor, parent, or legal guardian.


d. Pursuant to MAFBI 51-900 (ref. b), the Juvenile Corrections Program (JCP) has the authority to hear cases involving violations of this guidance. The JCP Manager determines which cases will be referred to a Juvenile Corrections Hearing. Prior to referring any case to a Hearing, the JCP Manager shall ensure the alleged misconduct is substantiated and is worthy of a Hearing. If referred, the JCP Hearing Officer shall have the authority and discretion to recommend to the installation commander the disposition of any punishment or combination of punishments as prescribed under MAFB 51-900.

5. **Bicycles, Scooters, Skateboards, Roller Blades, and Motorized Devices.** In accordance with MAFBI 31-116 (ref. c), operators of bicycles, scooters, skateboards, roller blades, and motorized devices must wear an approved helmet while on roadways. Children operating PowerWheel-type devices are exempt from helmet requirements, but subject to adult supervision. During hours of darkness, devices must be equipped with/use working headlights and taillights with approved reflectors. Operators are prohibited from holding onto other vehicles in motion. Devices will not be parked on sidewalks as to impede access to facilities or residences.

a. Motorized bicycles will not be operated on installation sidewalks. Individuals under 16 years old may not operate or ride on motorized bicycles.

b. Motorized skateboards, scooters, hoverboards, and other devices are not authorized on the roadways. Children 12 and under will not operate a motorized skateboard, scooters, hoverboards, bicycles or similar devices unless under supervision of a parent or guardian.

6. I appreciate your partnership to ensure MacDill AFB remains a safe housing location. Point of contact for this memorandum is Lt Col Brenden McLean, 6 MSG/CD, at 813-828-4545 or DSN 968-4545.



ADAM D. BINGHAM, Colonel, USAF
Commander

Attachment:

1. MacDill AFB Youth Supervision Guidelines

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MacDill AFB Youth Supervision Guidelines

NOTE: The following are general guidelines. Parents are responsible for their children at all times and in all circumstances. The ages specified are the maximum ages and are based on the child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. These guidelines are mandated by MacDill AFB Installation Commander; therefore, parents are expected to fully comply.						
Age of Child	Left Without Sitter in Quarters	Left Alone Overnight	Outside Unattended (to include playing)	Left in Car Unattended	Child Care of Siblings	Child Care of Others
NEWBORN - AGE 4	NO	NO	NO	NO	NO	NO
AGE 5 – AGE 7	NO	NO	YES With IMMEDIATE physical access to a parent or authorized care provider (12 or older) who assumes responsibility for the specific child. May walk to/from school at age 6.	NO	NO	NO
AGE 8 – AGE 9	NO	NO	YES Within hearing and/or visual access of a parent or authorized care provider (12 or older) who assumes responsibility for the specific child. May walk to/from youth center at age 9.	YES ^	NO	NO
AGE 10 – AGE 11	YES ** With access to on-base adult phone number	NO	YES	YES ^	YES* 2 hours maximum with access to on-base adult phone number	NO
AGE 12 – AGE 15	YES	NO	YES	YES ^	YES*	YES *
AGE 16 – HIGH SCHOOL GRAD	YES	YES May be left alone for short TDYs/leave, not to exceed 5 consecutive days. Requires periodic checks by adult supervision	YES	YES	YES*	YES *
NOTES: * Red Cross baby-sitting training or equivalent recommended ** Adult is defined as someone who has or assumes responsibility for the specific child (e.g., parent/guardian/care provider) ^ With proper venting or air conditioning and emergency brake applied						