

6th Force Support Squadron



MacDill AFB Recreation Family Campground (FAMCAMP)

2026

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**BY ORDER OF THE COMMANDER
6TH FORCE SUPPORT SQUADRON**

OPERATING INSTRUCTION (OI) 34-101-4

**5 JUNE 2026
MacDill AFB Recreation Family Campground (FAMCAMP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 6 FSS/FSWO
Supersedes FSS OI 34-101-4, 14 August 2023

Certified by: 6 FSS/FSW
(Ms. Caroline Rice)
Pages: 8

1. **Purpose.** This OI establishes procedures for all facets of the MacDill AFB Outdoor Recreation (ODR) Recreation Family Campground (FamCamp) programs. It applies to all personnel assigned and all authorized users of ODR programs. This OI implements DAFPD 34-1, Department of the 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) standard
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 civil engineers, 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 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**

- 3.1. HQ USAF/AIS, 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 more than 180 days per consecutive 12-month period
- 3.2. 6 ARW/CC, 6 January 2026. Page 18, Section J. Delegate authority to approve extended stays in the MacDill FamCamp in excess of 180 days per consecutive 12-month period to the 6 FSS/CC.

4. **General.** The FamCamp Manager has supervisory responsibility of the FamCamp area.

4.1. The FamCamp Manager:

- 4.1.1. Will recruit, train, and supervise employees, night host and volunteers as needed.
- 4.1.2. Will ensure customers maintain and clean their assigned sites
- 4.1.3. Is responsible for the safe and proper conduct of their children and pets/service animals.
- 4.1.4. Will take care of and protect government property, facilities, and equipment.
- 4.1.5. Will respect the peace and privacy of their neighbors by turning down lights, radios, etc., at posted times.
- 4.1.6. Is aware 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, 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 non-refundable deposit of \$100 is required for reservations longer than three days
- 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 processed on a first-come, first-served basis. The requester will receive a confirmation receipt by email. Please note that once our online

reservation system is operational, online booking will be the preferred method over manual requests. The RecTrac automated system will be used as a recording system. 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. Reservation cancellation

6.4.1. In the case of cancellation of reservation, the patron must wait 72 hours before making a new reservation and a new non-refundable deposit of \$100 or length of stay (whichever is the lowest) is required. This is to prevent circumventing the reservation policy.

6.4.2. Deposits are non-refundable.

6.5. Campground reservations will be utilized in the following ways:

6.5.1. 305 full hookup campsites are designated for reservation from 1 to 180 days length of stay. Eligible individuals may make reservations for these campsites no more than 365 days in advance.

6.5.2. 54 full hookup campsites are designated for first come, first serve stays limited to 14 days. Guests must pay every 2 weeks, and the rental fee cannot be pro-rated. 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 or dry camp to be placed on the rotation list. Points will be assigned to patrons 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.

6.5.3. 21 campsites are designated as partial hookup (water/electric only) sites for 1 to 180-day-long stays. 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 the rotation list.

6.5.4. If space is available for a dry camp, these campsites are issued on a first-come, first-serve basis for 1 to 180-day-long stay. No reservations accepted.

6.5.5. 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. The 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.

- 6.5.6. 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.

6.6. 14-Day Delayed FamCamp Arrival Policy

- 6.6.1. Patrons of the MacDill AFB FamCamp who have a reservation may push back their arrival date up to 14 days and not lose their reservation.
- 6.6.2. 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.
- 6.6.3. 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.
- 6.6.4. 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 their full hook up reservation site is unavailable. 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. 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. Current fees are located on the macdillfss.com/Famcamp website.
- 7.2. 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.
- 7.3. 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.
- 7.4. Requests for extensions should be submitted in person at the FamCamp Office at least 14 days in advance of the 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 made by 6 FSS/CC or designee prior to check-out date, the campsite must be vacated. See Attachment 3 "Extended Stay Policy at MacDill AFB Family Campground (FAMCAMP)" for more information.

- 7.5. 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 or designee based on emergency/hardship circumstances (Attachment 2 and 3). 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 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 at FamCamp, check-in with the on-duty night host and with the FamCamp office the next business day.
 - 9.5.2. 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. 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 permits must be displayed in the front windshield of the RV/Trailer and Golf Cart. 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 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. 6 FSS, Defense Commissary Agency (DECA) and Army & Air Force Exchange Service (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 anyone under the age of 21 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

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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 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 an 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 open 7 days a week, 0600-2000 unless otherwise posted. The 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. Quiet hours at 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.
- 11.1.15. 5 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 always adhered to.
- 11.1.16. Guests of eligible visitors may not stay overnight in the campground unless they are lodged in the same RV or assigned a spot next to the sponsoring RV. All visitors must check in with the MacDill Visitor Center located at Dale Mabry Gate and the FamCamp office with their sponsor.
- 11.1.17. Authorized users are not permitted to register a campground site for someone other than the user.
- 11.1.18. 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.

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

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

12. Animal Control

- 12.1. The MacDill Recreation Area Campground (FamCamp) follows base housing guidelines and Florida/Hillsborough County ordinances for the control of pets/service animals. A service animal is individually trained to do work or perform a specific task for the benefit of an individual with a disability. Service animals must be identified by a proper collar/handling equipment or covering on the service animal's body. Emotional support, comfort and therapy animals are not considered service animals, even when used as part of medical treatment plans. Documents designating any animal as emotional support or comfort/therapy animal do not automatically qualify an animal as a service animal.
- 12.2. No more than two pets/service animals/emotional support animals (ESA) may be kept per contract at any given time while registered at the campground.
- 12.3. All pets/service animals/ESA will be kept on a non-retractable leash (maximum 6 feet) when outside the camper unless in designated dog parks.
- 12.4. Pets/service animals/ESA will not be tied outside and left unattended. Cages and/or kennels are not permitted anywhere outside on MacDill AFB.
- 12.5. Pets are not permitted on the beach, in the bath house/laundry rooms, or in any other building except for service animals.
- 12.6. 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.
- 12.7. Upon registration of the campground, eligible visitors must present current immunization certificate(s) for all pets/service animals/ESA. A copy of the certificate(s) will be maintained in the visitor's registration file.
- 12.8. 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.

13. Residency

- 13.1. 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.

14. Discipline/Eviction

- 14.1. 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 peace and safety in the MacDill AFB FamCamp area.
- 14.2. 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.
- 14.3. 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. Final determination of eviction will be made by the 6 FSS/CC or designee.

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DON C. SLAYTON, GS-14, DAF
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Attachments

1. FamCamp Renter's Contract
2. FamCamp Extension Template
3. FamCamp Extended Stay Policy