



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
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FORT BELVOIR, VIRGINIA 22060-5928

AMIM-BVW-WR

1 January 2024

MEMORANDUM FOR United States Army Garrison Fort Belvoir Travel Camp Operation

SUBJECT: Fort Belvoir Travel Camp Length of Stay Policy

1. Reference. Army Regulation 215-1, Military Morale, Welfare, and Recreation Programs and Non-Appropriated Fund Instrumentalities, 24 September 2010.

2. Purpose. To establish a Fort Belvoir Directorate of Family and Morale, Welfare and Recreation (DFMWR) Travel Camp Length of Stay Policy.

3. Authority. The Director of DFMWR has the authority, inherent and/or established by regulation, to take those actions necessary to maintain morale, welfare, and order within all DFMWR operations and programs. The authority includes the power to control the length of stay, define policies for those persons staying at the Travel Camp, and pursue violations that occur in the Travel Camp. The policy may be adjusted at any time based on usage.

4. Length of Stay Policy.

a. Reservations. Reservations are made on a first-come, first-served basis, regardless of rank or grade.

(1) All reservations require full payment. No reservations will be made without a full payment. Reservations may be made in person or over the phone.

(a) Cancellations must be made at least seven days prior to the reservation start date for a refund.

(b) Changes to reservations must be made at least seven days prior to the reservation start date. No refunds or changes will be issued inside of the seven-day window.

(c) Early departures will result in forfeiture.

(d) No credits will be provided for nights the site is not occupied.

(2) Reserved sites are not guaranteed to be available for renewals or future reservations. The only way to guarantee a site is with a reservation paid in full.

(3) All reservations are site specific. At no time is a site going to be saved for a person without a fully paid reservation (management reserves the right to relocate or change reserved sites at any time).

(4) Homesteading is strictly prohibited.

“LEADERS IN EXCELLENCE”

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(a) A max reservation of 60 consecutive days is authorized during peak season (April 1 – October 31) and a max reservation of 90 consecutive days is authorized during nonpeak season (November 1 – March 31). Each household is authorized to have one 60 or 90 consecutive day reservation at a time and renewals of these reservations are authorized on the day of expiration if space is available.

(b) Delegation of authority for an exception to policy is not allowed within the confines of AR215-1, 8-25. Per AR 215-1, "Homesteading is strictly prohibited. Installations may establish daily, weekly, or monthly reservation/contract periods, at the conclusion of which the next eligible patron on a waiting list must be accommodated. Commanders may authorize a length of stay up to 60 consecutive days during peak season and 90 days during nonpeak season. Commanders may authorize renewals of these reservations/contracts, on the day of expiration, as long as existing reservations/waiting lists will be accommodated by future departures." The Garrison Commander is not granted authority to deviate from this policy. Such exception to policy requests must be made to the Assistant Chief of Staff of Installation Management.

b. Site Restriction. See Travel Camp Standard Operating Procedures and rules.

c. Site Requirements. Sites that do not adhere to these requirements will be considered non-compliant.

(1) All sites will be inspected by Outdoor Recreation (ODR) Staff on a recurring basis.

(2) Sites should be clear of trash and clutter. Anything that is not aesthetically pleasing will not be acceptable.

(3) Sites should not have more than one Recreational Vehicle (RV) and two passenger cars at any time. This rule is in place to ensure safety and aesthetics of the park. There is no parking allowed on the grass or curb. There is overflow parking available.

(4) All personal belongings are required to be within the site boundary. It is the camper's responsibility to ensure all personal property is not on the grass.

(a) One small tent structure is authorized on the picnic pad side of the site. The tent must be properly secured.

(b) Lawn art and decorations are not authorized to be placed in the grass.

(c) Trash is to be placed in the dumpster located at the Bath House. Trash is not to be left out on the site overnight for any reason.

(d) If a site is not neat and tidy ODR has the authority to remove personal items.

(5) Water connections must be secure with no drips or leaks. Proper protections must be used during winter months. Non-compliant sites will be reported. All wires, water hoses, sewage hoses, and property must be in good operating condition or will be removed.

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(6) Appliances are not permitted outside of an RV. Items such as freezers, refrigerators, washers, dryers, trailers, storage containers, etc. are not authorized to be on the exterior of an RV or on the ground within the site.

(7) The destruction, injury, defacement, removal or alteration of government property, vegetation, rocks, mineral, or wildlife is prohibited. Campers in violation will be considered non-compliant.

d. Guest Requirements. Guests who do not adhere to these requirements will be considered non-compliant. All guests must follow all federal, state, and local rules, regulations and policies. Guests are required to read and understand all written rules for the Fort Belvoir Travel Camp located on the welcome packet. There will be no exceptions to campers following these rules, regulations, and policies. Campers in violation will be considered non-compliant.

e. Non-Compliant Campers.

(1) All violations will be logged and documented at ODR.


(2) Violations will be posted to your vehicle and a phone call will be made to the phone numbers on file.

(3) The written notice will explain how to resolve the issue(s). If the issue is not resolved in 48 hours the camper may be evicted from the Travel Camp.

5. Definitions: Site - Concrete pad.

6. Proponent. The DFMWR is the proponent for this policy.

7. The point of contact for this policy is the ODR Director, Mr. Romel Voellm, whom can be reached at (703) 805-1488.


GEORGE J. DICKSON
Director
Family and MWR