



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

AMIM-BVW-WR

1 January 2024

MEMORANDUM FOR US Army Garrison Fort Belvoir Travel Camp Operation

SUBJECT: Fort Belvoir Travel Camp Standard Operating Procedures (SOP)

1. **PURPOSE.** For the Directorate of Family and Morale, Welfare and Recreation (DFMWR) to provide SOP for the Fort Belvoir Travel Camp.

2. **ELIGIBILITY.** Active Duty, Retired Military, Reservists, National Guards, DOD Civilians, Installation Contractors, and those listed in Army Regulation 215-1, paragraph 7-1 are eligible to camp at the Fort Belvoir Travel Camp.

a. **Authorized User Verification:** A valid identification (ID) card must be presented at check-in indicating proof of meeting the eligibility requirement.

b. **Age Restrictions:** Reservations, check-in and check-out may only be completed by authorized patrons 18 years of age or older (Active-Duty exempt). A valid ID card must be presented at check-in indicating proof of meeting the age requirement. Individuals 17 years of age or younger staying at the Travel Camp are required to be under the supervision of their parent, legal guardian, or responsible adult during their stay.

3. **RESERVATIONS.**

a. Reservations for the Fort Belvoir Travel Camp are accepted up to 12 calendar months in advance from the date requested. A full payment is required to complete reservations.

b. Reservations can be made in person or over the phone. Payment is always required in full.

c. Walk-ins will be authorized as sites are available, full payment will be required at the time of reservation.

d. Reservations and all payments must be made by the ID card holder; verification and payment information will be checked at check-in.

e. Guests may not use Spouse or other names to make reservations beyond their 60- or 90-day reservation for the same Recreational Vehicle (RV) Camper. License plate number must be provided at initial reservation. If found doing this, guests will be subject to immediate bar from the Travel Camp for a minimum 30 days.

f. Eligible sponsors may only sponsor their guest for a 14-day max reservation.

g. Outdoor Recreation (ODR) reserves the right to relocate or change reserved sites at any time due to unforeseen circumstances.

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4. CANCELLATIONS.

a. A cancellation of a reservation for the Fort Belvoir Travel Camp must be made at least one week, seven calendar days, from the scheduled arrival date for a full refund. Early departures will not be granted a full refund.

b. Customers that fail to occupy their site or notify the office by 0900 the morning after their scheduled arrival date will be considered cancelled and the site will be made available to other guests.

c. Cancellations or changes must be made one week (seven days) prior to the day of check-in to receive a full refund. No refunds will be made due to inclement weather. Early departures will not be granted a refund.

5. CHECK-IN PROCEDURES.

a. Guests must report to the ODR Facility, Building 778, 10155 Johnston Road, Fort Belvoir, VA 22060, (703) 805-3081, upon arrival or next open business day for eligibility verification with a valid ID.

b. Late arrivals must notify the ODR Facility during operating hours.

c. Upon arrival, patrons must scan the QR code located on each pedestal and review Travel Camp SOP and Rules and Policies. Additional information will also be available in the QR code.

d. Guests are expected to occupy their camp site and not use it for storage of their RV or equipment. A guest may put an occupied sign in a site if they have paid for the site and will be back within 48 hours. Those that are departing for longer than 48 hours will be required to completely check-out of the site and notify the ODR front desk.

e. Guests will be responsible for following all Federal, State, and Local Rules, Restrictions and Regulations and the rules presented to them at Check-In. If guests have questions, they must ask prior to leaving the Check-In Facility or call for clarification (703) 805-1488.

f. Guests must notify the ODR facility immediately if they see another patron in their spot at or after the 1400 check-in time.

6. CHECK-OUT PROCEDURES.

a. Guests must check-out from their spot no later than 1200 on their check-out date.

b. Guests who fail to move by the 1200 check-out time will be subject to the following penalties.

(1) RVs and vehicles on the spot may be towed at the owner's expense. We will give a 1-hour grace period from 1200 to attempt to contact customer. Guest will be issued one strike for not moving at check-out time via email.

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(2) Guest will also be charged a penalty fee of \$60 on their household for any late check-outs.

(3) If failure to move happens two times, patron is subject to our two-strike policy which will result in suspension of the Travel Camp up to 60 days.

c. Guests who fail to move at the 1200 check-out time will be issued a strike via email. Guests who fail to adhere to the rules and policies will be issued a strike via email. Fort Belvoir Travel camp has a 2-strike policy. Guests are subject to our two-strike policy which will result in suspension of the Travel Camp up to 60 days or barred.

7. LIMITED LENGTH OF STAY.

a. Reference the Fort Belvoir Length of Stay Policy SOP.

b. Homesteading is strictly prohibited on all Army Recreational Campgrounds and Parks, per Army Regulation 215-1, Chapter 8-25d (2).

c. 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.

d. Up to 60-day stays are authorized during peak season (April 1 – October 31) and 90 days during non-peak season (November 1 – March 31).

8. TRAVEL CAMP RULES AND POLICIES. Guests are to adhere to all campground Rules, Policies, Regulations, and posted signage in addition to the following:

a. Speed limit in the park is 10 miles per hour.

b. The sponsor is responsible for the conduct of their dependents and guests. Guests and children under the age of 12 should not be left unattended. Guests must be in good conduct at all times with other guests and staff members. Disruptive and aggressive guests will be asked to leave the campgrounds immediately.

c. Quiet Hours are from 2200-0800. The operation or use of any device (radios, instruments, or equipment) which unreasonably annoys guests during "Quiet Hours" is prohibited.

d. Guests must keep our travel camp clean, clutter free, and aesthetically pleasing by removing all trash from your campsite. Waste enclosures are located throughout the camp and a dumpster by the shower facility is provided for your convenience. No bulk dumping.

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- e. Campers should keep all personal equipment within the boundaries of their campsite. Only two (2) vehicles per site (RV plus 1). No vehicles can be parked on the road or grass at all times. One (1) small tent structure per site is authorized but only on the side of the picnic table pad. Respect other campers' privacy—do not crowd or walk-through other RV sites. Site and group parties are not authorized. Lawn art and decorations are not authorized to be placed in the grass.
- f. Lawn art, flags and decorations are not authorized on the grass or surrounding your campsite area. No washing machines or appliances to be used or kept outdoors. No inflatables, pools, or hot tubs to be used or kept outdoors.
- g. When lifting your camper, be sure it is level, secured and blocked with solid objects (wood or solid blocks).
- h. Water connections must be secure with no drips or leaks. All utility connections should be in good repair and sufficient for the respective load. Prepare all electrical wires, water, and sewage hoses for travel camp maintenance functions to include grass cutting. It is the camper's responsibility to keep personal property away from grass cutting and other maintenance operations. Management reserves the right to inspect and disconnect any connection that is not in compliance with safety, conservation, or sanitary regulations.
- i. The destruction, injury, defacement, removal or alteration of government property, vegetation, rocks, mineral, or wildlife is prohibited. The use of metal detectors or similar device is strictly prohibited.
- j. Swimming or wading along the Potomac River, Accotink Bay, and Gunston Cove is prohibited. Canoeing, Kayaking, and Paddling Boarding activities are permitted; the launch area is at the bottom of Warren Road next to the fishing pier.
- k. All federal, state, and local laws must be followed while visiting the Travel Camp.
- l. Fireworks of any kind are not authorized at the Fort Belvoir Travel Camp or Tompkins Basin area.
- m. Alcoholic beverages are prohibited in all common areas. Persons of age are authorized to consume and possess alcoholic beverages within their site boundaries.
- n. Smoking is not permitted within 50ft of any Fort Belvoir Building.
- o. Motor vehicles of any type may not be serviced or washed at the Travel Camp.
- p. Open fires are only permitted in fire rings and BBQ grills and patrons must be present at all times. Fire rings may not be moved. Gathering of wood from on Fort Belvoir is prohibited. The limbs on the ground serve as an ecological function in our unimproved areas. Campers must clean out their fire ring prior to checkout. Flammable materials such as gasoline, kerosene,

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etc. are not permitted to be stored on the grounds. Such items should not be used to ignite any fires, grills, or flames.

q. All-terrain vehicles and any motorized vehicle that are not licensed are NOT permitted on Fort Belvoir or in the campground per Fort Belvoir Regulation, 190-1.

r. Hanging of clothes or anything else on trees as well as climbing on trees is prohibited. Please do not feed any wild animals. Bothersome animals should be reported.

s. Pet(s) must be kept on a leash at all times, and pet waste must be picked up and disposed of in waste enclosures or dog waste stations located throughout the camp. Pets must not be left tied- outside unattended. No dog fences allowed on your site.

t. When fishing all Virginia State rules, regulations, and guidelines must be followed. For More information visit www.dwr.virginia.gov. In order to fish on Fort Belvoir, you must create an account at www.isportsman.net and acquire a permit through the website.

u. Absolutely no clotheslines or clothing will be permitted hanging outside of tents or RVs. Coin operated washers and dryers are available in the Bathhouse.

v. To prevent interference with ground keeping maintenance and to ensure RV sites do not become unsightly, the placement of antennas, lights, poles, tents, shelters, trailers, etc. or any items on the grass area around the RV pads is not permitted without the Outdoor Recreation Directors approval. Cargo Trailers cannot be stored on RV sites. Parking is only authorized in approved parking spaces. No parking in empty sites or in such a way as to block traffic. No parking in grass or on the edge of paved surfaces.

w. DFMWR will not work on or repair any customers RV without prepayment for services.

x. Dumping of black or gray water on the grounds is strictly prohibited without reservation.

y. Guests must obtain advanced written approval from the ODR Director for any of the following:

(1) Connections to additional liquefied petroleum gas tanks on the exterior of their RV.

(2) Attaching any type of insulation, weatherboard, or underpinning to government property. Manufacturer RV skirting is permitted but must not be attached to the ground.

(3) Placing any type of antenna or tie downs into the ground.

(4) Placement of tents or shelters on an RV pad.


z. Abuse of Travel Camp facilities and grounds will result in removal of parties concerned. Individuals will be held responsible for any damages or loss that is caused by negligence, willful misconduct, or fraud and refunds will not be issued.

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10. ODR, Fort Belvoir Travel Camp, DFMWR, and the Army assumes no responsibility for damaged, lost, or stolen personal property during a camper's stay.

11. Proponent. The DFMWR is the proponent for this SOP. The point of contact is the ODR Director, Mr. Romel Voellm, whom may be reached at (703) 805-1488 and/or by email at romel.e.voellm.naf@army.mil.



GEORGE J. DICKSON
Director
Family and MWR