



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
FORT HOOD, TEXAS 76544-5000

GARRISON POLICY  
DFMWR - 06

REPLY TO  
ATTENTION OF

IMWE-HOD-MW

AUG 27 2009

MEMORANDUM FOR Patrons of the West Fort Hood Travel Camp (WFHTC)

SUBJECT: Extended Stay Limits at West Fort Hood Travel Camp Recreational Vehicle (RV) Campground Facilities

1. **REFERENCES:**

a. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 31 July 2007.

b. Fort Hood Regulation 210-48, Installation Housing Community Standards, 17 November 2003.

2. **PURPOSE:** To establish a written policy for authorized patron stay limits and extended stay limit requests at WFHTC Army RV Campground Facilities.

3. **APPLICABILITY:** This policy applies to all authorized users of WFHTC RV Camp/Campground Facilities and is effective 01MAY09.

4. **INTENT:** To provide a policy that will maximize full service RV Camp/Campground in order to accommodate new patrons using the WFHTC facilities.

5. **PROCEDURES:**

a. This policy establishes new procedures to maximize the full use of the WFHTC while ensuring new campers are provided accommodations in accordance with guidelines in AR 215-1, Para 8-25d(2). Patrons are authorized an initial stay in the pull-through RV sites (RV sites number P1 - P16) for a 30-day period and up to 90 in the back-in RV sites (RV sites #1 - 64). This approval can be extended in accordance with the following guidance, providing that patrons on the existing reservation/waiting lists are accommodated.

b. Patrons may request approval for extension to the stay period for the back-in sites at WFHTC; however, no extension will be granted for the pull through sites. Approval process and authorizations are as follows:

(1) The Travel Camp Facility Manager may grant up to 90 day period for the

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Back-in sites. This extended stay may be at the same site or at a different site, based on availability of sites and the ability to accommodate patrons on the waiting list. Patrons may use memorandum (at enclosure 1) to process a request for extended stay. Recommend processing this request at a minimum of 5 working days prior to the end of the approved stay period.

(2) The Outdoor Recreation (ODR) Manager may grant up to an additional 90 day period for the back-in sites. This extended stay may be at the same site, or at a different site, based on availability and the ability to accommodate patrons on the waiting list. Patrons may use memorandum (at enclosure 2) to process a request for extended stay. Recommend request be processed at a minimum of 5 working days prior to the end of the approved stay period.

(3) The Chief, Recreation Division, may grant up to an additional 90 day period for the back-in sites. If approved, extended stay will be at a different site, based on availability of sites and the ability to accommodate patrons on a waiting list. Patrons may use memorandum (at enclosure 3) to process a request for extended stay. Recommend request be processed at a minimum of 10 working days prior to end of the approved stay period.

(4) The Director, DFMWR, may grant up to an additional 90-day period for the back-in sites. If approved, extended stay will be at a different site, based on availability of sites and the ability to accommodate patrons on the waiting list. Patrons may use the memorandum (at enclosure 4) to process a request for extended stay. Recommend request be processed at a minimum of 15 working days prior to the end of the approved stay period.

(5) Any requests for extended stay that have exceeded 15 months of total stay must be approved by the Garrison Commander. Requests will be routed through the DFMWR Staff to the Garrison Commander for approval. If approved, the extended stay will be at a different site, based on availability and the ability to accommodate patrons on the waiting list. Patrons may use memorandum (at enclosure 5) to process a request for extended stay. Recommend processing this request at a minimum of 21 working days prior to the end of the approved stay period and the request does not exceed 15 months.

c. The WFHTC will accept the Corps of Engineers Golden Age/Golden Access Passports (GAP) or American the Beautiful Card (25% discount on RV camping fees) IAW provision of AR 215-1, paragraph 8-25(b)6. This discount will only apply for the first 60 days of registration during each annual (12 month) period. After the initial 60 day stay limit, approved daily/weekly/monthly rates will be assessed on any approved

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extended stay request beyond the initial 60 day period during any consecutive 12 month annual period. RV campers being sponsored by an authorized patron will not be allowed the 25% discount on designated camping fees (GAP card camping rate).

6. Point of contact is Mary Kempt, WFHTC Manager, (254) 288-9926/1169, or Michael Mennor, Director, Outdoor Recreation/BLORA, (254) 287-3722/2523.

7. **PROponent:** The Directorate of Family and Morale, Welfare, and Recreation is the proponent for this policy.

8. **EXPIRATION:** This policy memorandum supersedes previous policies issued by the Director, DFMWR and will remain in effect until superseded or rescinded.



WILLIAM V. HILL III  
COL, AR  
Commanding

5 Encls  
as

IMWE-HOD-MWR-RD-ODR-WFHTC

DATE: \_\_\_\_\_

MEMORANDUM FOR WFHTC Manager

SUBJECT: Exception to Stay Limit Policy at West Fort Hood Travel Camp

1. Request that I, \_\_\_\_\_  
rank \_\_\_\_\_ print full name \_\_\_\_\_

be granted a \_\_\_\_\_ day exception to the WFHTC stay limit policy.  
My initial stay at WFHTC RV camping facilities started on \_\_\_\_\_.  
My current exception to the stay limit policy expires on \_\_\_\_\_.

2. REASON FOR EXTENDED STAY REQUEST:

WFHTC Patron  
Signature

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Comment:

Mary L. Kempt  
WFHTC Manager

IMWE-HOD-MWR-RD-ODR-WFHTC

DATE: \_\_\_\_\_

MEMORANDUM THRU, WFHTC Manager  
Director, ODR/BLORA

SUBJECT: Exception to Stay Limit Policy at West Fort Hood Travel Camp

1. Request that I, \_\_\_\_\_  
rank \_\_\_\_\_ print full name \_\_\_\_\_

be granted a \_\_\_\_\_ day exception to the WFHTC stay limit policy.  
My initial stay at WFHTC RV camping facilities started on \_\_\_\_\_.  
My current exception to the stay limit policy expires on \_\_\_\_\_.

2. REASON FOR EXTENDED STAY REQUEST:

WFHTC Patron  
Signature

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Comment:

MICHAEL E.MENNOR  
Director, ODR/BLORA

ENCL 2

IMWE-HOD-MWR-RD-ODR-WFHTC

DATE: \_\_\_\_\_

MEMORANDUM THRU, WFHTC Manager,  
Director, Outdoor Recreation

FOR Chief, Recreation Division

SUBJECT: Exception to Stay Limit Policy at West Fort Hood Travel Camp

1. Request that I, \_\_\_\_\_  
rank \_\_\_\_\_ print full name \_\_\_\_\_

be granted a \_\_\_\_\_ day exception to the WFHTC stay limit policy.  
My initial stay at WFHTC RV camping facilities started on \_\_\_\_\_.  
My current exception to the stay limit policy expires on \_\_\_\_\_.  
I am willing to relocate from RV site \_\_\_\_\_ in order to be granted this  
approval.

2. REASON FOR EXTENDED STAY REQUEST:

WFHTC Patron  
Signature

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Comment:

JOHNNY R. PELTON  
Chief, Recreation Division

ENCL 3

IMWE-HOD-MWR-RD-ODR-WFHTC

DATE: \_\_\_\_\_

MEMORANDUM THRU WFHTC Manager  
Director, Outdoor Recreation  
Chief, Recreation Division

FOR Director, DFMWR

SUBJECT: Exception to Stay Limit Policy at West Fort Hood Travel Camp

1. Request that I, \_\_\_\_\_  
rank \_\_\_\_\_ print full name \_\_\_\_\_

be granted a \_\_\_\_\_ day exception to the WFHTC stay limit policy.  
My initial stay at WFHTC RV camping facilities started on \_\_\_\_\_.  
My current exception to the stay limit policy expires on \_\_\_\_\_.  
I am willing to relocate from RV site \_\_\_\_\_ in order to be granted this approval.

2. REASON FOR EXTENDED STAY REQUEST:

WFHTC Patron  
Signature

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Comment:

NICHOLAS R. JOHNSEN  
Director, DFMWR

EDRL4

IMWE-HOD-MWR-RD-ODR-WFHTC

DATE: \_\_\_\_\_

MEMORANDUM THRU WFHTC Manager  
Chief, Recreation Division  
Director, Outdoor Recreation

FOR Garrison Commander

SUBJECT: Exception to Stay Limit Policy at West Fort Hood Travel Camp

1. Request that I, \_\_\_\_\_  
rank \_\_\_\_\_ print full name \_\_\_\_\_

be granted a \_\_\_\_\_ day exception to the WFHTC stay limit policy.  
My initial stay at WFHTC RV camping facilities started on \_\_\_\_\_.  
My current exception to the stay limit policy expires on \_\_\_\_\_.  
I am willing to relocate from RV site \_\_\_\_\_ in order to be granted this approval.

2. REASON FOR EXTENDED STAY REQUEST:

MARY L. KEMPT  
WFHTC Manager

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Comment:

WILLIAM V. HILL  
COL, Garrison Commander

ENCL 5