



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
FORT HOOD, TEXAS 76544-5002

REPLY TO  
ATTENTION OF

**GARRISON POLICY**  
**DFMWR-03**

IMHD-MWR

31 JUL 2015

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, 24 September 2010.
- b. Fort Hood Regulation 210-48, Installation Housing Community Standards, 11 January 2011.

**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.

**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 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 site number P1 – P16) and back-in RV sites (RV sites 1 – 64) for a 90-day period. 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 pull through and back-in RV sites at WFHTC. Approval process and authorizations are as follows:

(1) The Travel Camp Facility Manager may grant up to 90 day period for the pull-through and back-in RV 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

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the waiting list. Patrons may use the attached memorandum (Enclosure 1) to process a request for extended stay. Recommend requests be processed at a minimum of 5 working days prior to the end of the approved stay period.

(2) The Outdoor Recreation Director may grant up to an additional 90 day period for the pull-through and back-in RV sites. This extended stay may be at the same site, or at a different site, based on the availability and the ability to accommodate patrons on the waiting list. Patrons may use the attached memorandum (Enclosure 2) to process a request for extended stay. Recommend requests 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 pull-through and back-in RV sites. If approved, extended stay will be at a different site, based on the availability and the ability to accommodate patrons on the waiting list. Patrons may use the attached memorandum (Enclosure 3) to process a request for extended stay. Recommend requests be processed at a minimum of 10 working days prior to the end of the approved stay period.

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

(5) Garrison Commander's grants the Director, FMWR the approval to issue waivers for stays that exceed 15 months of total stay time. Requests will be routed through the Chief, Community Recreation to the Director, FMWR for approval. If approved, the extended stay will be based on the availability and ability to accommodate patrons on the waiting list. Patrons may use the attached memorandum (Enclosure 4) to process a request for extended stay. Recommend requests be processed at a minimum of 21 working days prior to the end of the approved stay period.

c. The WFHTC will accept the Corps of Engineers Golden Age/Golden Access Passport (GAP) or America 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 extended stay request beyond the 60 day period during any consecutive 12 month period.



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RV campers being sponsored by an authorized patron will not be allowed the 25% discount on designated camping fees (GAP card camping rate).

6. **PROPONENT.** The Directorate of Family and Morale, Welfare, and Recreation is the proponent for this policy. Point of contact for this memorandum is Shawn Davis, WFHTC Manager, (254) 288-9926/1169, or Brandi Crist, Director, Outdoor Recreation/BLORA, (254) 287-3722/2523.

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

4 Encls



TODD M. FOX  
COL, AR  
Commanding

IMHD-MWR

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

MEMORANDUM FOR WFHTC Manager

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

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

be granted an additional \_\_\_\_\_ day exception to the WFHTC stay limit policy at site \_\_\_\_\_. My initial stay at WFHTC RV camping facilities started on \_\_\_\_\_. My current exception to stay limit policy will expire on \_\_\_\_\_.

2. REASON FOR EXTENDED STAY REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WFHTC Patron  
Signature

WFHTC Patron  
Signature

3. WFHTC's RV camping facilities are currently at \_\_\_\_\_% capacity.

4. Point of contact is undersigned, at (254) 288-9926.

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

SHAWN W. DAVIS  
Manager, WFHTC

IMHD-MWR

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

MEMORANDUM THRU WFHTC Manager

FOR Director, ODR/BLORA

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

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print full name rank

be granted an additional \_\_\_\_\_ day exception to the WFHTC stay limit policy at site \_\_\_\_\_. My initial stay at WFHTC RV camping facilities started on \_\_\_\_\_. My current exception to stay limit policy will expire on \_\_\_\_\_.

2. REASON FOR EXTENDED STAY REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WFHTC Patron  
Signature

3. WFHTC's RV camping facilities are currently at \_\_\_\_\_% capacity.

4. Point of contact is undersigned, at (254) 288-9926.

SHAWN W. Davis  
WFHTC Manager

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

BRANDI CRIST  
Director, ODR/BLORA

IMHD-MWR

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

MEMORANDUM THRU

WFHTC Manager  
Director, ODR/BLORA

FOR Chief, Recreation Division

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

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2. REASON FOR EXTENDED STAY REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WFHTC Patron  
Signature

3. WFHTC's RV camping facilities are currently at \_\_\_\_\_% capacity.

4. Point of contact is undersigned, at (254) 288-9926.

SHAWN W. Davis  
WFHTC Manager

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

JOHNNY R. PELTON  
Chief, Community Recreation

IMHD-MWR

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, \_\_\_\_\_  
print full name rank

be granted an additional \_\_\_\_\_ day exception to the WFHTC stay limit policy at site \_\_\_\_\_. My initial stay at WFHTC RV camping facilities started on \_\_\_\_\_. My current exception to stay limit policy will expire on \_\_\_\_\_.

2. REASON FOR EXTENDED STAY REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WFHTC Patron  
Signature

3. WFHTC's RV camping facilities are currently at \_\_\_\_\_% capacity.

4. Point of contact is undersigned, at (254) 288-9926.

SHAWN W. Davis  
WFHTC Manager

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

NICHOLAS R. JOHNSEN  
Director, FMWR