MEMORANDUM FOR Patron 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:

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 01 MAY 09.

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

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

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. PROPOSER: 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.

5 Encls
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WILLIAM V. HILL III
COL, AR
Commanding
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
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
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

EMTY
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 and 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. KEMPST
WFHTC Manager

APPROVED ___________ DISAPPROVED ___________

Comment:

WILLIAM V. HILL
COL, Garrison Commander