



*JBSA Ft. Sam Houston Outdoor Recreation*

**OPERATION AND CONTROL  
OF FAMCAMP RV PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. This instruction prescribes procedures governing the operation and use of the Family Campground (FamCamp) Recreational Vehicle (RV) park, which is under the control of the Outdoor Recreation Center, 502nd Force Support Squadron. This instruction applies to all personnel utilizing the Joint Base San Antonio (JBSA) Fort Sam Houston (FSH) FamCamp RV park and is written to best serve the entire customer base of the facility. The intent of the FSH FamCamp RV park is to provide an opportunity for rest and relaxation of military families. The FamCamp RV parks are used for temporary stay only and not intended for long term stays or permanent residence and not considered a Temporary Lodging Facility. They are not to be used as a place to live for personnel assigned to or working on an installation or working in surrounding areas, etc. If space is available, the FSH FamCamp park may be used by personnel on a temporary duty as long as it complies with maximum length of stay policies as defined in Air Force Instruction (AFI) 34-101 **paragraph 18.26**. Waivers may be authorized for longer stays and approved under special circumstances for Eligible personnel (as defined in AFI 34-101 **table A2.2.**) who are receiving medical treatments or undergoing medical procedures at the Brooks Army Medical Center (BAMCE) with proof of documentation from BAMCE medical doctors requesting patients to remain at FSH FamCamp RV park. This applies to Active Duty Military, Armed Forces Reserve personnel, Armed Forces National Guard personnel, Retired Military, Military Dependents, Disabled American Veterans (DAV), Veterans with Veterans Health Identification Cards (VHIC), Department of Defense (DOD) personnel. Inquire on sponsored guests, current security precautions may prevail. Family and guests may be sponsored by eligible users.

**Contractors are not eligible users.**

## **SUMMARY**

This Operating Instruction (OI) was made to provide clear and concise guidance. Modifications include eligibility, reservation, length of stay limitations, and procedures/criteria for requesting an extension and cancellation policies.

### **1. ELIGIBILITY:**

1.1. Patron eligibility is outlined in AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility Table A2.2*.

### **2. POLICIES:**

#### **2.1. Reservations:**

2.1.1. JBSA FSH FamCamp RV park is close to the center of San Antonio and other local attractions. Because of this, the FSH FamCamp RV Park is always at High Peak Season. All personnel attempting to stay will be required to make reservations. Availability will depend on what is available at the time of reservation. All eligible patrons can make reservations 90 days in advance.

2.1.2. Eligible patrons may make a reservation in accordance with policies outlined in [paragraph 2.1.1](#) above.

2.1.3. It is the responsibility of the eligible patron to sponsor their guest on to FSH, the FSH FamCamp RV park does not sponsor guest or individuals.

2.1.4. Specific sites cannot be guaranteed at the time of reservation, patrons will be informed of their site assignment upon the time of check-in.

2.1.5. At the time of reservation, a \$25 dollar non-refundable fee will be charged and deducted from total amount due at check-in. Credit card information is not held on file, therefore all transactions will be processed at the time of check-in. Full payment is required upon arrival. All reservations canceled prior to 72 hours of the reservation are not subject to a cancellation fee. Any cancellations inside of 72 hours, and/or any no shows may be charged a one night fee of \$25 dollars.

2.1.6. Eligible patrons are authorized to sponsor one guest, for one site only. The sponsor must be present at check-in with their guest, and sponsor is responsible for guest family members during their stay.

2.1.7. Check-out time will be no later than 11:00 of last day. Check outs after 11:00 will be charged a \$25 late check out fee.

## 2.2. Length and Terms of Occupancy:

2.2.1. Maximum stay at FSH FamCamp RV park per eligible family, is 30 days. After reaching the 30 day max limit, patron(s) must vacate the FSH FamCamp RV park in its entirety, which includes all personal belongings (property, vehicles, and RVs) for 24 hours. Back to back reservations to circumvent the local maximum length of stay is not permitted. The maximum length of stay must not exceed 180 days per calendar year, after the maximum time allotted is reached, patrons must leave the park for the remainder of the year.

2.2.2. Extensions beyond the 30 day rule may be granted on a case-by-case basis under the Space Available Policy [paragraph 2.3](#). and approved by FSH FamCamp Manager. Requests for more than one extension must be submitted in writing for consideration by the Recreation Community Services Flight Chief. Written requests are not guaranteed approval.

2.2.3. Exceptions to the 30-day rule include Permanent Change Station (PCS) or Temporary Duty (TDY) personnel assigned to JBSA (Copy of Orders required), and the Space Available Policy outlined in this instruction. PCS orders do not automatically allow an extended stay in the FSH FamCamp RV park during the current assignment to JBSA military installations. Member must be actively seeking permanent residence, and provide proof of such upon request.

2.2.4. Extended stay for medical waivers. All initial medical waivers requests for stays longer than 30 days must be submitted to the FSH FamCamp Manager, in writing at least 30 days prior to the reservation date. All medical waivers must be approved by the Recreation Community Services Flight Chief. Requests are not guaranteed approval.

2.2.5. Sponsored guests (non-ID card holders) are limited to a 30 day maximum length of stay for the entire calendar year.

2.2.6. FSH FamCamp RV park is for Recreational Vehicles only, tent sites are not allowed at the FSH FamCamp RV park. RV camping will include full hookups, pull thru, 50amp, 30 amp, 120volt connections, water and sewer connections on all sites. Additional information may be acquired by contacting the FSH FamCamp Office at 210-221-5502.

### 2.3. Space Available Policy:

2.3.1. A request for an extension beyond 30 days may be made up to seven days prior to departure (those PCSing IN/OUT may request extension beyond 30 days up to 2 weeks prior to departure). The present and projected occupancy rate will determine whether the extension will be granted and for how long. FSH FamCamp RV park is a vacation destination and not all travelers make reservations. A portion of the park will remain available for “drive ups,” as opposed to being occupied by those that have stayed for 30 days or more.

2.3.2. If occupancy and projected reservations are 90% or greater at the time of the request, there is a possibility that the extension will not be granted. If occupancy and projected reservations are less than 90%, an extension will be granted for the period up to 90% occupancy or seven days, whichever comes first. As referenced in [paragraph 2.2.1](#), there is a limit of days eligible patrons can extend for.

2.3.3. FamCamp management reserves the right to cancel any reservation(s) regardless of military status in the event of an emergency (i.e. Natural Disaster, Emergency Declarations and so on), and to provide support to anyone affected by such disaster at the discretion of the Recreation Community Services Flight Chief.

Trever Gilman, Assistant Community Services FC,  
502nd Force Support Squadron, Fort Sam Houston, TX

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*

AFOI 34-101.003, Air Force Services, 30 July 2021

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

***AFPD***—*Air Force Policy Directive*

***AFI***—*Air Force Instruction*

***AOI***—*Air Operation Instruction*

**JBSA**—Joint Base San Antonio

**FSH**—Fort Sam Houston

**RV**—Recreational Vehicle

## Attachment 2

### RULES & REGULATIONS

**A2.1.** No one under the age of 18 will be allowed to stay at FSH FamCamp RV park without an adult with them.

A2.1.1. An adult sponsor must accompany children less than 12 years of age at all times.

**A2.2.** FSH FamCamp RV park is located in a wildlife area with many different predators. Unescorted pets are easy prey. Pets must be on a leash, under control of owner, and accompanied when outside the trailer/vehicle. Pets may be taken off leash in the dog run area.

A2.2.1. Pets must have complete and current immunizations, as directed by the FSH Vet Clinic (210-808-6101), to be permitted in the FSH FamCamp RV park area.

A2.2.2. Pet waste. Owners must pick up animal waste deposited by their pets around their camp site and in the common areas of the FSH FamCamp RV park.

A2.2.3. Guests with pets that are aggressive towards any people or other pets may be asked to leave by FSH FamCamp staff. If a pet attacks, injures, maims, etc. another animal or person, the owner will be held financially responsible.

A2.2.4. Exotic animals/farm animals are not permitted, contact FSH FamCamp for more information.

A2.2.5. Patrons who violate the established pet policy are subject to termination of their stay at FSH FamCamp RV park.

**A2.3.** No vehicles, trailers, equipment, etc., will be left unlocked or unattended at the FSH FamCamp RV park. FSH FamCamp RV park is not responsible for lost, stolen articles or damages due to acts of nature such as high winds, hail storms, falling trees/branches, lightning to either persons or property while staying at the FSH FamCamp RV park.

**A2.4.** The consumption of alcoholic beverages in the FSH FamCamp RV park area as well as on FSH by individuals less than 21 years of age is prohibited.

**A2.5.** Camp fires rings/on ground campfire are prohibited. See FSH FamCamp staff for further information.

**A2.6.** Patrons utilizing barbecue grills must clean them and dispose of all debris/ashes. Hot charcoal must be extinguished with water prior to being disposed of properly. No wood burning permitted in barbecue grills.

**A2.7.** Hunting is not permitted on FSH. Firearms are prohibited at FSH FamCamp park. Firearms must be secured at the Security Forces Armory immediately upon arrival at FSH.

**A2.8.** Before departing the FSH FamCamp RV park, tenants will police their area and ensure it is clean and free of all debris/trash. Failure to comply may result in debarment from future use of FSH FamCamp RV park.

**A2.9.** Bathhouses and laundry rooms are open 24/7 Hour. Patrons using laundry facilities will clean up after each use. If there are any issues, please notify FSH FamCamp staff.

**A2.10.** Prior to moving into a site, all patrons must check-in at the FSH FamCamp office during normal business hours. If after normal business hours (i.e. late check-in), patrons may park in assigned site listed on the board by the office for late check-in and must check-in with the office staff the next business day, before 1000.

**A2.11.** Vehicle maintenance (i.e., preventative maintenance, oil changes, tire rotations, etc.) is prohibited on the FSH FamCamp RV park unless pre-approved by the FSH FamCamp Manager. Emergency repairs are authorized

**A2.12.** There is a limit of eight people per site, and two vehicles per site (RV/one vehicle) No trailers allowed in any site.

**A2.13.** The designated quiet hours are 2200 to 0700. No loud events, loud TV, radio, or stereo are permitted after this time. Early risers and those hooking up and/or departing before 0800 must be considerate of their sleeping neighbors.

**A2.14.** Primary use of the FamCamps is for recreation and should not be construed as a year round living facility. PCS/TDY personnel should make every effort to limit their stay. All users are limited to 30 days during peak season (max 14 days for VHIC and AOG) and 180 days total per calendar year.

**A2.15.** The FSH FamCamp RV park buildings and sites will not be used for business purposes.

**A2.16.** Failure to follow the policies within the FSH FamCamp RV park may result in termination of tenancy, without refund and the customer will be required to remove all personal property within 24hrs.

**A2.17.** All matters of concern regarding the FSH FamCamp RV park, not covered herein, will be addressed by the FSH FamCamp Manager, 210-221-5502.