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Services

MAXWELL AFB OUTDOOR RECREATION PROGRAMS

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This publication implements AFI 34-110, *Air Force Outdoor Recreation Programs*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the United States Air Force. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013 and E.O. 9397. System of records notice FO65 AF SVA A, Nonappropriated Fund Instrumentalities (NAFIs) Financial System, applies. Dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule*. This supplement applies to all personnel at Maxwell AFB and Gunter Annex using off-base recreational facilities.

1. Purpose. Maxwell AFB outdoor recreation facilities exist to introduce people to the diversity, values and benefits of outdoor recreation activities. Offered programs should provide information, referrals, equipment, recreation areas, and facilities for individuals and groups interested in outdoor recreation.

2. Responsibilities. Recreation area personnel are responsible to the Outdoor Recreation Supervisor who is responsible to the Manager, Services Support, for proper management of outdoor programs and activities.

2.1. Recreation area personnel will:

2.1.1. Ensure eligibility of all users in accordance with current Air Force Instructions and base policies. Family members under 18 years old are prohibited from renting facilities; however, the issue of rental equipment to family members under the age of 18 will follow minimum age requirements in accordance with AFI 34-110.

2.1.2. Enforce utilization priority practices, in order, beginning with active duty personnel and spouses, retired military personnel, and other eligible personnel referenced in paragraph 2.1.1.

- 2.1.3. Receive reservations on a first come, first serve basis in accordance with AFI 34-262, *Services Programs and User Eligibility*, Attachment 2. Active duty members and their spouses may make reservations up to 6 months in advance. Other patrons may make reservations up to 4 months in advance. If no availability exists, patrons may put their names on a waiting list established by park management.
- 2.1.4. Collect fees, deposit funds, and prepare required documentation for submission to MSD/RMN.
- 2.1.5. Prominently post fees, schedules, checkout and return procedures, community rules, maintenance standards, and other established policies.
- 2.1.6. Keep all equipment and facilities in ready-to-use condition.
- 2.1.7. Maintain appropriate stock of resale items to match seasonal needs.
- 2.1.8. Develop an annual site inspection checklist and conduct annual safety and maintenance inspections on all recreational lodging sites. Recreation area personnel will conduct the following additional inspections to ensure compliance with applicable rules and instructions:
- 2.1.8.1. Inspect the *entire* park semiannually, or whenever deemed necessary.
 - 2.1.8.2. Conduct monthly cursory site inspections. If a site is found not in compliance, the tenant will have 14 days to correct any and all discrepancies.
- 2.1.9. Ensure patrons:
- 2.1.9.1. Adhere to the provisions of this instruction and all other instructions mentioned within.
 - 2.1.9.2. Complete, understand, and sign the appropriate approved equipment rental agreement and receipt. The manager should retain original copies in accordance with established 42 MSG/SV procedures and provide the user with a copy.
 - 2.1.9.3. Utilize designated spaces for their intended purposes. Patrons should not engage in any activities that cause unnecessary risk of injury to people, flora or fauna. Patrons should make every effort to avoid actions that could cause damage to facilities or grounds.
 - 2.1.9.4. Understand the damage or loss of property policy described in paragraph 5.
 - 2.1.9.5. Understand the assumption of risk/lessee covenants as written in the established lease agreement.

2.2. Patrons must understand entering into any agreement referenced in this instruction carries the responsibility of adhering to all rules, instructions, and policies associated therein.

3. Procedures. The following are procedures for Lake Martin, Mid-Bay Shores, and the Maxwell FamCamp recreational facilities. Additional guidelines and restrictions associated with individual facilities not addressed in this publication may be posted. Any such additional guidelines will be prominently displayed or made easily accessible to all patrons.

3.1. The Lake Martin extended stay recreational lodging program is strictly limited to eligible personnel as defined in this instruction and AFI 34-262, *Services Programs and User Eligibility*. RV sites scheduled to be vacated may be reserved 30 days prior to the end of the existing contract. RV site residents may apply for a one-time only, 1-year extension to the lease agreement for the same RV site. At the end of the extension period, the RV site must be vacated; however, the resident may reserve a different RV site. All extensions must be approved through 42 MSG/SV. Active duty personnel on the waiting list desiring reservations will have priority. Each year, all RV site residents must sign a new lease agreement through 42 MSG/SV. Renewals are not automatic; they must be requested 30 days prior to the lease expiration date. Renewals beyond the 1-year extension are conditional on the user moving to another RV site to allow for the annual safety and maintenance inspection.

3.2. Up to eight Lake Martin sites (half of which will be on waterfront) will be set aside for daily rental at the discretion of the Outdoor Recreation Supervisor. With the exception of designated daily rental sites, all other sites may be reserved for 30-day periods.

3.3. Lake Martin Recreation Area is property leased to Maxwell AFB. Mid-Bay Shores Recreation Area is property managed by Maxwell AFB under a support agreement with Eglin AFB. Maxwell FamCamp is Maxwell AFB property. The following rules pertain to the parks.

3.3.1. No planting of personal trees are allowed.

3.3.2. Any construction, to include prefabricated structures, on new lease agreements must conform to paragraphs 3.3.3 through 3.3.19. All existing building additions, and other construction, will be removed when vacating site. All outside buildings, decks, storage houses, etc. will be removed by the Lessee and the area will be cleaned by the Lessee prior to inspection by the park manager before the renter is released from any obligation. No construction is allowed on the FamCamp or at Mid-Bay Shores.

3.3.3. No roofing material will be used for siding on buildings at any site.

3.3.4. Patrons will maintain their site in a neat, clean and safe manner to include picking up limbs and trash.

3.3.5. Electrical lights strung on patios, trees, or lights running around a recreational vehicle (RV) or tent site are not allowed.

3.3.6. Patrons will not construct piers of any kind without 42 MSG/SV approval (see paragraph 3.3.11).

3.3.7. There will be no gray water (kitchen and shower water) emptied on the ground. All gray water will be placed in the proper container and discharged in a dump station.

3.3.8. All Lake Martin Recreation Area buildings that are painted must conform to the base painting scheme as approved by applicable AETC and Maxwell AFB guidelines. Mid-Bay Shores Recreation Area will follow guidelines established by Eglin AFB.

3.3.9. No screened-in porches, roofs, or closed in areas are allowed.

3.3.10. If a site is found not in compliance with inspections (paragraph 2.1.8.2), the tenant will have 14 days to correct any and all discrepancies.

3.3.11. All construction by tenants at the Lake Martin Recreation Area must be approved in advance by 42 MSG/SV. Construction must strictly conform with the approved plan and done in a skilled manner. Areas must remain neat, clean and free of trash. See paragraph 3.3.12 for approval process.

3.3.12. All construction must be coordinated, in advance, by the Outdoor Recreation Supervisor. To obtain approval, the tenant must submit a proposed plan to the recreation specialist. The Outdoor Recreation Supervisor will coordinate the proposed construction plan with Wing Safety and MSD/CEV prior to submitting the plan for final approval by 42 MSG/SV. Any approved construction must be removed by the Lessee when vacating the site.

3.3.13. Only one patio or deck is allowed per site. It may not exceed 10 feet by 12 feet in size.

3.3.14. Decks can have a railing; however, railing can be no more than 3 feet in height.

3.3.15. Decks may be no more than 18 inches from the ground. This will be measured from the ground's highest point if the deck is on sloping ground.

3.3.16. The only awnings permitted are those that are a permanent part of the RV.

3.3.17. Storage buildings are not allowed around a RV site or trailer.

3.3.18. Freezers or refrigerators are not permitted outside trailers.

3.3.19. Patrons must maintain positive control over their pets at all times. Any animals commonly considered to be livestock are not allowed.

3.3.20. Lake Martin tent sites. Users may pitch tents in the free campsite area for a maximum of 7 days. Owners must dismantle their tent and remove their property from the tent site when leaving the general area overnight.

3.3.21. Patrons swim at their own risk. There are no lifeguards on duty.

3.4. Alcoholic Beverages. Reference AFI 34-119, *Alcoholic Beverages Program*, 9 Sep 98, and Maxwell AFB Supplement 1, 12 Dec 01.

3.4.1. The staff at recreation areas must not consume alcoholic beverages while on duty.

3.4.2. The staff at Lake Martin or Mid-Bay Shores must not rent outdoor recreational equipment to any renter or his or her guest who is or appears to be intoxicated or not in complete control of his or her faculties.

3.4.3. Alcoholic beverages are not to be consumed by individuals under 21 years of age within the park grounds. Park personnel will request identification.

3.4.4. Whenever possible, do not permit anyone cited in paragraph 3.4.2 or 3.4.3 to drive a motorized vehicle or be in control of any watercraft.

3.5. Special Instructions.

3.5.1. Summer months are defined as 1 Mar through 30 Sep; winter months are defined as 1 Oct through 28/29 Feb.

3.5.2. Rent is due on the 1st of each month. Late fees may be applied as outlined in the lease agreement.

3.6. Police Jurisdiction. Any altercations or situations that cannot be resolved by park managers may require the attention of applicable local authorities. Maxwell FamCamp falls under 42 SFS jurisdiction. Lake Martin Recreation Area falls under Dadeville County Sheriff jurisdiction. Mid-Bay Shores Recreation Area falls under Eglin AFB SFS jurisdiction.

4. Fees. Fee structure is determined by the Nonappropriated Fund (NAF) Council and fees are payable to park managers.

4.1. Types of payment accepted are cash, check, AF Credit Card, MasterCard, Visa card, and any other card.

4.2. Officially recognized private organizations pay the standard fees for any services and/or equipment they wish to use. Appropriated Fund (APF) equipment cannot be loaned or rented to private organizations or other groups.

5. Damage or Loss of Property.

5.1. Payment for damaged or lost APF Air Force property will be made on a schedule of collection, statement of charges, or report of survey IAW AFMAN 23-220, *Reports of Survey for Air Force Property*.

5.2. Payment for damaged or lost NAF property will be made in cash or by check at the park office.

5.3. Cost for replacement items will be the depreciated replacement cost.

5.4. Items may be replaced in kind. Replacement items of the same brand and quality are acceptable if approved by 42 MSG/SV.

5.5. Proper receipt will be issued for any cash received.

5.6. Persons who feel that the damage or loss was not due to their negligence may submit a letter of circumstances addressed to 42 MSG/SV for review. This letter must be submitted within 3 days and will be hand-carried to the 42 MSG/SV office.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFI 34-110, *Air Force Outdoor Recreation Programs*

AFI 34-262, *Services Programs and Use Eligibility*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFB—Air Force Base

APF—Appropriated Fund

BLDG—Building

MSD—Maxwell Support Division, DynCorp—a CSC Company

MSD/RMN—Maxwell Support Division Cashier's Cage

MSG/SV—Mission Support Group/Services Director

NAF—Nonappropriated Funds

RV—Recreational Vehicle

SFS—Security Forces Squadron