



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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CNICNOTE 1700
N9
8 Mar 24

CNIC NOTICE 1700

From: Commander, Navy Installations Command

Subj: IMPLEMENTATION OF LENGTH OF STAY POLICY FOR MORALE WELFARE
AND RECREATION RECREATIONAL VEHICLE PARKS

Ref: (a) CNIC ltr Ser N9/16U1174 of 15 Aug 16
(b) DoD Instruction 1015.10 of 6 July 2009
(c) CNIC Instruction 1710.3
(d) Joint Travel Regulation (JTR)

1. Background. Reference (a) reflects current Length of Stay policy for Recreational Vehicle (RV) Parks. Per reference (b) RV parks are a Morale, Welfare, and Recreation (MWR) Category "C" program that provides recreational areas to support recreation and where the vast majority of occupancy are leisure travel guests.

2. Purpose. This notice cancels reference (a), previous Length of Stay policy. To implement policy and procedures for eligible patrons to stay at RV parks with a Length of Stay requirement allowing fair and equitable opportunities to all eligible patrons.

3. Policy

a. Per reference (c), RV park managers must manage inventory to maximize occupancy, generate revenue, and provide recreational areas to eligible patrons.

b. To support all eligible patrons on leisure travel, Navy MWR RV parks will comply with the following for leisure travel:

(1) Reservations may be booked for up to 30 days, if space is available.

(2) Patron may request to extend their stay up to 180 days, if space is available. Patron, and family members, may not book consecutive reservations for the purpose of circumventing this Length of Stay Policy. Multiple reservations are subject to cancellation.

(3) Once a patron stay reaches the maximum of 180 consecutive days, the following will apply:

(a) Locations that can accommodate beyond 180 consecutive days, based on projected availability, may seek Installation Commanding Officer (ICO) approval to extend a

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patron's existing reservation. If approved, extensions will also include an approved end of stay date, not to exceed one year from the arrival date.

(b) Reservation extensions beyond one year will require a new reservation and adherence to the process outlined in Section 3. b. (1) through (3).

c. Once a patron checks in to a designated RV space, they will remain in that space for the duration of their initial stay. If patron has extended their stay, they may be required to move to another space based on availability. Patrons may also be required to vacate the RV park with their RV or relocate to another space during emergency circumstances.

d. This policy does not supersede or replace state or local laws regarding establishment of residency and applicable homesteading, as it relates to any other associated laws and codes. ICOs should enforce local and state laws on residency and homesteading, as related to patron length of stays specifically if stricter than this policy.

e. Active Duty and Geographical Bachelors long-term stays: In an effort to improve quality of service and provide unique solutions to the Navy Community, RV parks may be utilized by Active Duty Service Members and Geographical Bachelors beyond the length of stay timelines associated with leisure travel. Locations that can accommodate long-term stays will manage their inventory to support this demographic for the duration of their deployment or assignment within the local commuting area as defined by reference (d) and comply with the following:

(1) Section 3. b does not apply to Active Duty members, their families, and Geographical Bachelors during the durations of their deployment or assignment within the local commuting area. Reservations may be booked for their entire assignment within the local commuting area or deployment. Service members' permanent change of station orders may be required to validate assignment within the local commuting area.

(2) The ICO may authorize a portion of the property inventory to be dedicated to Active Duty and Geographical Bachelors in long-term status, not to exceed 50 percent (to be reevaluated in the future based on actual usage). Designations must not have a negative impact to the program's ability to maintain a net profit for the overall Recreational Lodging Program.

(3) RV park rates will be established by conducting a market analysis and will not be impacted by the prevalence of Active Duty and Geographical Bachelor long-term stays. Rates will not be adjusted to maximize Basic Allowance for Housing (BAH).

(4) Rates must be set at a level to ensure revenues cover all direct and indirect costs of operation and profit no less than five percent.

(5) Rates should factor program revenue for peak and non-peak seasons. No special services or privileges will be inaugurated or offered to long-term patrons that are not available to leisure patrons in recreational lodging, campsites, and RV parks throughout the Commander, Navy Installations Command (CNIC) MWR enterprise.

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(6) No expenditures or investments may be made to change, upgrade, alter, reconfigure, or renovate any recreational lodging, campsites, or RV parks in order to accommodate any special or unique requirements or demands of long-term patrons, beyond those facility capabilities offered to leisure patrons in recreational lodging throughout the CNIC MWR enterprise.

(7) Active Duty members and Geographical Bachelors who are no longer deployed or assigned within the local commuting area may continue to stay within the RV Park under Section 3. b requirements.

f. All patrons must comply with the rules and regulations within the RV park. Violations or non-compliance may result in patrons being evicted from the park immediately regardless of Length of Stay remaining. Patrons occupying the RV park are not permitted to utilize the RV park and its facilities as a residential community. The following listed matters will not be authorized or provided by the United States Navy:

- (1) United States/Navy Mail and Postal Services.
- (2) Package delivery/acceptance support by RV Park personnel.
- (3) School Bus stops.
- (4) Residential trash pick-up not authorized by RV park personnel.
- (5) Patron-hosted town hall meetings.
- (6) Patron hosted parties or gatherings in non-designated or non-approved areas.
- (7) Protest gatherings.
- (8) Advertise political support beyond the boundaries or envelope of the RV.
- (9) Advertising social interest/media matters beyond the boundaries or envelope of the RV.
- (10) Modify RV space with gardening or obstruct its foundation.
- (11) Publicly display matters containing content, symbols, or messages prohibited by Federal, DoD, or Navy policy.
- (12) Utilize the RV Space or facility to conduct patron owned/managed business meetings or gatherings.

4. Responsibilities

- (a) Region Commanders will ensure installations comply with reference (b) and (c).

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(b) ICO will:

(1) Ensure the support of Active Duty and Geographical Bachelors in long-term stays comply with reference (b).

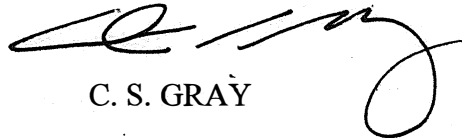
(2) Ensure length of stays do not permit patrons to become legal residents.

5. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for administration, Directive and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager or the OPNAV Records Management Program (DNS-16).

6. Cancellation Contingency. This notice is in effect for one year until it is superseded by another notice, instruction, or termination of the pilot program, whichever occurs first.



C. S. GRAY

Releasability and Distribution:

This notice is cleared for public release and is available electronically only via CNIC G2 <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>