



## DEPARTMENT OF THE NAVY

NAVAL AIR STATION  
JOINT RESERVE BASE  
400 RUSSELL AVE  
NEW ORLEANS LOUISIANA 70143-5012

IN REPLY REFER TO:

NASJRBNOLAINST 11100.1B  
N01J

### NASJRBNOLA INSTRUCTION 11100.1B

Subj: OPERATION, MANAGEMENT AND POLICIES OF THE NAVAL AIR STATION  
JOINT RESERVE BASE NEW ORLEANS RECREATIONAL VEHICLE PARK

Ref: (a) CNICINST 1710.3  
(b) OPNAVINST 1700.7E  
(c) OPNAVINST 1710.11  
(d) John S. McCain National Defense Authorization Act, 2019  
(e) DoDINST 1015.10  
(f) NASJRBNOLAINST 1700.9  
(g) NASJRBNOLAINST 3593.1  
(h) CNSRSEINST 3593.1C  
(i) NASJRBNOLAINST 4160.2

Encl: (1) NAS JRB New Orleans MWR RV Park Leave/TAD Notification Form

1. Purpose. To establish the operating procedures, designation of management, delegation of authority and declare the Command's policy, for all Morale, Welfare and Recreation (MWR) Recreational Vehicle (RV) Parks on board Naval Air Station Joint Reserve Base (NAS JRB), New Orleans.

2. Background

a. The primary mission of NAS JRB New Orleans is to provide an operational and training environment for active duty military and reserve components of all branches of the armed forces.

b. Navy policy is to provide operational and support activities with essential MWR mission support services, as well as provide programs that effectively contribute to the morale, well-being, and quality of life of Navy active duty personnel, their family members, and all other authorized patrons. References (a) through (c) establish responsibility for policy, overall coordination, and execution of Navy MWR programs for installation activities.

c. Due to location, climate and annual weather patterns, the New Orleans community is a vacation destination, which provides Navy active duty personnel, their family members, and all other authorized patrons an enjoyable vacation site. Many of the MWR facilities on NAS JRB New Orleans are utilized by out-of-county/out-of-state eligible patrons.

d. In accordance with reference (d), the pool of eligible patrons of MWR programs has expanded to include Purple Heart recipients, Prisoners of War (POW), Veterans with a service connected disability (VWSCD), and their caretakers. This expansion began on 1 January 2020.

e. Hurricanes and adverse weather events pose a unique and present danger to the New Orleans community. Recent hurricanes have devastated the gulf coast. Loss of life and property damage were properly mitigated due to forward leaning evacuation orders and hurricane preparedness measures. In conjunction with City and Parish Governments, the RV Park may be closed and cleared ahead of time for the safety of the guests and the base.

f. Given the competing interests in the operation of MWR facilities, limited resources, land usage, and the expansion of use by eligible patrons, significant changes in the Standard Operating Procedures (SOP), reservation systems, and management/authority is necessary to ensure a healthy and inclusive MWR program.

### 3. General Policies

a. This instruction expands and amplifies the directives contained in references (a) through (c), based on the expressed position of the NAS JRB New Orleans Installation Commanding Officer (ICO).

b. Active Duty Military and their dependents<sup>1</sup> are the highest priority for the MWR RV Park. A tiered system or prioritization outlined below reflects the installation's policy in resolving conflicts and promoting support.

(1) Tier 1: Active Duty Military or Dependents.

(2) Tier 2: Retirees, Reserve Component Members or 100% Disabled Veterans.

(3) Tier 3: Purple Heart, Prisoner of War (POW) or Veterans with Service Connected Disabilities (VWSCD).

(4) Tier 4: DoD Authorized Patrons, or Contractors working on board NAS JRB New Orleans.

(5) Tier 5: All other authorized patrons, or those granted special permission by the ICO, in accordance with reference (e).

c. The MWR Director is responsible for all MWR program oversight and shall report directly to the ICO. Authority to modify and grant exemptions/exceptions to the policies in this

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<sup>1</sup> Active Duty Military and their dependents includes all Department of Defense service members and their legal dependents, and U.S. Coast Guard service members and their legal dependents.

instruction, shall remain with the ICO, unless expressly delegated otherwise in this instruction. All other operational and management authority/decisions, not contained in this instruction, shall be delegated to the MWR Director, in consultation with the ICO. Such delegation includes termination of agreements, pricing, and daily operating activities.

d. Individual problems, concerns and suggestions should be presented at the lowest level possible to address the issue. Matters shall be elevated using the appropriate chain of command within the MWR structure. No issue shall be addressed by the ICO without ensuring all relevant management personnel in the Chain of Command were presented with the problem or concerns, and were unable to resolve the matter at his or her level.

#### 4. Rules and Regulations

a. Reservations. Reservations for RV Park sites shall be subject to the following:

(1) Each authorized patron may make one reservation for one site to accommodate one RV, for a period of thirty (30) days or in periods of thirty (30) days; not to exceed a total of 180 consecutive days. A reservation shall account for the patron's family and/or RV. Double reservations from the same family unit, or for the same RV's license plate/vehicle identification number, are not permitted.

(2) Extending the reservation past the 180-day period must be requested in writing, approved by the MWR Director, and must include a justification why this extension should be granted. Extensions, subject to site availability, shall be permitted for up to thirty (30) days, with only one extension granted at a time. The applicant must be physically present in New Orleans to extend the reservation, and the extension must be continuous with the current reservation. No individual person, family unit, or individual RV shall be permitted to remain in the RV Park for more than 180 days, and subsequently, must vacate the NAS JRB New Orleans RV Parks unless an extension is approved in accordance with this instruction.

(a) This recreational facility is intended for short-term recreational rental and is not a permanent residential area. Patrons may not register their permanent address using the RV Park or its office on any military personnel, dependency records, or other official records. The RV Park Office is not authorized to accept mail or packages on behalf of patrons.

(b) Existing reservations shall be honored as booked. All reservations made thereafter are subject to the policies and proscriptions herein.

(3) Reservations may be made six months in advance for all eligible patrons in Tiers 2- 5, and twelve months in advance for Tier 1.

(4) Reservations may not be substituted or changed for patrons, absent a family relationship with the primary and substitute patron. Subleasing, straw-manning, or amending

reservations to circumvent these proscriptions, or for commercial purposes, shall not be permitted.

(5) Sites are restricted to registered patrons and sponsored guests; maximum occupancy is six people per site.

(6) RV units or sites will not be subleased or re-leased to other individuals. Only registered patrons shall occupy the site and RV.

(7) RV's and sites will not be used for commercial purposes.

(8) MWR shall screen each reservation for compliance with this instruction.

b. Hosts. MWR is permitted to maintain a RV Park and/or Campground "Host" program. In accordance with reference (a), Hosts designated by the MWR Director are exempt from limits and fees discussed herein. However, a Host may only serve as a Host for six-months out of each calendar year. Hosts shall comply with directives of MWR and shall comply with the volunteer requirements contained in reference (a).

c. Pricing, Check-In and Cancellation. All pricing decisions are delegated to the MWR Director. Upon check-in with the RV Park staff, the sponsor will acknowledge this instruction and agree to follow all rules and regulations herein as well as all base instructions, regulations and ICO orders. No cancellation fee will be assessed if a reservation is cancelled 14 days prior to the reservation check in date. A cancellation fee of one (1) night's charge will be applied if cancelled less than fourteen (14) days from arrival date. Cancellation fees are non-refundable. Guests who do not arrive on their scheduled arrival date and have not cancelled their reservation within the cancellation policy time frame will be charged a fee of one night's rate with the credit card on file. No show fees are non-refundable.

d. Compliance. All patrons utilizing RV's shall provide proof of ownership/rental agreement at the time of check-in, including any registration or licensing requirements. All vehicles, or RVs must comply with NAS JRB New Orleans' instructions on vehicle registration/insurance and State of Louisiana requirements for the entire duration of the current reservation.

e. Upkeep. MWR shall provide basic upkeep of the common usage areas and sustained aesthetic upkeep, including grass and plant trimming. Each patron is responsible for his or her own areas in and around their site; ensuring that the site is free from clutter; and removal of prohibited items outside the RV.

(1) MWR may maintain and promulgate additional policies regarding the appropriate upkeep and care of RV Park sites in addition to those promulgated herein. These policies along with those listed herein shall regulate the individual property kept outside the RV, with a focus

on safety and esthetics. Prohibited items shall include, but are not limited to, large potted plants, political/partisan materials, and/or hazardous materials (such as paints or chemicals). In ground gardening, permanent landscaping, or any type of "homestead" appearance is prohibited. As such, guests will not build any structure that resembles an extension to their RV or RV pad that gives the appearance that the RV stay is long term or a permanent residence. This includes, but is not limited to porches or deck (whether on the ground or elevated), spare vehicle parts other than those that are used to support the RV, such as tow bars, tire chock/stands, etc. Small wind feathers, chimes and flag stands are acceptable. MWR has the right to request removal of any items deemed to violate this policy. Clotheslines, fences, dog lots or pens, and storage sheds are not permitted. No items will be tied to vegetation, trees or structures of any kind. The MWR Director shall set and reinforce the standards, coordinating with the NAS JRB New Orleans Safety Department for resources or advisement.

(2) Inspections:

(a) MWR shall conduct inspections of the RV Park on a regular basis, providing citations for each violation observed. One citation per inspection, listing each violation(s) shall be provided. Upon the third citation (regardless of whether there are three violations on the same condition, or three separate violations for unrelated conditions), MWR shall terminate the rental and the non-compliant patron will be required to vacate the reserved site. MWR reserves the right to terminate the rental for less than three violations; see section (1) below. Pro-rated refunds will be provided.

(b) Complaints shall be sent to MWR for review and action. If MWR is unable to resolve the complaint, any appeal after MWR review and action shall be forwarded to the NAS JRB New Orleans Staff Judge Advocate (SJA) for resolution.

(3) Parking and Assigned Site Protocol. All RV's must be parked on the assigned site and use the assigned driveway for Privately Owned Vehicle (POV) parking. One RV and two POVs are permitted per site. As per the JTR (Appendix A), a POV is defined as any vehicle that is self-propelled, licensed to travel on the public highways, designed to carry passengers or HHG, or has four or more wheels. A motorcycle/moped is also considered a POV. Boats and other hauling platforms are not authorized to be parked at the RV Park. MWR maintains a rental storage lot and you may call Outdoor Gear Rental at (504) 678-3142 for more information. Observe a safe speed of 10 miles per hour and watch for children, pets, and wildlife. Drive on the roads only. Do not park in the grassy areas. Vehicle repairs or maintenance work is not permitted at camp site; the Auto Skills center is located in building 42 on the base for convenience of our eligible patrons. At no time will vehicles be placed on jacks.

(4) All appliances with the exception of barbecues must be contained within the RV. All electrical appliances, equipment or tools must draw electricity from the RV not directly from site pedestal.



(5) Bathrooms and Laundry. Bathrooms and laundry facilities are available 24 hours daily to park patrons. Washing supplies must be provided by the user. The user must clean dryer filter after use and dispose of any lint or trash in the proper receptacles. Laundry facilities and equipment are not to be used for cleaning any items other than clothing (i.e. rubberized or rubber-backed rugs, comforters, overstuffed bedspreads, shoes, or boots). Personnel will not use the laundry to wash pet beds or items with excessive pet hair. Failure to follow this policy is cause for removal.

(6) Quiet Hours. Park quiet hours are from 2200 to 0700. Excessive noise from barking dogs, radios, televisions, individuals or any other means is prohibited. Failure to maintain a tolerable noise level or disorderly conduct by adults or children is prohibited. Any infractions will result in an incident report being filed with management and/or law enforcement officials. Operation of electric generators, engines, and motors except for movement of a vehicle, is not permitted between 2200 and 0700. Generators may be used during a period of prolonged power outage.

(7) Sanitation. Patrons are responsible for the cleanliness of their sites. Sewer caps shall be replaced after removing the sewer hose from an inlet. All trash and litter shall be picked up from the site and driveway. All garbage shall be placed in dumpster at the front of the park. Garbage bags shall not be left on sites by departing patrons. Household garbage or trash shall not be deposited in the receptacles in or around the laundry or toilet/bath facility. Please recycle where you see the recycling bins; only place the appropriate items in each bin. Furniture and other such large items will not be put into or left next to the dumpster.

f. Leave or Temporary Additional Duty (TAD). The RV may not be vacated for more than 48 hours during hurricane season between 30 June and 30 Nov or 72 hours between 1 Dec and 29 June, without prior notice to Management. If going on leave or TAD during hurricane season, the RV must be removed from the park and the guest will receive a prorated refund. The RV may remain if an authorized person is designated in writing that will be responsible for moving the RV from the park in the case the ICO determines that the park must close for safety. Documentation of this fact must be signed by (1) the RV owner and (2) the person taking responsibility for the RV. See enclosure (1). This documentation must be provided to the RV Park office by the RV owner before leaving.

g. Base Policies. Patrons are required to follow all base policies, guidance and orders, while onboard the installation. This includes but is not limited to:

(1) Pet Policy. Patrons must comply with applicable portions of NASJRBNOLAINST 10570.1A. Management reserves the right to further restrict the breed, size, and temperament of pets allowed in the park. Pet rules are as follows:

(a) Patrons may keep no more than two pets per site.

(b) All pets must be registered at park office at the time of check-in. Written verification of the pet's current rabies vaccination with tags available shall be provided at check in.

(c) Pets must be under positive control of a responsible adult at all times and may not be unleashed until inside the RV. All pets must be kept on a leash at all times. Pets are not permitted to walk or roam on other neighboring sites. Pets shall be confined to the RV when patrons are away. Small cages are acceptable provided owners are present anytime their pet is outside of the RV. Pets are not permitted in the community building, bath facilities, or laundry with the exception of service animals.

(d) If a pet causes significant disturbances, is found running loose, or constitutes danger to guests, the owner may be asked to leave, subject to management's discretion.

(e) Pet owners shall clean up after their pet and dispose of it properly (bagged and in the dumpster).

(2) Children. Parents and/or guardians of children are responsible for the behavior, actions, and safety of their children at all times on the base. See reference (f).

h. Emergency Information and Procedures.

(1) 911 will be used for all emergency services. Residents must ensure they identify to the dispatcher they are at NAS JRB New Orleans, building 535 and the appropriate site number.

(2) In the event of any emergency in your RV, turn on 4-way emergency flashers if available.

(3) Notify Management as soon as possible.

i. Animal Control. NAS JRB New Orleans regulations strictly forbid the feeding of all wildlife or stray animals.

(1) Alligators. If any alligator is found throughout the base, please notify Public Works Department Environmental Division, Natural Resource Program Manager at (504) 678-3095, (504) 678-3097, (504) 678-3824 or (504) 382-9509.

(2) Deer and Hogs. If any deer or hog is found throughout the base, please notify Bird Air Strike Hazards (BASH) Program Biologist, David Curtis at (225) 400- 8201. If Mr. Curtis is not available, notify Sara Cheatham at (504) 228-2993.

(3) If any nuisance animal (domestic or wild) is found in the trailer park, please contact the Public Works Front Desk at (504) 678-3532.

j. Firearms, Weapons, and Ammunition. All patrons must comply with references (g) and (h), to include but not limited to registration and specific approval for storage in existing Navy armories or weapons containers. Storage of firearms, weapons, and ammunition in an RV or in the RV Park is prohibited.

k. Adverse Weather Conditions. The New Orleans community is faced with fast moving and quickly developing adverse weather conditions, such as hurricanes, tornados, and flooding. During all adverse weather conditions/events, individuals staying in the RV Park must comply with all base instructions and COR changes directed by Region or the ICO, to include closures. When the ICO directs the setting of COR III or lower (or earlier as conditions necessitate), the RV park will close and be cleared. All patrons are responsible for removing their RV unit and all loose items in the event of a mandatory closure or mandatory evacuation. Patrons must comply with this order or any other ICO order. Failure to comply will result in immediate removal and possible debarment. The sponsor occupant shall be responsible for all damages and costs associated with removal of the RV and all loose items or any other damages or costs, caused by the failure to remove the RV or loose items. Additional adverse weather conditions requirements listed below:

(1) In the event of an adverse weather condition, RV Park guests must remove any non-permanent fixture on or near their RV, either securing the items to the ground or taking items inside. During high wind conditions, even small items can become dangerous and deadly projectiles. Any items left unsecured may be considered abandoned property and may be disposed of IAW reference (i).

(2) Each individual should make him or herself aware of the local civilian resources, such as a secondary shelter location and evacuation routes and procedures, in the event of an adverse weather condition/event. It is the responsibility of each person to stay abreast of developing conditions. As such, it is recommended that all guests download the NAS JRB New Orleans App from the App Store. There, you will be able to better keep up with current news about the installation.

#### l. Termination

(1) MWR may terminate an RV Park rental due to mission requirements established by the ICO. MWR may also terminate a rental for cause based on any material violations of the RV Park policies or this instruction, failure to maintain required documentation, or revocation of base access/administrative privileges. All rental terminations require approval by the MWR Director and notification shall be made to the ICO.

(2) Early termination by the patron is permitted at the discretion of the MWR Director.

m. The MWR RV Park operation shall be monitored and reviewed semi-annually by the MWR Director for compliance with this instruction and to recommend updates, as appropriate,



to the ICO. Each patron shall be provided this instruction and sign acknowledgement of it, at the point of check-in. It may also be found on the NASJRB New Orleans App and the MWR website ([www.navymwrneworleans.com](http://www.navymwrneworleans.com)).

5. Delegation. The MWR Director is delegated the authority to set and maintain SOPs and regulations in the operation of the RV Park. All rules and regulations under that authority may not conflict with this instruction, nor the guiding policies set forth above.

a. All SOPs and regulations shall be put in writing, and shall be reasonably available to any patron, staff or guest on request. Such guidance must be available upon inspection, and available in both hard-copy and electronic formats.

b. In the event the MWR Director determines an individual patron has used gamesmanship, subterfuge, or attempts to circumvent either an expressed prohibition or the stated policy of this instruction, the MWR Director or a designee shall consult with the NAS JRB New Orleans SJA and may terminate an existing reservation.

c. Status reports and internal audits regarding implementations and regulations associated with the changes referenced herein shall be provided to the ICO on a regular basis.

d. The MWR Director may further delegate authority for compliance purposes to the facility's manager, but is still responsible and accountable to the ICO for all requirements set forth herein.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 CH-1 of August 2017.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NAS JRB New Orleans will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

A handwritten signature in black ink, appearing to read 'T. M. Bruemer', with a long horizontal line extending to the right.

T. M. BRUEMER

# **NAS JRB NEW ORLEANS MWR RV PARK**

## **LEAVE/TAD NOTIFICATION FORM**

**Date:**\_\_\_\_\_

**From:**\_\_\_\_\_

**To: RV Park Office Staff**

**Subj: Leave/TAD Notification**

**1. I will be on Leave from\_\_\_\_\_ to \_\_\_\_\_. My contact number is \_\_\_\_\_. My alternate contact number is \_\_\_\_\_.**

**\*\* If on leave during hurricane season: The person designated to move my RV in case the RV park is to be closed is \_\_\_\_\_. Their contact number is \_\_\_\_\_. Their alternate contact number is \_\_\_\_\_. My designee is a member of \_\_\_\_\_ (Command/Unit).**

**2. I will be TAD to \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_. My contact number is \_\_\_\_\_. The person designated responsible for my RV is \_\_\_\_\_. Their primary phone number is \_\_\_\_\_ and their secondary number is \_\_\_\_\_. They are attached to \_\_\_\_\_ (Command/Unit).**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**