



**DEPARTMENT OF THE ARMY**  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS  
11685 SERGEANT MAJOR BOULEVARD  
FORT BLISS, TX 79918

AMIM-BLW-WR

11 February 2025

**MEMORANDUM FOR RECORD**

**SUBJECT:** U.S. Army Garrison (USAG) Fort Bliss RV Park Standard Operating Procedures (SOP)

1. **PURPOSE:** This SOP establishes the policies and procedures for the USAG Fort Bliss RV Park.
2. **APPLICABILITY:** This SOP applies to all individuals utilizing or affiliated with the USAG Fort Bliss RV Park.
3. **REFERENCE:** AR 215-1, Military Family, Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities (NAFI), dated 24 September 2010.
4. **SCOPE:** AR 215-1, Table 7-1 delineates personnel authorized, and priority, for use of Family and MWR facilities.
5. **HOURS OF OPERATION:**
  - a. Park Office
    - (1) Monday – Friday, 0800-1630
    - (2) Saturday – Sunday, 0800-1500
    - (3) Closed – Thanksgiving, Christmas, and New Year's Day
  - b. Camp Host: On duty when the RV Park is closed.
6. **FEES AND CHARGES:**
  - a. Eligible personnel utilizing the Fort Bliss RV Park are required to pay the designated fees for services. All funds generated from the operation of the RV Park are allocated to the Installation FMWR operating budget.
  - b. Fee Schedule (Fees are subject to change without revision of this memorandum).
    - (1) Active-Duty/Retired Military:
      - (1.1) Daily - \$26.00

(1.2) Weekly - \$156.00

(2) Other Patrons:

(2.1) Daily - \$30.00

(2.2) Weekly - \$180.00

c. Refunds are given only in emergency situations such as but not limited to medical emergencies, family emergencies, and last-minute change of orders. All refund requests will be reviewed on a case-by-case basis and are subject to management approval.

## 7. ADMINISTRATION AND OPERATION:

a. Guests are required to report to the RV Park Office, located at Bldg. 4130, and can be reached at (915) 568-0106/4693, prior to occupying a campsite. Payment must be made at the park office via cash, check, or credit card (Visa, MasterCard, Discover, and American Express only). The renter must present a valid Military ID card before a space is assigned. Patrons who check in before 0800 will incur a charge for the previous day. RV Park staff will assign a site number to the renter. Once a space is assigned, it must be occupied by close of business on that day. An emergency point of contact must be provided at check-in.

b. Personal checks will be accepted from valid ID cardholders only for rental fees for the actual amount of the rental charge. Photo ID must be presented by the individual submitting the check. Staff personnel will ensure each check is stamped both front and back. All required information will be provided, and the dishonored checklist will be cleared before the check will be accepted. The RV Park also accepts cash, Visa, MasterCard, Discover and American Express credit cards for payment.

c. The renter will be provided with a computer-generated receipt. All payments, including cash and checks, will be deposited into the Installation Family and MWR Fund by the next business day. The Daily Activity Report, cash receipts journal, G/L distribution report, and deposit slip will be submitted to the Central Accounting Office, accompanied by a transmittal letter.

d. In the event the Park Office is closed, late arrivals may check in with the Night Host located adjacent to the park office in Space #1 or #8 until 2100 and make necessary arrangements for utilizing the RV Park and its amenities.

e. The Fort Bliss RV Park assumes no responsibility for damaged, lost or stolen personal property while staying at the Fort Bliss RV Park. Renters must provide their own insurance.

f. Individual patrons will be held responsible for any damages or loss to the NAFI or U.S. Government that is caused by negligence, willful misconduct, or fraud.

g. Reservations are only accepted for Active-Duty Military on PCS orders into, or out of Fort Bliss. Space is provided on a "First-Come, First-Served" basis for all other patrons.

## 8. CONTROL:

a. The RV Park Manager is responsible for ensuring that all personnel are informed of and adhere to the relevant rules and equipment regulations. The RV Park is intended to offer camping spaces for recreational travelers, not for housing purposes.

b. The Family and MWR Business and Recreation Division Chief will exercise the overall supervision of the Fort Bliss RV Park and its administration personnel.

## 9. PETS:

a. The occupant is responsible for all damages or injuries caused by the pet.

b. Pets may be walked in the RV Park area but must be always kept on a leash. Leashes will not exceed 6' in length, to include SNAP leashes. All pets must be walked by individuals 13 years or older. Pets should not enter another patron's site.

c. It is the responsibility of the pet owner to always keep the premises free of animal waste and debris. Owners must pick up any animal waste deposited at their assigned site, as well as in common areas of the RV Park, immediately. Pet owners must make every effort to immediately clean up after their pet, as to not let the waste seep into the ground. Violators will be asked to leave the park.

d. Permitted pets are cats and dogs (excluding certain breeds) and small caged animals. Exotics or farm animals are not permitted.

e. In accordance with the Department of the Army's Domestic Animals on Army Installations policy, dog breeds Pit Bull, Rottweiler (full or mixed breed), American Staffordshire Bull Terriers, English Staffordshire Bull Terriers, wolf hybrids and Doberman Pinchers are prohibited in the RV Park. The manager of the RV Park reserves the right to prohibit any other dog that displays signs of aggression.

- f. Limit of two pets per space.
- g. It is the owner's responsibility to ensure pet records and vaccinations are current.
- h. Pets will not be left outside unattended in the park for any reason. Excessive barking (nuisance, disturbing other patrons) will not be tolerated.
- i. Pets (other than service dogs with proper identification) will not be allowed in the RV Park office, bathhouses, or laundry areas.
- j. All dogs and cats maintained on RV Park premises for a period exceeding 10 days must register their pet with the Fort Bliss Veterinary Services.
- k. A small area fence, no larger than 6' by 6', is permitted, but the pet must not be left unattended. Fence must be temporary in nature and easily removed with no alterations to campsite being necessary.

#### 10. GUIDELINES:

- a. Quiet Hours are from 2200-0500
- b. Check-Out time is at 1300
- c. All recreational vehicles in the park must have been manufactured as an RV, or professionally converted to an RV. Homemade RVs are not permitted. Tiny house trailers are permitted.
- d. Campers are responsible for policing their assigned space, depositing trash in the dumpsters that are provided and will ensure their assigned RV/campsite is free of clutter and organized.
- e. Campers will observe and abide by any directional driving arrows and signage as well as any posted RV Park signage.
- f. Campers will report any faulty site connection (electrical, water or sewage).
- g. Campers will abide by Installation water restrictions:
  - (1) Washing of RVs with a hose is prohibited.
  - (2) Spot washing with a bucket of water is permitted.
- h. Stakes or tent pegs will not be driven into the RV site (RV pad nor rock landscaped areas).

i. Only one RV is authorized her site.

j. One power plug per pedestal. No outside refrigerators or freezers are permitted.

k. Recreational vehicles will be parked over the gravel pit on the left side of each pad, facing east. All sites are designed as pull through. Parking POV's or utility trailers on the space patio is prohibited.

l. Parking is allowed in designated areas only. Vehicles at sites may not extend out into roadway. No parking or driving on the landscape.

m. Restrooms & Family Room are closed for cleaning daily.

(1) Private Restrooms:

(1.1) West Side, 0800 – 0830

(1.2) East Side, 0830 – 0900

(2) Public Restrooms:

(2.1) Men's Restroom, 1200 – 1300

(2.2) Women's Restroom, 1100 – 1200

n. Parents must always attend to their children. Children should not disturb other campers. For safety reasons, there will be no skateboarding or biking around any of the buildings in the park.

o. Major vehicle repairs or changing lubricants/oils is not allowed in the RV Park. A drip pan must be placed under vehicles that leak oil or other fluids.

p. Patrons will be held responsible for damages/losses to the RV Park caused by negligence, willful misconduct, or fraud.

q. Campers will ensure vehicles are in operable condition to include driving or towing depending upon type of RV.

r. Dump Station:

(1) Dump Station is accessible 24-Hours a day.

(2) Customer must connect proper sewer hose to drain when dumping black, grey, or freshwater tanks.

(3) Hose cannot be in disrepair.

(4) Customer must use personal water hose when filling freshwater tank.

s. Personal Conduct: Patronage privileges will be suspended, terminated, or denied if the Garrison Commander (or designee) determines it to be in the best interest of an FMWR program, the Garrison/Installation, or the Army. The Garrison commander has the authority and discretion to determine when and how such privileges will be affected. Customer's behavior amounting to nuisance, hazardous conduct, or violating established rules and regulations are grounds for eviction without refund. Customers engaging in any illegal activity, fighting, illegal drug use, domestic violence, verbal abuse, or interfering with Park management may result in notification of the incident to proper authorities and will result in eviction without refund. Patrons who are removed from the premises for disruption to operations will have their privileges suspended for a minimum of six months. Any act of violence will result in permanent bar to use of facility.

t. Use of Recreation Room, Laundry and Kitchen: These areas support all park patrons. Furniture cannot be moved or rearranged. Televisions will not be used to show personal movies or operate video games. Patrons will help to keep the area clean and safe for all patrons by picking up after themselves and wiping down exercise equipment. Care must be utilized when using the kitchen equipment to prevent slips, burns and other potential risks.

u. Unusual events will be reported by the staff to the Business and Recreation Division Chief or FMWR Director as soon as possible.

v. All guests must be able to demonstrate ability to live independently.

w. All items such as grills, storage bins, children's bicycles, etc. must be kept in an orderly fashion and not pose a tripping hazard. Items such as, but not limited to home furniture, appliances, exercise equipment & clothes lines are not permitted outside of the RV. Hanging Clothes outside RV is not permitted. A maximum of two storage bins no larger than 3' L by 3' W by 3' H are permitted. Storage sheds are not permitted on site.

x. Due to the high winds, all items must be secured so that they do not become a safety risk to other patrons & their property. Tents & portable car ports are not permitted. Shade canopies may be temporarily used but must be taken down after use.

y. Small wading pools for children are authorized but can be no larger than 18" Deep and 6' across and must be emptied every evening for safety concerns. Filtration and pump systems are not authorized. Hot tubs & Jacuzzis are not permitted. Children will be accompanied by a responsible adult during any pool usage.

## 11. STAY LIMIT

a. AR 215-1, paragraph 8-25, 24 September 2010 prohibits homesteading. The Ft. Bliss RV Park is not a housing area. Patrons may renew in 2 week increments up to 60 days in peak season (September-March) and 90 days in non-peak season (April-August). After the 60/90-day period, patrons may renew if there is no wait list, the park consistently has at least 10 spaces available. This request is subject to approval as stated in 10.b. Patrons may be required to move to a different space in the park, creating more equity for desired locations near the bathhouse, family room, etc.

b. The manager may grant a temporary exception to mandatory departure date in extenuating circumstances, such as inclement weather, mechanical problems or similar issues. Requests for long term exceptions will be provided in writing to the RV Park manager 30 days in advance of stay limit. The Garrison Commander is the deciding official for long-term exceptions. Personnel on extended stays must comply with local and State law relative to taxation, vehicle registry, and other residency issues.

(1) Customers approved for a long-term exception will be permitted to stay on a month-to-month basis.

(2) Priority for long-term stays will be IAW AR 215-1, Table 7-1. Morale, Welfare and Recreation patronage authorizations.

(3) In instances where a lower priority, long-term stay, customer is being displaced, the customer will be allowed to remain on-site through the end of their reservation, or up to 14-days; whichever is greater.

(4) Displaced long-term campers will be able to return to the RV Park on a first come/first served bases if an open spot is available. A reservation to return is not permissible.

## 12. CUSTOMER SERVICE:

a. All patrons will be treated with courtesy and respect. Problems should be resolved at the lowest level. If a customer becomes verbally or physically abusive, contact the military police, and notify the Chief, Community Recreation Division.

b. All customers will receive reasonable accommodation and have access to facilities. RV Park manager will ensure that entrances are accessible, visual fire alarms are in good working order, and architectural access items are maintained (HC, shower, grab bars, etc.)

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13. WIRELESS FIDELITY (Wi-Fi) INTERNET SERVICE:

- a. As a courtesy, Wi-Fi internet is provided to patrons at the RV Park.
  - b. Wi-Fi is available in the Family Room 24 hours a day, seven days a week, exclusively for guests of the RV Park.
14. Effective immediately, this memorandum rescinds the previous USAG Fort Bliss RV Park SOP.
15. The point of contact for this memorandum is FMWR Business and Recreation Division Chief, Mr. Fernando Brown, at (915) 568-7533, or email. fernando.brown.naf@army.mil.

FERNANDO BROWN  
Chief, Business and Recreation Division