

Directorate of Family and Morale, Welfare and Recreation
Community Recreation Division
Outdoor Recreation Program
Marina/ Boat Storage Policy
Aberdeen Proving Ground, MD

8 December 2016

MEMORANDUM TO PATRONS AND STAFF

1. **PURPOSE:** To prescribe the rules and policies governing the Outdoor Recreation marina and boat ramp program at Aberdeen Proving Ground under the provisions of AR 215-1.
2. **RESPONSIBILITIES:** The operation of the marinas and boat ramps at APG falls under the responsibility of USAG APG, DFMWR, Community Recreation Division (CRD), and Outdoor Recreation (ODR) Program. Patrons of the marinas are invited to become official volunteers to assist the Outdoor Recreation (ODR) Program staff in all aspects of marina operation.
3. Each marina has established an Advisory Volunteer Council made up of patron volunteers who work directly with the ODR staff to accomplish the mission. Councils also meet to provide recommendations and suggestions for improvements to the facilities and program. Advisory Council and registered volunteers acting in an official capacity under the direction of the ODR are considered MWR for the purpose of this SOP.
4. **GENERAL:** APG MWR operates two marinas, each with a boat ramp located on site, and two additional boat ramps. Spesutie Island Marina (SIM) is located in the Aberdeen Area (North) of APG (APG North) and the Gunpowder Neck Marina (GNM) is located in the Edgewood Area of (APG South). Additionally, the Swan Creek boat ramp is located in the Aberdeen Area, and the T-Dock boat ramp is located in Edgewood Area. Both marinas offer berthing facilities for authorized private boat owners on site (in the water and on the land/Berm). Indoor berthing/storage facilities are also available. There are fees associated with each type of storage available. A list of those fees is available at Appendix A.
5. **ELIGIBILITY:** Patron eligibility will be in accordance with AR 215-1, Chapter 7; Table 1. Annual registration and storage assignments will be made IAW the priority order of Table 1. If marina facilities cannot accommodate all authorized patrons, the priorities for use will also be determined by Table 1 priority on a first come, first serve basis.
 - a. Priority registration will be conducted as listed below:
 - i. Priority 1: Active Duty Military
 - ii. Priority 2: Reserve Military Personnel
 - iii. Priority 3: Retired Military Personnel
 - iv. Priority 4: Current and Retired DOD Civilians assigned to APG
 - v. Priority 5: DOD Contractors who work full time on the Installation
 - b. Registration after 1 October will be first come first serve for all eligible patrons based on priority and availability.

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6. CONDITIONS:

- a. Because of limited storage facilities at APG, storage of privately owned boats on site at one of the APG Marina's is limited to those eligible patrons who live within 30 miles of the installation, whose boats are seaworthy, and who get underway at least twice during the registration year.
 - i. The 30 mile distance will be measured from the intersection of MD Routes 40 and 543 and the owner's residence. This will be calculated by MapQuest, Google Maps or similar mapping applications. If the mapping application requires a specific 'from' address, U.S. Post Office at 4405 Pulaski Highway Belcamp, MD 21017 will be used.
 - ii. Exceptions to Policy can be submitted in writing to Chief, Community Recreation Division and will be reviewed on a case by case basis.
- b. All boats stored on site (in water or on land/Berm) must be seaworthy and must get underway and be navigated from the confines of the marina for at least two hours, a minimum of two times between the dates of 1 May and 1 September. Exceptions may be made for deployments and other situations incurred by the patron during the registration year. All exceptions must be submitted in writing to the Chief, Community Recreation Division.
- c. Anyone born on or after July 1, 1972, must have a Certificate of Boating Safety Education to operate a boat or personal watercraft (PWC). Those under 16 who are operating a motorized boat 11 feet or more in length and do not have a valid Certificate of Boating Safety Education must be supervised by someone at least 18 years of age. Those younger than 16 may not operate a PWC, even with a Certificate. In addition to the Maryland Boating Course, all patrons utilizing the waters of APG must take the APG Boater Orientation Course available at www.apgmwr.com, Outdoor Recreation/Marina page.

7. APPLICATION AND REGISTRATION:

- a. Applications: All patrons (current and new) are required to apply and register annually. All current patrons with a boat in storage at one of the Marinas are required to meet all requirements of registration annually and within the prescribed registration period. Current patrons who fail to meet the requirements after 45 days will be removed from registration, their boats considered abandoned, and boat will be towed at the owner's expense.
- b. All eligible patrons desiring boat storage services will complete in full and submit the APG boat storage application form to MWR. Applications will be accepted starting in August for the following boating season. Applications may be mailed, emailed, or delivered to MWR staff during this time. Applications must be typed. Applications will be date and time stamped by MWR staff upon receipt. Applications with missing information may not be date stamped until all information is provided. All applicants must meet eligibility requirements and agree to all conditions of registration listed.

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- c. All applications for registration will be processed in priority order (4a) on a first come first serve basis. Accepted applicants will be contacted via contact information provided on the application to complete the registration process. Applications will include both summer and winter storage requests and, when registration is complete, patrons will be assigned storage space for both seasons.
- d. First boats in a particular facility take precedence over second and subsequent boats that patrons desire to place in the same facility. All first boats will be accommodated before any second boats, second boats before third and so on. This priority is applied without regard to patronage of the owners.
- e. Registration forms must be signed in person and a valid DOD identification card must be presented to verify eligibility. Exception to this policy will be considered for current registered patrons who are Military or Civilian retirees. Those current patrons may complete the registration process via the mail.
- f. **Registration is valid for one year.** The storage year begins 1 October and ends 30 September.
- g. Registration: once storage space is confirmed, patron must pay storage fees and provide a proof of ownership, proof of insurance, a valid state boat registration, and a valid state trailer registration (if applicable) in order to complete the registration process. Applicants will not be considered registered if unable to provide all of these. Boats that are jointly owned require both owners to be eligible patrons and the boat will be registered by the priority of the owner making the application. Applicants have 45 days from date informed to provide required documentation to keep the assigned storage space. If documentation is not provided, storage space will be assigned to the next application in line.
- h. Registration fees may be paid by Visa, MasterCard, Cash, or Personal Checks made payable to IMWRF. Fee schedule is located at Appendix A. Payments will be made at the Outdoor Recreation building or at special registration events held on site at the marinas. A late fee of 10% of annual storage fee will be initiated after 10 days beyond the stated registration period. Patrons failing to pay after 45 days will be removed from registration, their boat considered abandoned, and it will be towed at the owner's expense.
- i. Waiting lists: Every effort will be made to provide storage space as requested, however, because of limited storage space, not all applications will result in confirmed registration and assigned storage space. If storage space is not available, patron will be placed on a waiting list for the next available space. Next available space will be assigned in priority order IAW AR 215 Chapter 7, Table 1, and then by date of application.
- j. Patrons may terminate their registration at any time with a written, signed notice to MWR at least 30 days in advance of termination date. Refunds will be pro-rated once the boat is

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removed from the marina. Refunds will be made by check from MWR Defense Finance and can take up to 10 weeks to receive.

- k. It is the responsibility of the patron to inform ODR of any changes to their registration documents that occur during the registration year.
- l. Patrons may only use the storage space assigned at registration. MWR reserves the right to make changes to space assignments after registration if necessary for the safe and proper operation of the facility. All changes will be communicated to the patron before any storage space is officially changed.

8. STORAGE AREAS

- a. The maximum size boat MWR can service in a slip is 40 feet with a 14' Beam.
- b. MWR reserves the right to move boats temporarily from their storage space, if necessary for the operation of the marina.
- c. Boat owners are to maintain boats and storage area in good order and appearance. MWR reserves the right to deny storage to persons with un-seaworthy vessels, uninsured vessels, vessels in poor appearance, and/or poor condition. All boat trailers stored must be road worthy at all times. Personal property is not to be stored outside of the registered boat or approved dock boxes.
- d. Patrons are required to comply with all State and Federal regulations concerning equipment requirements and standards. All watercraft are subject to spot inspections by the U.S. Coast Guard. A courtesy motorboat examination is conducted free of charge by the U.S. Coast Guard Auxiliary.
- e. A monthly inventory of all stored boats will be conducted by MWR. The inventory will be reconciled with the official registration records. Those vehicles unauthorized may be removed at owner's expense.
- f. MWR assumes no liability for boats or personal property stored in boats at the Marinas or any of the boat launch locations.
- g. Warehouse access is available to patrons who store their watercraft in those facilities through keys issued by MWR. Patrons will be assigned a key to the warehouse in which their boat is assigned. Keys will be changed every two year's during the registration process. Lost and/ or replacement keys will be handled on a case by case basis by the MWR.
- h. Aberdeen Proving Ground assumes no liability for boat stands at any of the watercraft storage facilities. Patrons electing to store their boats on stands at a storage facility do so at their own risk.

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- i. The Marinas at Aberdeen Proving Ground and all said storage facilities are for eligible patron recreational use only. They are not to be used for commercial or financial gain.
- j. Patrons must conduct themselves and their watercraft with courtesy and respect while using any of APG's boat launches/ ramps, storage facilities and waters. Specific boat ramp policies are posted at the ramps. Patrons observed disobeying these policies will have their patronage privileges revoked.
- k. Marina privileges may be revoked for any action which interferes with the safe operation of the marina, storage facilities or boat ramps/ launches.
- l. No renting or subletting of slips. Transference of slips is not permitted, i.e. current slip holder sells boat – the slip does not transfer to new owner of boat.
- m. Live a-boards are not permitted at any Marina at APG. Patron's found to be in violation of this policy may lose all rights and privileges as a registered storage user of the Marinas at APG.
- n. Canopies and structures erected around boats are not permitted.
- o. No paint or carpet can be attached permanently or temporarily to dock.
- p. Use of portable grills is prohibited on boats, docks or piers.
- q. Fuel: Patrons are not to fill fuel tanks on piers/docks unless they are at a location where a fuel dispenser is located. The only site to purchase fuel on APG is located at Gunpowder Neck Marina (APG South). For more information see Appendix B. All fuel spills are to be reported to 911.
- r. Pump –out System: Both marinas have a pump-out system.
 - I. GNM location: System located next to area where travel lift sits,
 - II. SIM location: System is portable and is kept in fenced in area across from Bldg. 36
- s. Temporary slips are available on a first come – first serve basis for current APG Spesutie Island Marina patrons. Patron will pay a daily rate of \$1.25 per foot.
- t. Fishing from piers or boat docks at marinas is not permitted, with the following exception: fishing from the T - Dock (located off of Hoadley Road, APG South) is permitted.
- u. Swimming and water skiing are not permitted within 300 yards of the confines of the marina, boat ramp and/or fishing piers.

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9. SAFETY INFORMATION

- a. The surrounding water of APG falls within the “Exclusive Federal Jurisdiction” of the U.S. government and the U.S. Army. Because these waters, shorelines and islands adjoining the installation are used in weapons and ammunition testing and training, and because of the inherent dangers associated with such missions, use of the waters surrounding APG is restricted and, at times, closed when in use by the U.S. Army in accordance with Title 33 of the Code of Federal Regulations. A fleet of APG patrol boats are positioned in restricted waters during testing/ training to prevent unauthorized entry.
- b. Because of testing/ training missions, unexploded (DUD) ammunition may be laying underwater or in the sediments. Boaters are directed not to handle or remove any type of unrecognizable objects from the waters or beaches. In the event that suspect munitions items or an unknown item is encountered, do not touch the item, move away from the item, mark the area if safely possible and report the item to APG’s Emergency Operations Center (410.676.0960 or 410.278.7220).
- c. Maryland's waters offer wonderful opportunities for recreational boaters. With the ever-increasing number of boaters on our waters, it is the responsibility of all of us to work together to ensure that our waters are clean and safe.
- d. Please invest the time to educate yourself in the practices necessary to be a safe and responsible boater.

10. APG BOAT DOCKS

- a) The following boat docks are located in APG waters:
 - i. Gunpowder Neck Marina
 - ii. T – Dock Boat Ramp (APG South, located off of Hoadley Road along the Gunpowder River)
- b) The following boat docks are located in State waters (APG has jurisdiction to mean low tide mark)
 - iii. Spesutie Island Marina
 - iv. Swan Creek Boat Launch

11. ADDITIONAL INFORMATION: All patrons should be aware of all Federal and State laws, regulations or ordinances pertaining to use of surrounding waters.

12. APPENDIX A Storage Fees

APPENDIX B Fuel Sales Operations

APPENDIX C Emergency Evacuation Plan

APPENDIX D Fuel Spill Procedures

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APPENDIX A

Fees

1. Storage
 - a. Wet Slips: \$3.13 per ft./ per month
 - b. Indoor Storage: \$2.92 per ft./ per month
 - c. Outdoor Storage: \$2.08 per ft./ per month
2. Service Fees
 - a. Travel Lift: \$1.25 per ft. (Haul out/Spring Launch)
3. Seasons
 - a. Summer: 1 April – 30 September
 - b. Winter: 1 October – 31 March

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APPENDIX B

Fuel Sale Operations

1. All DOD ID card holders who are boating are permitted to purchase fuel. The pump is located at Gunpowder Neck Marina (APG South).
2. Fuel purchases can be made during advertised hours staffed by MWR Volunteers
 - a. Current Hours:
 - i. Wednesday: 4:00p – 7:00p
 - ii. Friday: 5:00p – 8:00p
 - iii. Saturday: 9:00a – 12:00p
3. The following methods of payment are accepted as payment by DOD ID card holders:
 - a. Check, Visa, Master Card, and Discover
4. Due to fluctuating prices of fuel, the sale price will be set in accordance with the price of last delivery from vendor.
5. Please refer to Marina Program- Fuel Policies and Procedures memo for the most recent way to account for fuel sales.
 - a. All Fuel Sale and Fuel Service Accountability must be recorded on the GNM Fuel

Sale Log

APPENDIX C

Emergency Evacuation Plan

This plan establishes preparedness and response procedures for continuity of operations in the event of severe weather relocation and ensures the safeguarding of personnel, equipment and resources.

1. Severe Weather: It is important that the patrons provide the latest contact information on their applications. In addition if that information changes it is critical that the information be updated as soon as possible.
 - a. Alternate contact information is required as a secondary point of contact in the event the boat owner cannot be contacted.
2. When severe weather occurs the Garrison Emergency Operations Center (EOC) will make the determination if boats need to be removed from the water.
 - a. If the decision is made that all boats must be removed MWR personnel will make every effort to contact the boat owner or alternate contact.
3. Those with trailers can temporarily store their boats in the following locations (APG North):
 - a. Outdoor Recreation Parking Lot at Building 2184
 - b. MWR RV Storage Lot
4. Those with trailers can temporarily store their boats in the following locations (APG South):
 - a. MWR RV Storage Lot
 - b. b. Bayside Pool
5. Those patrons who elect to leave their boats on the berm or parking lot must take every precaution necessary to prevent loss or damage to their property, other patron's property or the facility.
 - a. Once the severe weather has passed the patrons are expected to place their boats back in their assigned locations soon as possible or coordinate with MWR Staff for an alternative location.
6. During extreme weather conditions MWR may decide to close access to the piers and docks for patron safety.
7. MWR shall have the right to move boats to another location to prevent loss to the owner and the facility. This will only occur after all efforts to contact owner or alternate contact have been unsuccessful.

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APPENDIX D

FUEL SPILL EMERGENCY PROCEEDURE

- Turn off fuel pump/emergency stop button
- Dial 911 report fuel spill and location immediately to Fire department
- Deploy spill control booms located at fuel pump
- Turn off all bilge pumps on boat being fueled
- Alert other boats in close proximity to spill
- Call ODR Business Manager Lyndsey Moore to inform her of spill
- Notify Environmental officials /Paul Harvey
- Notify Safety official Chris Soller
- Fire department will notify Coast Guard/EPA if deemed necessary.
 - 2 drops spill is not required to be reported.
- All containment waste must be disposed of offsite in Haz-Mat containers
- Do an after action report combined with fire department report and submit to ODR

Point of Contact List

Fire Department		911 / 410-306-0545
US Coast Guard		1-800-424-8802
Natural Resources Police		410-260-3400
MD Dept. of Environments Emergency Response Division		410-974-3551
Lyndsey Moore	Business Manager ODR	443-356-1856
Ken Singleton	Facilities Manager ODR	410-937-1167
Paul Harvey	Environmental	410-306-2274
Chris Soller	Safety	410-306-1085/ 410-688-6880(cell)
Dave Morlok	Commodore	443-417-4568
Mark Roman	Fuel Committee Chair	410-278-2555