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From: Area Operations Officer, Naval District Washington EAST  
To: Distribution

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR MILL CREEK PIER  
BOAT SLIP RENTALS

Ref: (a) BUPERSINST 1710.11C

Encl: (1) Random Draw Example

1. Purpose. Establish temporary written procedures governing boat slip rentals at Mill Creek Pier until permanent instructions are published. The Mill Creek Pier procedures are in addition to the published procedures for Carr Creek Marina.
2. Background. Per reference (a), the primary purpose of the marina program is to meet the recreational boating needs of active duty personnel and their family members.
3. Patron Priority. The patron eligibility criteria determine access to marina programs and services. Once patron priority is established, use of marina programs is on a first-come, first-served basis. If marina facilities cannot accommodate all authorized patrons, the priorities for use will be as shown below:
  - a. Active duty personnel and foreign military officers assigned to USNA.
  - b. Delayed entry personnel, midshipmen.
  - c. Members of the reserve components (Ready Reserve and National Guard on active orders; Reservists in training), other uniformed services.
  - d. Retired military personnel, others separated from the Armed Forces.
  - e. Former and/or surviving spouses and family members.
  - f. DoD civilian employees assigned to the USNA complex.
  - g. DoD contractors working on the USNA Complex.
  - h. Other supporters of DoD (Federal Agencies, Foreign Military Service, etc).

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4. Procedures

a. All authorized personnel desiring boat rental services will fill out an application for slip rental and turn in the completed application to the marina manager Carr/Creek Marina.

b. Applicants must fill out their applications in pen/ink, date and sign their applications. The marina manager will date stamp the application immediately upon receipt.

c. Applicants must keep information on their applications current. The marina manager will notify applicants of slips availability using the contact information listed on their applications. Applicants will be notified by letter signed by the marina manager.

d. The marina manager will accept applications year-round and post a waiting list at Carr Creek Marina so customers will know their standing on the list. The marina manager will place applicants on the waiting list by priority group described in paragraph 3 above.

e. The marina manager will grant personnel on the waiting list who accept the assignment of slips after 30 September of each calendar year an additional one year beyond the 31 March expiration date. Example: Expiration date for slips assigned after 30 September will be 31 March of the following year (i.e., an "automatic" 18-month rental).

f. The marina manager will use the priority of eligibility to determine the assignment of slips when the total number of applicants for all groups exceeds capacity. The marina manager will use a random draw when the number of applicants in any particular priority group exceeds capacity. Should a random draw be necessary, Mill Creek Pier customers will not lose their slips to customers below their priority group. Enclosure (1) provides examples.

g. The MWR Director will designate the time and place for the random draw. The marina manager will notify applicants by mail of the random draw results immediately after the drawing. The random draw will be conducted on the second Monday in December for those slips expiring on 31 March of the following year. In all other instances, the marina manager will assign

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slips from the waiting list. Enclosure (1) provides examples. If an applicant refuses to accept the slip offered or does not respond to notice given, his/her application will be moved to priority group eight.

h. Customers with contracts that were not renewed/extended should arrange for other types of storage with the marina manager not later than 15 March of the contract ending period. This date allows for the smooth transition of the newly selected applicants to occupy their slips starting no later than 1 April. The 15 March date gives marina manager needed time to notify customers who fail to make other storage arrangements.

i. The marina manager will repeat random draw procedures annually on the second Monday of December for all applicants except for active duty personnel who may retain the assigned slips for the duration of their tour of duty with USNA. The marina manager will use the random draw process only if required to protect active duty personnel priority privileges per reference (a).

j. All contracts will expire on 31 March. However, active duty personnel may renew their contracts without competing for slips they currently occupy. The marina manager will charge customers assigned slips after 1 April a pro rata fee ending with 31 March (see example attached).

k. The marina manager will attempt to notify applicants by mail who will then have ten days from the posted mail date of notification to respond to queries. The marina manager will use its abandoned boat procedures to remove boats of those who do not respond within ten days. The marina manager will document all attempts to notify applicants in customer files by use of pen/ink and initials.

l. Mill Creek Pier customers may choose to dry store their boats during the period October through March at no additional storage cost. However, customers must pay the regular marina charges for haul and launch services.

m. Applicants may terminate their rental agreement at any time with a written signed notice to the marina at least ten days prior to the date of termination. The marina will hold customers responsible for rental charges accrued to their

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account up to the date the boat is removed, or for ten days after notification, whichever is later. In addition, a penalty fee of \$10.00 per day will be charged to customers who fail to vacate slips for active duty boats.

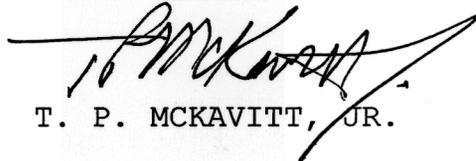
n. Refunds will be on a pro rata basis (see attached example).

o. The fee structure for slips at Mill Creek Pier is established by boat size.

p. The installation Commanding Officer has the authority to cancel or renew all contracts at the convenience of the Navy.

q. Mill Creek Pier customers must sign and date the last page of this SOP acknowledging that they have read and understand the procedures. All Mill Creek Pier customers must sign the basic agreement/contract for Carr Creek Marina. The marina manager will maintain a signed copy of the procedures on file along with the application, contract, and annual payment voucher.

5. This SOP is effective immediately for Mill Creek Pier. My point of contact in this matter is Mr. Charles Cato, MWR Director, and he may be reached at (410) 293-9209.



T. P. MCKAVITT, JR.

### RANDOM DRAW EXAMPLE

On 1 February there are 16 Active Duty Personnel (ADP), and 16 Retired Military Personnel (RMP), occupying slips at Mill Creek Pier, MCP. There are two (2) ADP applicants and two (2) RMP on the waiting list. The marina staff would offer slips to the two ADP. The ADP would have 72 hours to accept slips. The marina staff will assign slips to the ADP upon acceptance and full annual payments. Upon completion of the random draw of the 16 RMPs currently occupying slips, the marina would immediately notify the two (2) RMPs bumped out of their slips and offer storage assistance beginning on 31 March.

The Random Draw process:

The marina places the sixteen (16) RMP names in a draw box. Management draws fourteen names to establish the assignment of the fourteen (14) slips. The last two (2) names would then be drawn and assigned alternate numbers of one (1) and two (2).

Note <sup>1</sup> The marina offers the two (2) bumped RMP berthing at the marina's mooring field or dry storage at the current rate for berthing or storage at their new location.

Note <sup>2</sup> The marina staff places the two (2) bumped RMP at the top of the waiting list for first chance at the next vacancy.

Note <sup>3</sup> The marina would not extend the offer to RMP on the waiting list unless one or both applicants declined the slips.

Note <sup>4</sup> The marina would not extend the offer to applicants in priority groups 5-8 until priority group 4 was exhausted.

Note <sup>5</sup> The marina repeats this process for any priority group where demand exceeded capacity.

Note <sup>6</sup> MCP has a 'No Bump' policy for slips under contract for the agreed upon contract period.

### Wait List Slip Assignment Example

On 1 April there are no ADP and 20 Retired members on the MCP Wait List. The marina would offer the first available slip to the retired member on the wait list with the earliest date on his/her application.

On 1 April there are no ADP and 20 Retired members on the MCP Wait List. An ADP files an application on 2 April. The marina would offer the first available slip on/or after 2 April to the ADP on the wait list with the earliest date on his/her application.

### Pro Rata Fee Example

The marina offers CAPT Jane Doe a slip that became available on 1 June. CAPT Jane Doe owns a 30' boat. CAPT Doe will pay an annual fee of \$64 per foot = \$1920.00/365 days per year time 304 days left in the year = \$1599.00. The marina will also use the pro rata calculations for early termination refunds.