

BASE KODIAK MORALE, WELL BEING AND RECREATION (MWR)  
STANDARD OPERATING PROCEDURE (SOP)

**Outdoor Recreation Boat House – Boat Operations and Camper, Trailer, and Gear Rental**

Effective Date: April 2026

- 1) **PURPOSE.** To set forth guidelines for the operation of the Base Kodiak MWR Boathouse operations, including boat, camper, trailer and gear rentals.
- 2) **AUTHORITY.**
  - a) Coast Guard Morale, Well Being, and Recreation Manual, COMDTINST M1710.13(series)
  - b) Coast Guard Non-Appropriated Fund Instrumentalities (NAFI) Manual, COMDTINST 7010.5 (series)
  - c) International Navigation Rules (72 COLREGS)
- 3) **PATRONS.** Only MWR eligible patrons are authorized to use Boat House facilities and rental equipment. Patrons are defined as: Active-Duty Military, dependents of Active-Duty Military, reservist, retirees, civilian federal government employees, auxiliary members and any other authorized customers as outlined in the Coast Guard Morale, Well-Being, and Recreation Manual or by Base Kodiak Commanding Officer.
- 4) **DISCUSSION.** The Base Kodiak MWR Boathouse is a category B facility. These programs satisfy the basic physiological and psychological needs of service members and dependents, providing to the extent possible, a community support system that makes Coast Guard units temporary hometowns for a mobile military population. These activities differ from those in Category A primarily because fees are usually charged for participation and thus some revenue, although limited, is generated.
- 5) **GENERAL PROCEDURES.**
  - a) MWR facilities, gear and equipment (boats, campers, trailers, filet house, vacuum sealing room, etc) may not be used for any commercial purpose or personal monetary gain. The patron making the reservation is required to check out the equipment, always remain with the equipment, and is responsible for the equipment. If a patron is found in violation of this policy, they will lose access to all Boat House facilities (including filet house and vacuum sealing room) and gear and may face administrative action.
  - b) **Damage and Cleaning Fees:**
    - (1) The patron shall ensure a thorough inspection of rental equipment is completed with a Boat House staff member and all rental agreement paperwork completed and terms acknowledged prior to departing with rental items.
    - (2) Any damage fee will be assessed during the return inspection. Any damage found, outside normal wear and tear, will be documented on the rental agreement.

Replacement cost for broken, damaged, or missing component(s) will be communicated to the patron by the Boat House Supervisor and retail value for replacement of component(s) will be charged to the credit card on file.

- (3) Patrons MAY NOT purchase their own items to replace broken or damaged MWR equipment. A copy of the purchase receipt will be given to the patron when they are charged for the replacement component(s).
- (4) All rental equipment shall return in the condition it was rented. Normal wear and tear is to be expected. A cleaning fee of \$30.00 per hour will be charged to the patron's credit card on file if the cleaning checklist is found to be incomplete.
- (5) **NO SMOKING IS AUTHORIZED INSIDE ANY CAMPER.**

c) Boat rentals:

- (1) MWR Eligible Patrons are authorized to check-out boats attached to the Kodiak MWR Outdoor Rec Boat House. The MWR Boat House reserves the right to refuse use of its boats and equipment to anyone who is deemed irresponsible and/or a danger to themselves, others, or any property.
- (2) Patrons must be at least 18 years of age or older with a valid driver's license to rent a boat. Active-Duty members who are under 18 years of age, with a valid driver's license are also eligible to rent boats.
- (3) **Before any boat or raft with an engine can be checked out, all patrons must have a current Kodiak MWR Boat Card.** The Kodiak MWR Boat Card is issued by the Boat House staff upon their verification of completion of the below listed steps. The MWR Boat Card will be listed in your account under "Memberships" within the Sportsman Web online reservation system at <http://www.kodiakmwr.activityreg.com>. The Kodiak MWR Boat Card is good for four (4) boating seasons and is obtained by completing the following items:
  - (a) Step 1: Complete the Boating Safety Certification for the state of Alaska: <http://www.boatus.org/alaska/>. This completion certificate must be emailed to [basekodiakboathouse@gmail.com](mailto:basekodiakboathouse@gmail.com).
  - (b) Step 2: Thoroughly read and understand the MWR Boat House SOP. This can be located at <http://www.kodiakmwr.com> > Facilities > Boat House. The Boat House staff can provide a copy upon request in-person.
  - (c) Step 3: Pass the Kodiak MWR Boat House Test located here: [Boat House Test](#). This test can also be accessed in-person at the Boat House. Reviewing the SOP and passing the Boat House Test are required annually to ensure any updates to policy are understood.
  - (d) Check rides with a Boat House Supervisor are no longer mandatory. Patrons may request a check ride to get familiar with the boat, and Boat House staff may REQUIRE a check ride if deemed necessary.
- (4) Reservations:
  - (a) Boat House reservations will be made via Kodiak MWR's Activity Reg online registration system <http://www.kodiakmwr.activityreg.com>. The link to this website can also be found on the Kodiak MWR website: [kodiakmwr.com](http://www.kodiakmwr.com) > Facilities > Boat House
  - (b) For all boats, the reservation will be submitted as a request and will be approved by Boat House staff during working hours. Once the reservation has

been approved, the patron will be charged for all fees associated with the rental. Patrons who do not have a valid Kodiak MWR Boat Card on file in their Sportsman Web account, WILL NOT have their reservation request approved.

- (c) A patron may call during normal working hours or email the Boat House to request verification of their Boat Card in the system.
  - (d) MWR boats may be reserved up to 14 days in advance. Only one boat can be reserved at a time within any 14-day window. However, the patron may visit the Boat House to inquire if there is an available boat for the current day. If the Boat House staff confirms availability, the patron can then reserve the open boat in person with Boat House staff.
- (5) Cancellations:
- (a) Cancellations must be made 5-days prior to a reservation. Failure to cancel within 5 days will result in a forfeit of all fees. In the event of an emergency or a duty standing issue, the patron may contact the Boat House Supervisor to request a refund. Decisions will be made on a case-by-case basis.
  - (b) Cancellations need not be made on days with posted weather advisories. These refunds will be automatically initiated by Boat House staff.
  - (c) Rafts and kickers returned before the designated due date are not eligible for a refund or prorated credit.
- (6) Boat Departure and Return Procedures:
- (a) Boats will not be released from the pier prior to the reservation time. Patron shall complete required rental agreement acknowledgement and a boat check out sheet and provide it to a Boat House staff member prior to being released from the pier.
  - (b) Boats MUST be returned to the pier, with all rental gear returned to the Boat House no later than the end time on the reservation. Before leaving the pier at the end of the boating day, the patron is required to remove all trash and thoroughly clean the boat with scrub brush and freshwater provided on the pier to remove all foreign material, including scales, blood, slime, and salt water from the entire boat.
- (7) Personnel requirements for 23 foot Pacific boats:
- (a) There must be always at least 2 people in the boat.
  - (b) The second person in the boat must be at least 14 years old.
  - (c) There can be no more than 6 people in any boat at any time.
  - (d) Failure to follow these rules may result in forfeiture of your MWR Boat Card.
- (8) Anchoring:
- (a) The boat's anchor should always be accessible and kept in a ready condition so that it can be deployed quickly in the event of a loss of power. A timely deployment of the anchor, even in deep water, may accomplish two things; it will keep you from going on the beach and keeps the boat bow into the seas, which reduces the chances of swamping.
  - (b) The anchor will be made (tied) to the bow cleats only! Securing the anchor line in any other location is extremely hazardous and could result in swamping and/or capsizing. Patrons must be aware of a fouled anchor, which is, an anchor that is hung up on the bottom. In order to free the anchor, the boat

operator should drive ahead in the direction of the anchor as a crew member pulls up the slack in the line. As the line becomes vertical (over top of the anchor), have a crew member make off (tie) the anchor line. The boat operator should then maneuver the boat over the line and the anchor should release. Once released, you may pull up the anchor by hand or attach the anchor ring using the shackle with buoy. After the rig is attached, maneuver the boat in a gradual widening circle keeping the anchor line away from the engine propeller. This technique is normally used when anchored in deep water as the rig you connect to the anchor line with buoy will catch on the anchor and chain once it is pulled to the surface by the boat momentum. Alternatively, a fouled anchor may be cut loose if conditions are safe to do so. Attempt to cut the anchor line as close as possible to the water's edge. All boats that no longer have an anchor on board must notify the Boat House and return immediately for a replacement anchor. The operator will be charged for the cost of the anchor and assembly. Patrons who choose to remain out fishing without an authorized anchor on board, may lose their privilege to rent MWR boats.

- (9) As Per Alaska Department of Fish and Game Regulations, a Rockfish Conservation and Deepwater Release Tool will be available on each Boat. If the tool is lost or damaged, the patron will be responsible for a replacement fee. Patrons are more than welcome to bring their own Deep Water Release tools.
- (10) Crab pot pulling is authorized from the 23' Pacific boat. Gillnetting is ONLY authorized when using a raft.
- (11) Unauthorized activities:
  - (a) Gillnetting is NOT authorized from any 23' Pacific boat.
  - (b) There is no swimming or water skiing from any MWR watercraft.
  - (c) No pets are allowed on morale boats.
  - (d) **NO ALCOHOL IS ALLOWED ON MORALE BOATS**
  - (e) **MWR WILL NO LONGER CONDUCT ANY TOWING OR EMERGENCY RESPONSE OPERATIONS. IF PATRONS FIND THEMSELVES IN A DANGEROUS OR EMERGENCY SITUATION, THEY SHALL USE CHANNEL 16 TO REQUEST ASSISTANCE FROM THE APPROPRIATE EMERGENCY RESPONDERS.**
- (12) Outboard Motors – Operations and Procedures:
  - (a) All MWR 23' Pacific boats have an electric key start.
  - (b) As soon as the engine starts, release the key. Check to see if water is discharging from the engine. If no discharge is seen or an alarm sounds, shut off the motor immediately! Monitor this discharge stream frequently during operation. With the engine turned off, tilt the engine up to inspect the water intakes. If the intakes are clear and water is still not discharging when you turn the engine back on, DO NOT USE THE ENGINE. Call the Boat House cell phone for assistance. (907) 217- 4252.
  - (c) If you need to tilt the engine out of the water, turn it off first. To tilt the engine out of the water you must push the “up” side on one of the trim switches. There is one trim switch located on the side of the engine and also another switch located on the engine throttle handle. To lower the engine, push the

- “down” switch and return the engine to its optimal trim setting as indicated by the trim position indicator.
- (d) To put into gear, snap the shifter into the desired position. Do not slowly engage the shifter, as this will damage the gear.
  - (e) Engine Alarms: MWR boats have system “check engine” monitors. System check alarms are dash mounted gauges and buzzers that alerts the operator to certain system failures. Sensors on the power head monitor the following conditions:
    - i. No oil, Water temperature, and check engine.
    - ii. When a failure is detected, the ECU stores a service code, the buzzer sounds for 10 seconds, and a gauge LED will light for a minimum of 30 seconds.
    - iii. If the failure is momentary, the light will remain lit for the full 30 seconds but will go out.
    - iv. If the failure is persistent, the light will remain lit until the key is turned off or the failure is corrected. The light will re-occur on the next start-up if the problem is not corrected.
  - (f) Trouble shooting alarms: For any troubleshooting procedures, head to safe water before proceeding:
    - i. For high temperature alarm, come down to neutral and observe raw water discharge from outboard, if discharge has good flow, then continue running for 30 seconds and wait for alarm to clear. If no discharge is observed, immediately secure the engine and tilt it up out of the water and check the cooling intakes and clear any obstructions (i.e., trash, sea grass, kelp). Lower the engine back in the water. At this point, restart the engine and allow engine to run on idle for two (2) minutes to cool down. If the alarm continues, after 30 seconds, shut down the engine and contact the boat house at (907) 217- 4252. If the alarm ceases, continue boating.
  - (g) The maximum operating RPM for all morale boats is 5500 RPM. Do not exceed the RPM limitation or major ENGINE DAMAGE IS LIKELY TO OCCUR. The CPU on the engine will record how the engine was operated and if the CPU indicates that the operating procedures were not followed, the operator will be held liable for any damages.
  - (h) If you have any questions about the outboard operations, ask the Boat House personnel. They will show you the proper procedures. This will help prevent accidents and damage.
- (13) Navigation and Safety Rules:
- (a) All waters in Alaska fall under the International Navigation Rules (72 COLREGS) and are enforced by law enforcement. All operators have a legal obligation to understand and abide by these rules and will be held liable for failing to abide by them in the event of a marine traffic accident. Before operating a boat, be sure to review and know the rules and follow them! A copy of the rules can be views and downloaded at <https://www.navcen.uscg.gov/?pageName=navRulesContent>
  - (b) If there is a weather advisory of any type (gale, small craft advisory, dense fog, etc.), or the Boat House shift leader deems that the weather is not

- conducive to boating, they will not allow the boats, including rafts, to leave the pier, until conditions improve and/or the advisory is lifted. The Boat House shift leader has the right to determine that the weather is not conducive to boating even if weather advisory is not in effect. In this case, Boat House personnel will hold the boats from leaving the pier until conditions improve. If this occurs, the MWR Boat House shift leader will check weather conditions and reports then decide if the boating day is to be canceled.
- (c) For the safety of our patrons, the Boat House Shift Leader may recall all boats to the pier at any time if a weather system arrives ahead of schedule.
  - (d) For reference, less than ½ mile visibility due to fog or heavy rains, seas over four feet and/or winds greater than 20kts as reported by NOAA are considered upper thresholds for safe boating.
  - (e) Boats must be back at the pier at the designated time. Boathouse personnel reserve the right to restrict operational hours and areas due to safety conditions (including fog).
  - (f) If the operator has any non-emergency problems or concerns that arise during the boating day, the operator may contact the Boat House on the Boat House cell phone (907) 217-4252.
  - (g) If the operator has an emergency condition, the operator should conduct a distress call “mayday” on channel 16.
  - (h) Filing a float plan at the Boathouse is required as part of the rental checkout procedures. The operator may make changes to their float plan by contacting the Boat House (907) 217-4252; any changes to the float plan must be made prior to the agreed return time.
  - (i) The MWR boat is outfitted with gear that is to be used for emergencies. Please refrain from using such gear for anything other than its intended purpose. If the emergency kit is opened and any of the contents used, you must let the Boat House staff know so the items can be replaced.
  - (j) In the event of an engine failure, the MWR boats are equipped with a kicker engine. This engine should be used to get the operator back to the MWR Boat House pier. The patron must be familiar with the operation of the kicker engine as part of the checkout procedures.
- (14) Boarding the boats:
- (a) Never jump into the boat from the pier. Never board the boat with an arm full of gear. Leave the gear on the pier. Board the boat and then load the boat.
  - (b) Stow and secure all gear to keep it from becoming loose while underway, especially during rough or heavy seas. Keep in mind the trim aspects of the boat; try to keep the center of gravity slightly aft of the middle of the boat.
- (15) Getting Underway:
- (a) Release and secure mooring lines and push boat away from the pier before putting into gear.
  - (b) Remember: Extra caution and slower speeds reduce your chances of having an accident (slow is pro). "Safe speed" is defined as that speed where you can take proper and effective action to avoid collision.
  - (c) The Emergency stop lanyard will always remain attached to the operator! There is a D-ring on the right side under the pocket of most life jackets for this

purpose. NOTE: You may detach the kill cord in the immediate vicinity of the pier, if necessary, once the engine is in neutral.

- (d) Do not “gun’ the engine; take off slowly and gradually increase speed.
- (e) Do not exceed 5500 RPM or 30 knots. Once you get the boat on a plane, ease back on the throttle. This will save gas and reduce engine wear and tear.
- (f) Life jackets shall be worn at all times while underway and while at anchor on all morale boats. Minors shall wear life jackets at all times while on the pier and aboard all morale boats. Failure by the primary boat operator to enforce this will result in a temporary suspension or total loss of boating privileges.
- (g) Do not hang over the bow or sides or sit on the rails.
- (h) Do not operate without a lookout. Always keep your crew alert.

d) Equipment Rentals (Campers, Trailers, Various Gear):

- (1) MWR Eligible Patrons are authorized to check-out RV Campers, Trailers, and a variety of other gear available at the MWR Outdoor Rec Boat House. The MWR Boat House reserves the right to refuse use of its rental equipment to anyone who is deemed irresponsible and/or a danger to themselves, others, or any property.
- (2) Scamp Camper Trailers:
  - (a) MWR Outdoor Rec Boat House has two 13’ and three 16’ SCAMP Lite trailers. There are no cooking, toilet, or water capabilities in these campers, allowing them to be used during summer and winter months. For more information on the layout of the campers, visit [www.scamptrailers.com](http://www.scamptrailers.com). Your vehicle must be equipped with compatible trailer lights and a ball/hitch rated for the capacity of the trailer.
  - (b) 13’ Scamp trailers weigh 1,250 lbs, tongue weight of 150 lbs and sleeps up to 4 people. Patron shall provide their own hitch with a 2” ball size and a round pin connection to the vehicle.
  - (c) 16’ Scamp trailers weigh 1,650 lbs, tongue weight of 150 lbs and sleeps up to 5 people. Patron shall provide their own hitch with a 2” ball size and a round pin connection to the vehicle.
- (3) Dutchmen Camper Trailers:
  - (a) MWR Outdoor Rec Boat House has two 21’ Dutchmen Aspen Trail 17BH Camper Trailers. Complete with a 27 gal fresh, 28 gal grey and 28 gal black water tanks, 6 gal water heater, shower, toilet, two-burner cooktop, sink with high rise faucet, 20,000 BTU furnace for heating, 3.3 cu. ft. refrigerator, microwave, toilet, shower, heater, 13,500 BTU air conditioning, and 10’ power awning, queen bed, twin bunk beds and a dinette table that drops down for a 4th bed and sleeps up to 5.
  - (b) Dry weight of 3,069 lbs, cargo weight 781 lbs, tongue weight of 396 lbs. Patron shall provide their own hitch with a 2 5/16” hitch ball size and a round pin connection to the vehicle.
- (4) 2 ATV/utility hauling trailers are available for rent. Patron shall provide their own hitch with a 2” hitch ball size and 4 pin rectangle connection to the vehicle.
- (5) Patron’s vehicle must be equipped with trailer lights and the appropriately sized ball/hitch rated for the capacity of the trailer.
- (6) All equipment shall be inspected before and after the mission, and at all stops along the way, whether for fueling or driver rest.

- (7) Lights shall be always operational on the trailer while in use. Lighting problems are often caused by a poor ground connection between the tow vehicle and the trailer.
  - (8) Each trailer shall be equipped with appropriately sized chocks that travel with the trailer. These chocks shall be properly placed around the trailer wheels prior to disconnecting the trailer, no matter the load condition of the trailer or topography of the ground the trailer is sitting on.
  - (9) Spotters and Signals:
    - (a) Spotters shall be used whenever trailers are engaged in backing or in close quarter maneuvering situations (e.g., fueling, parking).
    - (b) Spotters will position themselves such that they can clearly see the hazards present and can convey the location of those hazards to the driver operating the vehicle. Care should be taken to keep the spotter from being between a hazard and the vehicle or trailer.
    - (c) Both verbal and visual signals shall be used by the spotter.
  - (10) Cancellations:
    - (a) A 5-day notice is required for all cancellations. For emergencies or duty standing issues, please contact the Boat House Supervisor to request a refund.
    - (b) Items returned before the designated due date are not eligible for a refund or prorated credit.
- e) Fees:
- (1) 23' Pacific boats (fuel included)
    - (a) \$225.00 - Half day rental. Saturday & Sunday only
    - (b) \$350.00 - Full day rental
  - (2) Large Rafts - (includes paddles, foot pump, and emergency supply drybag kit) Max rental 14 days.
    - (a) \$50.00 – per day
    - (b) \$315.00 – per week
  - (3) Alpaca Pack Rafts - (includes inflation bag, stuff sack, and basic repair kit) Max rental 14 days.
    - (a) \$40.00 – per day
    - (b) \$250.00 – per week
  - (4) Honda 8hp Kicker
    - (a) \$15.00 – per day
    - (b) \$99.75 – per week
  - (5) Honda 9.9hp & Suzuki 15hp Kicker
    - (a) \$20.00 – per day
    - (b) \$133.00 – per week
  - (6) Downrigger- Max 7 day rental
    - (a) \$15.00 – each per day. These are available on a first come first serve basis.
  - (7) Nets- If you are renting a boat, you will not be charged for a net. Nets are issued on a first come first serve basis and are not guaranteed with your boat rental.
    - (a) \$2.00 – per day
  - (8) Fish Coolers- If you are renting a boat, you will not be charged for a cooler. Coolers are issued on a first come first serve basis and are not guaranteed with your boat rental.

- (a) \$3.00 – per day
- (9) Generators- Max rental 7 days
  - (a) 1000 watt - \$5.00 – per day
  - (b) 3000 watt - \$15.00 – per day
- (10) Fishing Poles- Max 7 day rental. Note: If you are renting a boat, you will not be charged for poles. Poles are issued on a first come first serve basis and are not guaranteed with your boat rental.
  - (a) \$5.00 - per day
  - (b) \$15.00- per week
- (11) 13’ Scamp Camper- Max rental 7 days
  - (a) \$70.00 – single day
  - (b) \$157.50 – three (3) days
  - (c) \$343.00 – week
- (12) 16’ Scamp Camper- Max rental 7 days
  - (a) \$90.00 – single day
  - (b) \$202.50 – three (3) days
  - (c) \$441.00 – week
- (13) Aspen Trail Camper- Max rental 7 days
  - (a) \$90.00 – single day
  - (b) \$202.50 – three (3) days
  - (c) \$441.00 – week
- (14) ATV/Utility Trailer- Max rental 1 week
  - (a) \$30.00 – single day
  - (b) \$50.00 – three (3) days
  - (c) \$100.00 - week
- (15) Lawn Mower- 24 hour rental max
  - (a) \$5.00 – single day
- (16) Weed Eater- 24 hour rental max
  - (a) \$5.00 – single day
- (17) Marina Boat Slip- Not to exceed 7 consecutive days or 3 weeks per season
  - (a) \$5.00 – single day
- (18) Gas, bait, and tackle retail costs are not included in the above fees, except for 23’ Pacific Boat rentals where fuel is included.

f. Hours of Operation:

- (1) Boat House hours will be from 8am-4pm, Monday-Friday, 01 May 2026 to 25 May 2026, and 17 September 2026 to 04 December 2026, staffing dependent.
- (2) Boat House hours will be from 9am-7:30pm Thursday through Monday, 29 May 2026 to 14 September 2026.
- (3) 23’ Pacific Boat rentals are available between 29 May 2026 and 14 September 2026. Full day rentals are from 9am-7pm, ½ day rentals are from 9am-1:30pm and 2:30pm-7pm.
- (4) All other rental gear will be available for rental between 01 May 2026 and 04 December 2026.
- (5) Boat House will be closed for seasonal maintenance starting 07 December 2026.

g. Rental Pick and Return Hours:

- (1) Between 01 May 2026 and 25 May 2026, Rental pick up is between 1pm-3:30pm Monday-Friday.
- (2) Between 04 May 2026 and 25 May 2026, Rental drop off is between 10am-12pm Monday-Friday.
- (3) Rental pick up is between 1pm-7pm Thursday-Monday starting 29 May 2026.
- (4) Rental return is between 10am-12pm Thursday-Monday starting 29 May 2026.
- (5) Rental items may only be picked up and returned on days the Boat House is open. Patrons will be charged for days the Boat House is closed, if they choose not to return the item before the facility closes for their “weekend”.
- (6) The above listed dates and times are subject to change at the discretion of the Base Kodiak MWR staff. A real time calendar can be found on the MWR Boat House website. [Kodiakmwr.com](http://Kodiakmwr.com).