



DEPARTMENT OF THE ARMY
97TH MILITARY POLICE BATTALION
RITZBERG HALL, 8618 SUSTAINMENT DRIVE
FORT RILEY KANSAS 66442

REPLY TO
ATTENTION OF

AFZN-BE

8 February 2012

MEMORANDUM FOR RECORD

SUBJECT: POV Storage Lot Duties and Responsibilities

1. This memorandum is to aid the POV lot attendant in their daily duties.
2. A Soldier, married or single, is authorized to store his/her vehicle in the Fort Riley POV lot when he/she is deployed for a period of 30 days or greater.
3. Duty hours are Monday – Friday 0900 - 1500.
4. Daily duties as outlined in the 97th Military Police Battalion POV Storage Lot SOP:
 - a. Ensure the safe storage of POVs of deployed Soldiers.
 - b. Daily inspections and accountability of all vehicles stored in POV lot.
 - (1) Total number of vehicles presently in lot will be annotated along with empty spaces available daily.
 - (2) If a vehicle is found with damage a note will be made on the Soldier's vehicle packet, with an annotation of the date and damage that was discovered.
 - (3) If the damage was due to weather (e.g., a hail storm), the date of the storm will be annotated on the Soldier's vehicle packet along with type of damage to vehicle.
 - (4) If a vehicle appears to have been broken into, notify Military Police and make a report. Annotate the date, names of personnel who responded to call and the report number on vehicle packet.
 - (5) Conduct a daily inspection of the fence line. If the fence line is compromised contact Department of Public Works and the Military Police, if necessary.
 - (6) Ensure office is neat and orderly at all times and all trash removed before leaving.
 - (7) Ensure police call of POV storage lot is complete before leaving.
5. Scheduling an appointment.

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- a. Deploying/redeploying unit must coordinate five days in advance prior to vehicles being turned-in or picked-up.
- b. Individuals or groups of five or less deploying/redeploying must coordinate 24-hours in advance prior to vehicle(s) being turned-in or picked-up.
- c. Unit/Soldier(s) must contact POV lot attendant at (785) 307-4849.
- d. Appointments on the weekend may be permitted so long as Soldier provides at least 24-hours in advance. Units with more than five soldiers deploying/redeploying must make arrangements five (5) days in advance.
- e. Walk-ins will be done on a case-by-case basis when there are no appointments scheduled for the day.
- f. No appointments will be scheduled during hours of darkness due to the fact that a proper inspection of the vehicle cannot be conducted.

6. Vehicle turn-in.

a. A spare key must be available to be put in Soldier's vehicle packet. It is Soldier's individual responsibility to ensure they have a copy of their vehicle key at turn-in.

b. Soldiers must present the following documents in order to store their vehicle in the POV lot:

- (1) Copy of deployment orders.
- (2) Vehicle registration (must be current).
- (3) Proof of insurance (must be current).
- (4) Valid driver's license.
- (5) Military ID (must be current).
- (6) In-Processing Worksheet (Encl 1).
- (7) Vehicle key (spare is sufficient).
- (8) FR Form 904 (Five Copy (Enclosure 2)).
- (9) Special Power of Attorney (as required).

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(10) Digital Photos may be added to the packet. Digital photos will have proof of date no more than seven (7) days from the date of turn-in

c. The vehicle must be inspected during turn-in.

(1) The POV lot attendant and the Soldier who owns the vehicle conduct a joint inspection. Any damage existing at the time of turn-in will be noted on FR Form 904.

(2) The POV lot attendant will also inspect the interior of the vehicle, to include the trunk, for cleanliness. If the interior contains trash or personal belongings, the Soldier will not be allowed to turn-in his/her vehicle.

(3) The only items allowed to be stored in the vehicle are the minimal tools necessary to reconnect battery and start the vehicle.

(4) Once the vehicle is properly inspected and all other documents are in order, the vehicle is then parked by the Soldier in the assigned space given. The current odometer reading is annotated along with the space assigned (letter and number) on the POV inspection form.

(5) FR Form 904 is then signed by both the Soldier and the POV lot attendant. The completed pink copy of FR Form 904 is retained by the owner, and the orange copy will be placed inside the vehicle glove box. The white, green and yellow copies of FR Form 904 will be retained by the POV lot personnel and placed in the vehicle packet.

d. The POV lot attendant shall maintain a vehicle packet.

(1) The vehicle packet will be stored in a sealable manila envelope

(2) On front of the envelope the following information will be noted: line one will include the Soldier's name, rank, the vehicle year, make, model, color, and license plate information; and line two will indicate the Soldier's unit and the space number of where the vehicle is parked. The POV Lot In-Processing Worksheet will also be stapled to the outside of the packet.

(3) Inside the envelope will be a copy of the following:

(a) Copy of Soldier's ID card.

(b) Copy of valid driver's license.

(c) Copy of valid registration.

(d) Copy of valid insurance.

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(e) Copy of deployment orders.

(f) Three copies of FR Form 904 (Enclosure 2).

(g) Spare key.

(4) The envelope is sealed and placed in the filing cabinet in alphabetical order.

7. Vehicle pick-up.

a. In order to pick-up a vehicle, a Soldier must have the following items:

(1) Vehicle registration (the State of Kansas has granted a seven day extension for expired registrations. This form will have to be verified and signed by the Soldier's commander)

(2) Proof of insurance (must be current).

(3) Valid driver's license.

(4) Military ID (must be current).

(5) Vehicle key (spare is sufficient).

(6) The pink copy of FR Form 904 completed at the time of turn-in (Enclosure 2).

(7) POV release document, which is to be completed at the POV lot with POV lot attendant.

(8) Special Power of Attorney (as required).

b. POV Lot Attendant will then:

(1) Pull Soldier's vehicle packet from the filing cabinet.

(2) Review FR Form 904 completed at turn-in and conduct an inspection at the time of pick-up. If there is any new damage claimed, the owner can annotate the damage on the release document. The Military Police should be contact at (785) 239-6767.

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(3) Check odometer reading to ensure it matches mileage reported at time of turn-in.

(4) Have Soldier fill out the release document and have Soldier sign. The POV lot attendant will also sign the release document at the bottom where indicated. The signature of the lot attendant does not represent agreement of any damage, but merely serves as a record of the vehicle's release. Only one copy of the release document is required to be completed and signed by the parties. The original will be kept by the lot attendant and filed with the other documentation.

(5) Once all paperwork is in order, staple all forms together and place them in the filing cabinet on left side of the top drawer.

(6) If damage was found and the Military Police completed a DA form 3975, the lot attendant will make a copy of release document and advise the POV owner to take the FR Form 904 page one and two to the Fort Riley claims office.

c. Issues Starting Vehicles. Allow Soldier and unit time to self recover, if self recovery fails the Soldier shall have the vehicle towed as his/her own expense.

8. Point of contact is for this memorandum is SSG Vanvalkenburg, Scott, (785) 240-6077, email: scott.a.vanvalkenburg.mil@mail.mil



MICHAEL L. MATHEWS
LTC, MP
Battalion Commander

3 Encls

1. In-Processing Worksheet
2. FR Form 904 (5 copy)
3. POV Turn-In Instructions