



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
500 HUEBNER AVENUE
FORT RILEY, KANSAS 66442-5000

IMRL-ZA

8 February 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Privately Owned Vehicle (POV) Storage Lot

1. References.

- a. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- b. Army Regulation 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), 20 September 1993.
- c. Army Regulation 385-10, Army Safety Program, 23 August 2007, RAR 4 October 2011.
- d. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 August 2004.
- e. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 December 1997.
- f. Fort Riley Regulation 190-5, Motor Vehicle Traffic Supervision and Installation Traffic Codes, 22 January 2009.

2. Purpose. To provide guidance on the operation of the Privately Owned Vehicle (POV) storage lot (located on the western edge of Building 7920 parking lot).

3. Objective. To provide a safe and secure site on Fort Riley to store POVs during deployment for all authorized users of this service.

4. General.

a. Authorized Use. Soldiers who are under orders to deploy for a period greater than 30 days are authorized to store one POV in the POV storage lot. Any individual may in-process a POV into or out-process a POV from the POV storage lot on behalf of a Soldier, so long as the following conditions are met: (1) the Soldier is otherwise authorized to use the POV storage lot; and (2) the individual acting on behalf of the Soldier has a valid Special Power of Attorney (SPOA) from the Soldier with specific language that grants the individual authority over the vehicle to be stored. The individual acting on behalf of the Soldier will present a copy of SPOA to the POV

IMRL-ZA

SUBJECT: Privately Owned Vehicle (POV) Storage Lot

storage lot processing team when in-processing or out-processing the POV. The POV storage lot processing team will maintain a copy of the SPOA as part of the POV packet.

b. Hours of Operation. Hours of operation for POV in and out-processing are duty days Monday - Friday from 0900 to 1500 hours, however the POV storage lot will not be staffed except during scheduled appointments during these hours. An appointment for in or out-processing is required to be made 24-hours in advance. The contact number for processing a POV is (785) 307-4849.

5. Procedures for In-Processing Vehicles.

a. All deploying Soldiers must have an appointment to turn in a vehicle to the storage lot.

(1) 24-hour notice is required for processing an individual vehicle. A minimum of five (5) days is required for units processing five (5) or more vehicles.

(2) It is advised that units stage vehicles that are going to be stored in the POV storage lot a day prior in the unit area and conduct pre-inspections of POVs and follow instructions listed in Enclosure 3 to ensure a faster processing time. Average time of processing each vehicle for turn-in is 15 - 20 minutes. Vehicle turn-in will not be scheduled for the same day as manifest. Units scheduling vehicle turn-in need to have an accurate count of vehicles to be processed when making the appointment, to ensure appropriate personnel are available at the POV storage lot for the appointment. There will be no vehicles processed during the hours of darkness.

b. POVs are defined as passenger cars, pick-up trucks, and motorcycles used as daily transportation. Dirt bikes, ATVs, jet skis, RVs, boats, and other recreational vehicles are not authorized to be stored in the POV storage lot. Storage of recreational vehicles can be coordinated through Outdoor Recreation at (785) 239-2363.

c. The following documents are required to turn-in a vehicle:

- (1) Copy of deployment orders.
- (2) Vehicle registration (must be current).
- (3) Proof of insurance (must be current).
- (4) Valid driver's license.

IMRL-ZA

SUBJECT: Privately Owned Vehicle (POV) Storage Lot

- (5) Military ID (must be current).
- (6) In-Processing Worksheet (Enclosure 1).
- (5) Vehicle key (spare is sufficient).
- (8) FR Form 904 Inspection Sheet (Five Copy) (Enclosure 2).
- (9) Special Power of Attorney (as required).
- (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

d. Vehicles will be cleaned prior to turn-in. No personal items are authorized to be stored inside the trunk or cabin compartment space other than those considered part of the vehicle (spare tire, jack, in-dash stereo, etc.). A small emergency tool kit can be stored in the trunk. Loss of personal property stored in the POV storage lot will not be reimbursable by the Government. Vehicle covers and "vehicle bras" must be removed. Any loose stereo equipment must be removed. Truck tool boxes permanently mounted in the bed of a truck must be empty except for a small tool set and jumper cables. All windows must be rolled up and the factory locks activated.

e. POV lot personnel will distribute FR Form 904, with all colored copies, to owners turning in a vehicle for storage. The owner will fill out blocks 1 - 3 of Part I. The owner and POV lot personnel will conduct a joint inspection of the vehicle and note any physical damage or non-operational aspects of the vehicle on the FR Form 904. The completed pink copy of the FR Form 904 will be 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, along with the spare key, and copy of the registration and insurance. The vehicle packet will be stored in the POV storage lot safe.

f. The vehicle packet will be sealed with the In-Processing Worksheet (Enclosure 1) neatly stapled to the exterior of the packet.

g. The vehicle may be moved by POV lot personnel while in the POV storage lot to meet operation requirements of the storage lot. Therefore, it is imperative that owners leave a key to the vehicle in the packet.

6. Procedures for Out-Processing Vehicles.

- a. The following documents are required to pick-up a vehicle:

IMRL-ZA

SUBJECT: Privately Owned Vehicle (POV) Storage Lot

(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) FR Form 904 Inspection Sheet (pink copy of Enclosure 2)

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

b. In order to claim his or her vehicle, the owner should present to lot personnel the pink copy of the FR Form 904 completed at time of turn-in. The owner and POV lot personnel will conduct a joint inspection of the vehicle and note any physical damage or non-operational aspects of the vehicle on the backside of the white FR Form 904 that were not present during the in-processing inspection. Both the owner and inspector will sign the release document. The signature of POV storage lot personnel does not represent agreement of any damages, but merely serves as a record for the release of the vehicle from the storage lot. Once the inspection is complete, the owner will be given the pink copy and orange copy of FR Form 904. The remaining copies, to include the one signed at release, will be retained by the POV storage lot personnel. Soldiers intending to file a claim with the Government for any damage should bring the vehicle to the Claims Division, Office of the Staff Judge Advocate as soon as feasible for further inspection. Claims for normal wear and tear and mechanical defects are not compensable. The phone number for the Claims Division is (785) 239-3830.

c. If the vehicle registration is expired (for the state of Kansas), the owner must complete a Seven Day Registration Extension Card signed by the Soldier's Company Commander prior to picking up the vehicle. The card should remain in the vehicle at all times while the vehicle is being driven until the registration has been renewed. The owner of the vehicle is the only authorized driver during the seven day extension period. If registration is from a state other than Kansas, the owner of the vehicle must determine if there is an extension policy for the state of registration.

d. A release document (back page of Enclosure 2) will be executed when the POV is released from the POV storage lot to the owner. The release document serves

IMRL-ZA

SUBJECT: Privately Owned Vehicle (POV) Storage Lot

as a record of who picked up the POV and also indicates any discrepancies from the condition of the vehicle upon turn-in. The release document will be completed only at the time of release. Only one original of the release document must be completed at the time of withdrawal. The original release document, signed by both the owner and lot attendant, will be retained by the POV storage lot personnel.

e. Inoperable Vehicles. Soldiers whose vehicles are inoperable at the time of withdraw are responsible for having their vehicle towed from the POV storage lot at their own expense.

7. Abandoned Vehicles.

a. A vehicle owner may store his or her vehicle in the POV storage lot for the duration of his or her deployment. A vehicle must be claimed within 14 working days of returning from deployment. After fifteen months from the date the vehicle was turned in, the owner's unit will be contacted to determine the status and location of the owner and a time scheduled for pick-up of the vehicle. If the owner is no longer serving with the unit, attempts will be made to locate the owner and schedule a pick-up. After thirty days, if the owner cannot be located, the vehicle will be considered abandoned and towed to the abandoned vehicle lot at the owner's expense.

b. When an owner refuses to pick-up the vehicle, the vehicle will be marked as abandoned and towed to the abandoned vehicle lot at the owners expense. The Military Police will be notified of the situation and a Military Police Report (DA Form 3975) will be completed. The owner may fall under the guidelines of the UCMJ for Article 92 for failure to obey order or regulation due to noncompliance of FR Regulation 190-5.

c. When the owner is unavailable due to injury, the unit should assist the POV storage lot in contacting the owner. The owner will determine the most convenient time for pick-up of the vehicle. If the owner wishes to have another person act on his/her behalf, that individual must have a SPOA. If the injured owner requests an extension until they can return to Fort Riley, the vehicle packet will be marked accordingly with an approximate date of return and current contact information of the owner.

d. When the owner is deceased, the Summary Courts Martial Officer is responsible for making the coordination to have the vehicle picked up. If an individual other than the Summary Courts Martial Officer wishes to pick up the vehicle, they must have a SPOA. The Fort Riley Casualty Affairs Center can supply information on the process.

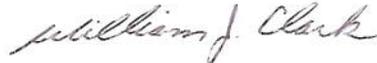
IMRL-ZA

SUBJECT: Privately Owned Vehicle (POV) Storage Lot

8. Point of Contact for this SOP is SSG Vanvalkenburg at (785) 240-6077.

3 Encls

1. In-Processing Worksheet
2. FR Form 904 Inspection Sheet
(Five Copy)
3. POV Turn-In Instructions



WILLIAM J. CLARK
COL, AR
Garrison Commander

DISTRIBUTION:

A