



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON COMMAND, FT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG NORTH CAROLINA 28310-5000

REPLY TO
ATTENTION OF:

01 AUG 2011

IMSE-BRG-LGT

MEMORANDUM FOR Privately Owned Vehicle Storage Facility
Personnel and Customers

SUBJECT: Privately Owned Vehicle (POV) Storage Facility
Standing Operating Procedure (SOP)

1. The enclosed POV Storage Facility SOP establishes procedures and responsibilities for all Service Members (SMs) and Department of Defense (DOD) civilians assigned to Fort Bragg.
2. References:
 - a. AR 385-55, Prevention of Motor Vehicle Accidents, 12 Mar 87.
 - b. AR 190-51, Security of Unclassified Army Property, 30 Sep 93.
 - c. AR 58-1, Management, Acquisition, and Use of Motor Vehicle, 10 Aug 04.
 - d. AR 190-5, Motor Vehicle Traffic Supervision, chapter 6-6, page 26, 22 May 06.
 - e. AR 385-10, Army Safety Program, 19 Jan 10.
 - f. DA Pam 710-2-1, Using Unit Supply System Manual Procedures, chapter 4, Accounting for Property, 31 Dec 97.
 - g. FORSCOM Reg 420-24, Fire Prevention and Protection, 1 Aug 79.
 - h. FORSCOM Reg 385-1, Forces Command Safety Program, 15 Jan 90.
 - i. XVIII ABN Corps Reg 385-5, Hazard Communication Program, 25 Apr 85.

IMSE-BRG-LGT

SUBJECT: Privately Owned Vehicle (POV) Storage Facility
Standing Operating Procedure (SOP)

j. XVIII ABN Corps Regulation 200-2, Installation Hazardous
Waste Management Plan, 18 Sep 02.

k. FB Reg 190-5, Motor Vehicle Traffic Supervision,
8 Apr 09.

l. DOL SOP, Safety and Fire Prevention, 1 Sep 10.

3. The point of contact for this SOP is Steven Mefford at
(910) 432-2862 or e-mail: steven.mefford@us.army.mil.

Encl



ROBERT F. FRANKS
Director of Logistics

Privately Owned Vehicle (POV) Storage Facility Standing
Operating Procedure (SOP)

1. Purpose. To establish policies and procedures for the operation, maintenance, and reporting requirements of the Installation POV Storage Facility as directed by the Directorate of Logistics (DOL).

2. Scope. The procedures outlined in this SOP apply to and will be a reference for all customers and units supported by the POV Storage Facility.

3. General.

a. The POV Storage Facility is located in building M-6460, Logistics Avenue, Fort Bragg (appendix A), and operates 24 hours, 7 days per week. The main gate will be locked after dark for security reasons; however, a sign will be posted with a phone number for assistance. A line hose will activate a bell when a vehicle drives over it, which will notify a lot employee of a customer. The Lot Manager can be reached at (910) 396-5096. Any additional information concerning the POV Storage Facility can be found on the Installation Transportation Office (ITO) Web site: <http://www.bragg.army.mil/ito>.

b. The objective is to provide customer service in the acceptance, storage, and return of POVs for deploying Service Members (SMs) and Department of Defense (DOD) civilians during contingency operations only. The service provided by the POV Storage Facility does not include storing POVs for Permanent Change of Station (PCS). Contingency operations require POV storage service to be responsive and flexible to meet the demands of deploying personnel. This service will be performed to the standards established by the Installation Commander and the DOL. Operations will encompass the full scope of POV storage operations to include receipt, inspection, storage, and return of a vehicle.

c. Customer Parking: The only parking area is in front of the POV Storage Facility Office. The maximum speed limit is 5 mph in the storage parking lot. All vehicles within the gated compound of the POV Storage Facility will be ground guided to the selected parking slot.

d. Safety: Vehicle operators are required to comply with posted safety requirements and speed limits. Smoking is not

permitted inside any area of the POV Storage Facility. The designated smoking area is outside the main gate in the outside parking lot area.

e. Customer Restrictions: Customers are restricted from the POV storage parking lot area (beyond the orange cones) unless escorted or specifically directed by the POV Storage Facility personnel. Customers are authorized to park in front of the POV Main Office while waiting for service.

f. Physical Security of Customer Equipment: POVs will be secured IAW AR 190-51, Security of Unclassified Army Property, 30 Sep 93.

g. Complaints: Quality customer support is our goal. Please address all unresolved problems with the POV Lot Manager or the Assistant Lot Manager prior to departing the Installation POV Storage Facility.

4. Procedures.

a. All units or individuals requesting POV storage service will report to the Installation POV Storage Facility. The following procedures and documents are required to in-process/out-process a POV:

b. In-processing requirements:

(1) Provide deployment orders or a memorandum from the commander.

(2) Have military or DOD civilian identification.

(3) Provide copy of a valid vehicle registration to verify ownership.

(4) If not the owner of the vehicle, one must provide a Power of Attorney.

(5) Fill out the POV in-processing worksheet that is located on the ITO Web site at <https://airborne.bragg.army.mil/ito/Documents/pdf/POVInProcessingWorksheet.pdf>.

(6) The vehicle being stored must be clean for the inspection.

(7) Do not store personal items in the vehicle. Refer to appendix B which provides more detail in preparing a vehicle for storage.

NOTE: Allow adequate time to in-process the vehicle.

c. The following are recommendations to keep a car in good condition:

(1) Check or change oil and filter before storage if possible.

(2) Top off all fluid levels for the following:

(a) Antifreeze.

(b) Brake Fluid.

(c) Windshield Washer Fluid.

(d) Transmission Fluid.

(e) Power Steering Fluid.

(f) Gas tank should not exceed a quarter. Remember to add fuel stabilizer.

(3) Check the pressure of the tires.

(4) Remove all trash.

(5) Remove all detachable accessories.

(6) If using a car cover, invest in a good one. Tie down the car cover with 550 cord (bungee cords will dry rot). High winds will blow the car cover off during wind storms if it is not secured properly.

(7) Disconnect battery terminals and tape the terminals with electric tape.

d. Out-processing requirements:

- (1) Have military or DOD civilian identification.
- (2) If the vehicle is registered to the customer, immediate out-processing can begin.
- (3) If an individual other than the owner requests to out-process the vehicle, a valid Power of Attorney must be on file or presented prior to out-processing the vehicle.
- (4) If a vehicle is to be picked up by a Casualty Assistance Officer (CAO), the CAO must have orders assigning him/her as the CAO.
- (5) A joint inspection will be conducted with the customer using the same documents completed during the in-processing of the vehicle.
- (6) The POV Storage Facility employees will assist the customer with minor repairs and/or assistance required, such as tire inflation, jump start, etc.
- (7) Record, document, and report any discrepancies.
- (8) Have customer complete the POV release form.
- (9) Request customer complete a Customer Satisfaction Sheet after taking possession of the vehicle.

e. Rest and Recuperation Leave or Emergency Leave:

- (1) Soldiers/civilians authorized to take 15 days of leave during their deployment are authorized to pick up their POV from the POV Storage Facility while they are on leave. The following procedures apply when SMS/civilians are on leave:
 - (a) Have military or DOD civilian identification.
 - (b) Provide a copy of leave form (DA Form 31 or OPM Form 71).

(c) Provide a Power of Attorney if the individual is other than the owner requesting to pick up the vehicle.

(d) A joint inspection will be conducted with the customer using the same documents completed during the in-processing of the vehicle.

(e) The POV Storage Facility employees will assist the customer with minor repairs and/or assistance required, such as tire inflation, jump start, etc.

(f) The customer completes the POV release form.

(g) In-process the POV back into the POV Storage Facility after the leave is completed.

NOTE: Allow adequate time to in-process the vehicle.

(2) All units supported by the Installation Storage Facility on a continuing, temporary, or emergency basis will comply with these procedures. The provisions for this SOP are applicable for extended field exercises, Emergency Deployment Readiness Exercises, Global Response Force, and deployment operations.

f. Vehicle Abandonment:

(1) The deployment orders will cover the storage of the POV up to 30 days after redeployment. Vehicles stored in the POV Storage Facility after 30 days will be reviewed on a case-by-case basis. Once 60 days have lapsed and the SM/civilian has not contacted the POV Storage Facility, the process for declaring the vehicle abandoned will be initiated.

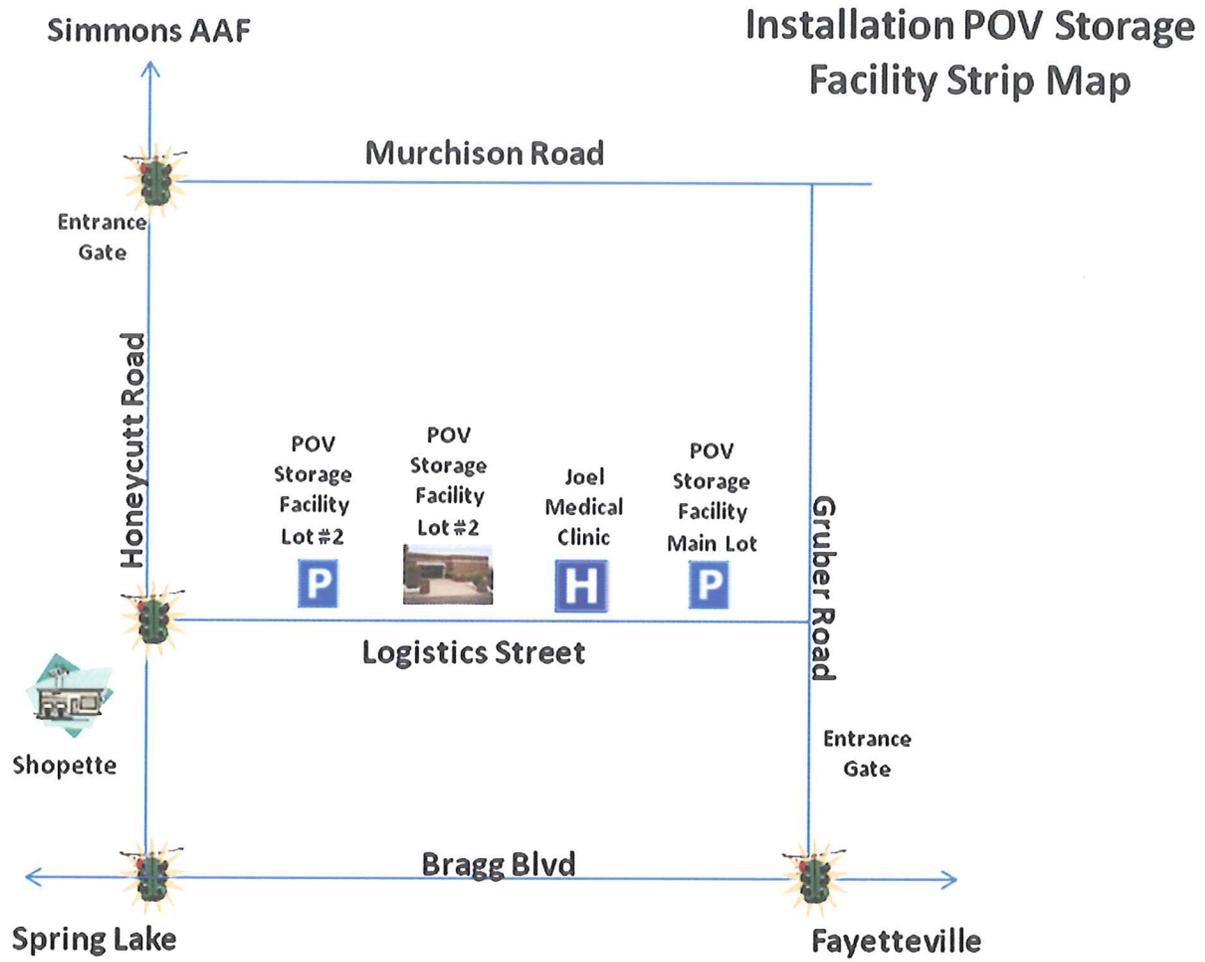
(2) A good faith effort will be made to contact the SM's/civilian's unit to include an e-mail message being sent to the SM's/civilian's AKO account and a certified letter to the SM/civilian. If there is no response within 7 days after attempting notification, the vehicle will be declared abandoned.

(3) Once the vehicle has been declared abandoned, the Provost Marshal's Office will be notified to coordinate having the vehicle towed by an independent towing company. The towing company will remove the vehicle from the POV Storage Facility.

The towing company may hold the vehicle at its storage facility, or the vehicle could be sold or auctioned off by the towing company.

(4) If the Soldier/civilian wants to regain possession of the vehicle once the vehicle has been towed, it is the Soldier's/civilian's responsibility to contact the towing company directly. The Soldier/civilian will be liable for all costs that are incurred for towing and storage of the vehicle.

APPENDIX A



APPENDIX B

INSTRUCTIONS

Fort Bragg Installation Privately Owned Vehicle (POV) Storage Facility

Building M-6460, Logistics Street
Hours of Operation: 24 hours, 7 days per week
Large Unit Movement Briefs by Appointment Only
POV Storage Manager: (910) 396-5096

Privately Owned Vehicles (POVs) can be stored at the Fort Bragg Installation POV Storage Facility. Anyone who is stationed on Fort Bragg is authorized to store a POV during contingency deployment. What is needed is a copy of deployment orders or a memorandum from the commander. We will furnish all the other paperwork that is needed to store the POV. For questions pertaining to storing a POV, please contact the POV Storage Manager at (910) 396-5096 or DSN 236-5096.

What Soldiers/civilians should know before storing a POV during a deployment

Soldiers/civilians going on deployment will find it necessary to have a secured place to store their POV. The government provides storage for all Soldiers/civilians who will be deploying for more than 90 days. The storage provided by the government may be a covered structure or an uncovered structure. The government also provides loss and damage coverage for stored vehicles up to a maximum of \$20,000. However, this maximum coverage is also limited depreciation, maximum allowable coverage for certain items, including paint jobs (\$2,000 total per claim), radios, tape players, CD players, DVD players, telephones, car alarms, radar detectors, and accessories (\$750 total per claim) and loss or damage that is determined to be a **“Mechanical Defect”** and not a Soldier’s/civilian’s own negligence. Under the claims regulation, a **“Mechanical Defect”** may include natural deterioration occurring because an item in storage was not used for a long period of time.

Any questions concerning claims for a vehicle while in storage, please contact the XVIII Airborne Corps Claims Office at (910) 396-7505.

All Soldiers/civilians choosing to take advantage of the government POV Storage Program should adhere by the following recommended procedures prior to taking their vehicle to the Fort Bragg POV Storage Facility:

- **Clean the POV inside and out**

This makes the inspection of the vehicle easier and eliminates the potential for **rodents** entering the vehicle or accumulation of odor because of food left inside the vehicle. **Mold** and **mildew** may also form in a vehicle that is stored for a long time. Washing the vehicle inside and out will help eliminate these problems. One may also want to purchase a container of dehumidifying crystals before storing.

- **Remove all personal property from the POV**

Loss of personal property left in a vehicle may not be compensable by the government. All property, such as shoes, clothes, tools, CDs, CD cases, tapes, car seats, TA-50, paperwork, etc., should be removed and stored with personal property.

- **Remove all easily removable accessories from the POV**

There is a maximum allowed under claims regulation regarding radios, tape players, CD players, DVD players, speakers, amplifiers, etc. If these items can be removed from the vehicle, it is highly recommended to do so.

- **Have less than ¼ tank of fuel in the POV**

For safety precautions of the POV, other POVs, and the employees of the storage facility, each vehicle should have **no more than a ¼ tank of fuel** when in storage. Having the minimum fuel in the vehicle will also make it easier to add fresh fuel if the vehicle is stored for an extensive period, for the fuel may go stale. It is recommended that one add **fuel stabilizer** to the fuel tank before storage.

- **Ensure fluids are at the correct level**

Having all fluids in the vehicle at the proper level prior to storage will decrease the chances of having any problems with the vehicle when it is retrieved. Top off the engine oil, transmission fluid, power steering fluid, and brake fluid before storing the POV.

- **Ensure proper tire air pressure in all four tires**

It is highly recommended to have the proper tire air pressure in all four tires during storage. This will help keep the tires in good condition and prevent deflation during storage. Refer to the operator's manual for the correct tire air pressure for the vehicle. The front and rear tires have different air pressures in most vehicles.

- **Determine if one wants to maintain insurance on the POV**

The maximum allowable coverage from the government is \$20,000 and may not cover certain loss or damage to the vehicle. Therefore, if the Soldier/civilian thinks the vehicle is worth more than \$20,000 or contains valuable accessories and/or is concerned that the damage will not be covered, it may be wise to maintain current vehicle insurance during the entire storage period. Discuss all options with the insurance company.

- **Items needed to store a POV**

- a. Copy of the deployment orders or a memorandum from the commander.
- b. Identification card.
- c. Proof of ownership (registration, title).

- **What could prevent someone from storing a POV**

- a. Mud or dirt, covering the vehicle.
- b. Oil or fuel leak.
- c. No deployment orders or a memorandum from the commander.