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Services

RECREATION STORAGE LOT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction designates recreation storage lots at Maxwell Air Force Base (AFB)–Gunter Annex, Lake Martin Recreation area in Dadeville, AL, and Mid-Bay Shores Recreation area in Niceville, FL, and outlines those operations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. System of records notice F065 AF SVA A, Non-appropriated Fund Instrumentalities (NAFIs) Financial System, applies. This instruction applies to all personnel using the recreation storage lots.

1. Purpose. The 42d Services Division provides storage lots for the purpose of securing recreational vehicles, boats, campers, and other items for authorized Maxwell-Gunter personnel.

2. Procedures. AFI 34-262, *Services Programs Use and Eligibility*, 27 Jun 02, establishes user eligibility and priority.

2.1. Assignment of storage space is on a space available basis. The following categories of individuals are eligible to use the storage areas. **NOTE:** To ensure force protection conditions are complied with, the Installation Commander has the authority to change authorization procedures at any time and without notice.

2.1.1. Priority One. Recreation Storage Lots: Maxwell-Gunter: active duty military members residing in government quarters. Lake Martin and Mid-Bay Shores: active duty military members currently residing in recreation vehicle sites in the parks.

2.1.2. Priority Two. Recreation Storage Lots: Maxwell-Gunter: active duty military members residing off base. Lake Martin and Mid-Bay Shores: active duty military members residing in the parks, but not in recreation vehicle sites.

2.1.3. Priority Three. Recreation Storage Lots: Maxwell-Gunter, Lake Martin and Mid-Bay Shores: active duty military members, to include those assigned temporary duty (TDY) to Maxwell AFB, but only for the period of TDY as written on member's TDY orders. Member will show proof of TDY inclusive dates.

2.1.4. Priority Four. Recreation Storage Lots: Maxwell-Gunter, Lake Martin and Mid-Bay Shores: military retirees and DoD civilian employees residing in the local areas.

2.1.5. Priority Five. Recreation Storage Lots: Maxwell-Gunter, Lake Martin, and Mid-Bay Shores: military retirees not residing in the local areas.

NOTE: Individuals may be required to remove their property from storage spaces in order to allow higher priority individuals storage privileges. For example, a retiree may have to surrender a space to a newly assigned active duty member. A prorated refund will be authorized in these instances. If articles are not removed in 10 working days after notification by authorized Outdoor Recreation staff, Maxwell Support Division (MSD), Outdoor Recreation Section (MSD/SSCO) will process required paperwork, turn in to 42 MSG/SVM for collection, and contact 42 SFS Maxwell-Gunter, 96 ABW at Mid-Bay Shores, or local sheriff's department at Lake Martin to ticket the vehicle. Five days after ticketing the vehicle, the appropriate authority will contact a local vendor to tow the vehicle off the installation at the owner's expense.

2.2. Use of the recreational storage lot is on a monthly, quarterly or yearly basis. Fees are payable to Equipment Checkout, Lake Martin, or Mid-Bay Shores personnel staff. A waiting list is maintained at each site when that lot is full.

2.3. Abandoned vehicles, or vehicles with delinquent accounts or expired registrations 30 days or more overdue will be reported to 42 SFS Maxwell-Gunter, 96 ABW at Mid-Bay Shores, or local sheriff's department at Lake Martin for ticket issuance. After 5 days, appropriate authorities will contact a local vendor to tow the vehicle off the installation at the owner's expense. MSD/SSCO will forward the AETC Form 680, **Assignment of Parking Spaces of Mobile Homes, Trailers, Boats and Campers**, to 42 MSG/SVF for the collection process.

3. Locations:

3.1. Maxwell AFB. Designated and posted parking area, adjacent to the AAFES service station and shoppette, Bldg 1112. There are 207 designated parking spaces.

3.2. Gunter Annex. Designated and posted parking area on North Drive. There are 97 designated parking spaces.

3.3. Lake Martin. Designated and posted spaces located near the pavilion on the hill. There are designated parking spaces under cover and some spaces not under cover. Although the Lake Martin facility is gated, the storage lot is not fenced; therefore, owners store at their own risk.

3.4. Mid-Bay Shores. Designated and posted between cabins 20 and 21. There are 57 designated parking spaces. Although the Mid-Bay Shores location is gated, the storage lot is not fenced; therefore, owners store at their own risk.

4. Type of Vehicles. The Recreational Storage Lot is limited to privately owned passenger, pleasure, and recreational vehicles to include boats, campers, trailers, jet skis, and motor homes. RVs should not exceed 40 feet in length. All vehicles must be up to date with current registration and tag, and insurance on items that liability insurance is required. Individuals desiring to store vehicles not meeting these criteria must submit a written request to MSD/SSCO. The request must contain the specific reason for storage and include the required storage dates. Outdoor Recreation will process any requests through proper channels for resolution.

5. Responsibilities:

5.1. Each vehicle owner using a recreation storage lot is responsible for complying with this instruction and must meet eligibility requirements. Failure to comply may result in revocation of current or future storage privileges.

5.2. MSD/SSCO is responsible for the management of the recreational storage lots at Maxwell-Gunter, Lake Martin, and Mid-Bay Shores.

5.3. Maxwell-Gunter Equipment Checkout will:

5.3.1. Control and assign available storage spaces at Maxwell-Gunter; ensure the owner of the vehicle presents a valid identification card and proof of registration/insurance, and complete AETC Form 680, **Assignment of Parking Spaces of Mobile Homes, Trailers, Boats and Campers**. The AETC Form 680 identifies the owner and releases the Air Force from any liability. Other documentation should include, as a minimum, the name of the property owner, address, office and home telephone numbers, date storage began, storage fee for that space, and emergency contacts should the owner be unavailable. For the Maxwell-Gunter lots, register at Equipment Checkout, Bldg 851, Maxwell AFB. For Lake Martin or Mid-Bay Shores, register at the park offices.

5.3.2. Issue a card with the individual's name, rank, and spot number upon assignment of a parking space. This card is exchanged for a key to the appropriate lot when vehicles are removed or returned. The key is available at Equipment Checkout, Bldg 851, Maxwell AFB, during duty hours. After duty hours, a key is available from the Security Forces Law Enforcement Desk. Lake Martin and Mid-Bay Shores have a card access system, which is available 24 hours per day.

5.3.3. Conduct a visual inspection of the property to be stored to determine serviceability and suitability for storage.

5.3.4. Assign vehicles a slot within specific sections corresponding to the size and type of property stored. Owners are responsible for parking in their assigned slots at all times.

5.3.5. Collect fees, deposit funds, and prepare required documentation for submission to the MSD Financial Management Branch.

5.3.6. Maintain records of all property stored in the storage areas and comply with AFIs.

5.3.7. Monitor and make regular security checks of their storage sites, keeping grass and weeds cut to acceptable standards, emptying debris containers on a regular basis, and initiate appropriate actions to ensure that the facilities are well maintained.

5.3.8. Prepare required paperwork, obtain required approval/funding and arrange for the removal of abandoned vehicles and those with delinquent or expired registrations.

5.4. Lake Martin and Mid-Bay Shores staff will:

5.4.1. Track individuals by monthly due date; control and assign available storage spaces. Ensure the owner of the vehicle presents a valid identification card, proof of registration/insurance, and complete AETC Form 680, **Assignment of Parking Spaces of Mobile Homes, Trailers, Boats and Campers**. The AETC Form 680 identifies the owner and releases the Air Force from any liability. Other documentation should include, as a minimum, the name of the property owner, address, office and home telephone numbers, date storage began, storage fee for that space, and emergency contacts should the owner be unavailable. Register at the park offices.

5.4.2. Issue a card with the individual's name, rank, and spot number upon assignment of a parking space if applicable. This card is exchanged for a key to the appropriate lot when vehicles are removed or returned.

5.4.3. Conduct a visual inspection of the property to be stored to determine serviceability and suitability for storage.

5.4.4. Assign vehicles a slot within specific sections corresponding to the size and type of property stored. Owners are responsible for parking in their assigned slots at all times.

5.4.5. Collect fees, deposit funds, and prepare required documentation for submission to the MSD Financial Management Branch.

5.4.6. Maintain records of all property stored in the storage areas and comply with AFIs.

5.4.7. Monitor and make regular security checks of their storage sites, keeping grass and weeds cut to acceptable standards, emptying debris containers on a regular basis, and initiate appropriate actions to ensure that the facilities are well maintained.

5.4.8. Prepare required paperwork, obtain required approval/funding and arrange for the removal of abandoned vehicles and those with delinquent or expired registrations.

5.5. Patrons will:

5.5.1. Maintain their property and storage site in a state of acceptable appearance and good repair during the period of storage. Active duty personnel should notify MSD/SSCO and make appropriate arrangements in the event of deployment or TDY. Remove trash, refuse, and equipment not associated with the use and operation of the

property before it is stored. Boxes and other miscellaneous items may not be stored adjacent to the property in the storage site.

5.5.2. Perform minor maintenance only.

5.5.3. Maintain current registration on their property as required by local base policy and/or state laws. If registration expires during rental period, items will be removed from the storage area at the owner's expense. Registered owners will furnish a copy of the current registration each year at time of renewal, or if there are any changes, to the authorized Outdoor Recreation personnel staff.

5.5.4. Secure the RV storage area gates during and after each use.

5.5.5. Inform Equipment Checkout, Lake Martin, or Mid-Bay Shores staff when removing property from storage permanently so that it may be made available for another customer. If no notification is made to staff personnel, monthly fees will continue.

5.5.6. Take all possible measures to secure equipment to prevent theft and remove all items easily pilfered.

5.5.7. Park only the item(s) designated on the AETC Form 680. Report any changes in property status to the Outdoor Recreation staff.

5.5.8. Not allow others to use their storage sites.

5.5.9. Not store any flammable materials in the storage sites.

5.5.10. Not advertise any property in the Maxwell-Gunter storage lots as being for sale. Any items for sale must be moved to the authorized "Vehicle For Sale" lot at Maxwell.

5.5.11. Report, by 31 January, each year to Equipment Checkout, Lake Martin, or Mid-Bay Shores staff to reaffirm the need for storage space and update any information on the AETC Form 680.

5.5.12. Active duty personnel must make appropriate arrangements and notify MSD/SSCO if they deploy or depart TDY.

6. Fees. Storage fees are approved by the NAF Council.

6.1. Types of payment accepted are cash, check, AF Credit Card, or any other MasterCard and Visa card. Users may mail checks to the appropriate facility where their property is stored. Maxwell-Gunter users may also charge fees to MasterCard or Visa card by calling Equipment Checkout, (334) 953-6168/6144. Lake Martin users may call (334) 256-6251, and Mid-Bay Shores users may call (850) 397-2411.

6.2. Income and expenses are accounted for in activity code EC of the Morale, Welfare, and Recreation Fund.

7. Delinquent Accounts. Each activity will make three documented attempts to contact the individual by phone, mail or e-mail to bring accounts up to date. After the first 30 days if not reconciled, the account information will be sent to 42 MSG/SVF, Resource Program Office for the collection process. A late fee of \$15.00 will be charged for all payments not received by the 5th of each month.

8. Refund Policy. Individuals departing Maxwell-Gunter on a PCS move are given a refund for unused time on a pro rata basis.

9. Form Adopted. AETC Form 680, **Assignment of Parking Spaces of Mobile Homes, Trailers, Boats and Campers.**

JOHN A. NEUBAUER
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 34-110, *Air Force Outdoor Recreation Program*

AFI 37-132, *Air Force Privacy Act Program*

AFI 34-262, *Services Program Use and Eligibility*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFB—Air Force Base

BLDG—Building

MSD—Maxwell Support Division

MSD/SSCO—Maxwell Support Division/Outdoor Recreation

MSG/SV—Mission Support Group/Chief of Services

PCS—Permanent Change of Station

TDY—Temporary Duty