



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 4600.2  
S-4

17 AUG 2010

AIR STATION ORDER 4600.2

From: Commanding Officer  
To: Distribution List

Subj: STORAGE OF PRIVATELY OWNED VEHICLES OF DEPLOYED PERSONNEL

Ref: (a) DoD 4500.34-R  
(b) MCO P4600.39  
(c) DoD 4160.21M  
(d) 10 U.S.C. 2575

Encl: (1) Acknowledgement of Understanding

1. Situation. Reference (a) establishes the Worldwide DoD Personal Property Shipment and Storage Program. Strict adherence to the provisions of this regulation is essential to maintain the integrity of the Defense Transportation System. Reference (b) outlines the procedures for the transportation and storage of personal property for Marine Corps sponsored personnel. The installation Distribution Management Officer (DMO) is charged with local regulatory compliance. References (c) and (d) establish the procedures applicable to dispose of unclaimed personal property. This Order issues local directives and guidelines to installation activities and tenant units aboard Marine Corp Air Station (MCAS) Beaufort requiring the storage of privately owned vehicles for their deployed personnel.

2. Mission. Establish policies and procedures that adhere to local commander's intent, and service and DoD regulations for the storage of privately owned vehicles for unaccompanied deployed personnel assigned to MCAS Beaufort.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding Officer, MCAS Beaufort is responsible for the oversight of the Installation Distribution Management Office (formerly the Traffic Management Office (TMO)). Adherence to this Order will ensure high unit readiness and provide essential support to the deployed war-fighter. The end state is to provide unaccompanied personnel (to include geographical bachelors) who are deployed in excess of 90 days a secure storage area for their privately owned motor vehicles. Such storage is a privilege granted by the Commanding Officer and does not constitute a contract of bailment.

(2) Concept of Operations

(a) The operation of the privately owned vehicle (POV) storage lot will be the responsibility of the Distribution Management Officer (DMO). The Provost Marshal will be responsible for security and will provide a Provost Marshal's Office (PMO) representative for verification of

registration of vehicles upon entry into the lot and release from the POV lot. The S-4 Officer will be responsible for the maintenance of the POV lot.

(b) The parent command (squadron or other unit) of the deploying personnel requesting POV storage shall ensure that a designated unit Officer or Staff Noncommissioned Officer will:

1. Visually verify that the individual requesting POV storage is the legally registered owner of the POV to be stored on the lot.
2. Be present at the POV storage lot as the POV is admitted and released.
3. Inspect, with a representative from DMO and PMO, each vehicle that enters or leaves the POV lot and verify vehicle registration.
4. Sign the completed Private Vehicle Shipping Document for Automobile (DD Form 788) for each vehicle entering or leaving the storage lot.
5. Witness the signing of the Acknowledgement of Understanding.

(c) The parent command shall provide adequate Officers / Staff Noncommissioned Officers to inspect vehicles entering or leaving the lot. The minimum will be one inspector per ten vehicles.

(d) The parent command must establish direct liaison with DMO and PMO. Written correspondence requesting POV storage must be received 5 working days prior to vehicles entering the lot. The request must include:

1. Total number of vehicles to be stored.
2. Date and time the unit request vehicles enter the storage lot.
3. Deployment and return dates.
4. Point of contact while unit is deployed.
5. Name and rank of designated unit Officer/SNCO.

(e) The designated Officer/SNCO will personally visit DMO and PMO a minimum of 2 working days prior to the requested entry date to provide a copy of the deployment orders listing the individuals requesting storage along with the original DD Form 788 and the original Acknowledgement of Understanding for each vehicle entering the lot.

(f) All vehicles will be entered into and released from the storage lot in groups (i.e. advanced party element, main body, and trail element) only. This requires advanced coordination and preparation between the parent unit, DMO and PMO to ensure proper execution. Individual vehicle entry or release from the lot will be considered only in a bona fide emergency situation.

17 AUG 2010

(g) Vehicle owners or their authorized representatives shall disconnect battery cables, remove hubcaps and ensure all personal property has been removed from the vehicle prior to storage.

(h) At the time of storage; vehicles must have:

1. A valid state registration.
2. A valid DoD base registration decal.
3. A valid state safety inspection (as required).
4. Minimum insurance required by base regulations in effect.

(i) During the storage period, insurance coverage on the vehicle will be at the discretion of the owner. If the vehicle is registered in South Carolina and the owner intends to drop liability coverage, state law requires that certain procedures be followed. The owner must park the vehicle in the storage lot, remove the license plate and return it to the South Carolina Department of Motor Vehicles (DMV), and remove the base decal. Upon return from deployment, the DMV will require proof of reinstatement of liability insurance in order to reissue the license plate. PMO will require proof of insurance and license plate prior to releasing the vehicle from the storage lot and issuing a new base decal. If the vehicle is registered in a state other than South Carolina, the owner must ensure compliance with that state's requirements concerning insurance for stored vehicles. As required, vehicle owners should consult with their financial institution before changing the insurance coverage on any vehicle that is financed. Without exception, proof of valid insurance is required prior to any vehicle being released from the storage lot. Vehicle owners are advised to obtain proof of insurance prior to their return in order to facilitate timely release of their vehicle.

(j) The vehicle owner or authorized representative will personally park the vehicle and turn over a set of keys to the DMO representative.

(k) DMO representatives will take no measures to maintain the condition of vehicles in storage.

(l) A copy of the DD Form 788 and Acknowledgement of Understanding will be provided to the vehicle owner and parent command representative. All original copies will be kept on file by the Distribution Management Officer.

(m) No vehicles shall be released from the storage lot without authorization from the parent command representative. This also pertains to personnel on emergency leave.

(n) No vehicle will be released to any person other than the vehicle's owner or authorized representative except under the conditions specified in paragraphs (p), (q) and (r) of this section. Exceptions will be considered on a case by case basis.

(o) Submission of claims against the government for damage to or loss of vehicle as a result of unusual or unforeseen occurrence shall be the responsibility of the vehicle's owner and the parent command.

(p) Vehicles which are unclaimed when a unit returns from deployment will be accounted for by the parent command and will be disposed of in accordance with references (c) and (d).

(q) The parent command will be responsible for the disposal of stored vehicles belonging to deceased personnel in accordance with references (c) and (d).


(r) It is the parent command's responsibility to ensure that all vehicles are removed from the storage lot within 15 days of return from deployment. Correspondence must be received by the PMO and DMO 5 days prior to release of any vehicle from the storage lot. The designated Officer/SNCO will personally visit DMO and PMO a minimum of 2 working days prior to the requested release date. The vehicle owner, designated Officer/SNCO, PMO representative and DMO representative will conduct an inspection at the time the vehicle is released.

5. Administration and Logistics. This Order is issued under distribution list A and is published electronically. It can be accessed online via the MCAS Beaufort webpage at:  
<http://www.marines.mil/unit/mcasbeaufort/Pages/DMO.aspx>

6. Command and Signal.

a. Command. This Order is applicable to personnel assigned to Marine Corps Air Station Beaufort.

b. Signal. This Order is effective from the date signed.

  
J. R. SNIDER

Distribution: A

**ACKNOWLEDGEMENT OF UNDERSTANDING AND COMPLIANCE FOR STORAGE OF PRIVATELY OWNED VEHICLES OF DEPLOYED PERSONNEL:**

I certify that I am an unaccompanied Military member assigned to duty with a deploying unit based at Marine Corps Air Station Beaufort South Carolina. I also certify that I am the registered owner of the motor vehicle being stored, and that in order to store my vehicle I will need to provide the Distribution Management Office with the following documents:

- (1) Original DD Form 788 (prepared by member and unit representative)
- (2) Copy of state driver license
- (3) Copy of current registration
- (4) Proof of valid insurance
- (5) Copy of my vehicle keys

I understand that either I or my representative is responsible for personally parking the vehicle and ensuring thereafter that a copy of the vehicle keys are turned in to the DMO representative. I understand that a designated unit Officer or SNCO and I should (jointly) visually verify and inspect my vehicle for damages prior to it going into storage, as well as countersign my original Private Vehicle Shipping Document (DD form 788). I understand that the battery cables will be disconnected, hubcaps removed, and **ALL** personal property **WILL BE** removed from inside the vehicle prior to storage. I understand that DMO representatives **ARE NOT** authorized to re-enter or move a vehicle after it has been parked (exceptions will be handled on a case by case basis with prior approval from PMO). I understand that DMO representative will take no measures to maintain the condition of my motor vehicle while it is in storage.

Upon return from deployment, I understand that it is my responsibility, in addition to my parent commands responsibility, to ensure that my vehicle is removed from the storage lot within 15 days after I return. I am aware that my designated unit Officer/ SNCO whom was responsible for certifying my original (DD Form 788) **should** be present at the storage lot during the releasing date for my vehicle. I understand that no vehicle will be released to any person other than me or an authorized representative except under special conditions (exceptions will be handled on a case by case basis). I am aware that vehicles that are unclaimed when a unit returns from deployment will be accounted for by the parent Command and will be disposed of in accordance with references (a) and (b) of the Air Station Order 4600.2. I understand that submission of claims against the government for damage to, or loss of vehicle, as the result of an unusual or unforeseen occurrence shall be the responsibility of myself and my parent command.

Members Name/ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Designated Unit Officer/ SNCO: \_\_\_\_\_