

**Directorate of Family, Morale, Welfare, and Recreation
Outdoor Recreation (ODR) & Equipment Resource Center**

**Standard Operating Procedures (SOP)
Deployed Soldier POV Storage**

1. **PURPOSE:** To be utilized for guidance in the storage of a POV (passenger car, truck, and SUV) for unit(s) personnel activated for deployment at Fort Benning, Georgia. Deployments are defined as any individual or unit deployed in support of Army operations or any major training events conducted away from the installation (CONUS or OCONUS) for continuous periods of 30 days or more. This policy applies to single Soldiers as well as married Soldiers when the spouse is a service member and is deployed concurrently. The POV storage lot is located at Building 1707 Gillespie Street, Fort Benning, GA 31905.

2. **REFERENCES:**

- a. DFMWR ODR Deployed POV Storage Memorandum 5 February 2008
- b. Waiver of Liability
- c. Vehicle Storage Report
- d. POV Storage checklist
- e. Oak tag

3. **SCOPE:** This SOP applies to all Soldiers deploying from Ft. Benning.

4. **GENERAL:**

- a. Deploying unit(s) will identify a POC to coordinate with ODR. The ODR Admin may be reached at 706.545.7978.
- b. During ODR operational hours, the POC must provide the ODR Admin with an approximate number of vehicles to be stored. Soldiers are permitted to come in on their own time individually or as a unit during a pre-coordinated time.
- c. Neither ODR nor the United States Army is responsible for any damages incurred while the vehicle is in storage. It is highly recommended that insurance and registration be kept current on any stored item. Please refer to the Waiver of Liability for further information.
- d. The information packet will include the following items:
 1. DFMWR ODR Deployed POV Storage Memorandum 5 February 2008
 2. Vehicle Storage Report
 3. POV Storage checklist
 4. Waiver of Liability
 5. Oak tag for vehicle/personal information
 6. Example of Oak tag
- e. The information packet containing all forms, documentation, and keys will be secured in the envelope and stored on site. Digital photos of the vehicle will be stored in an electronic database for reference. A copy of the vehicle storage report will be given to each Soldier as proof of storage.
- f. ODR will start vehicles upon request. To elect this option, circle 'yes' on the Vehicle Storage Report, sign and date. There is no charge for this service.
- g. Only the Soldier or designee will be permitted to take possession of the vehicle(s) and only with proper picture identification.

Standard Operating Procedures (SOP) Deployed Soldier POV Storage (cont)

5. PROCEDURES:

- a. Each Soldier must provide the following information:
 1. Valid proof of insurance
 2. Valid state registration
 3. Valid Ft. Benning DOD decal
- b. Each Soldier must complete a Vehicle Storage report
- c. Vehicles will not contain any valuables, personal items, trash or any other miscellaneous items. The Soldier is responsible for ensuring this standard is met.
- d. All front covers or “vehicle bras” must be removed.
- e. Only the following paperwork can be stored in the vehicle glove compartment: vehicle registration, proof of insurance, owner’s manual, service records and maps.
- f. All center consoles, floor panels and seatback storage areas, if applicable, must be empty.
- g. Truck tool boxes permanently mounted in the bed must be empty except for a small tool set and jumper cables.
- h. Stereos with removable faceplates will have the faceplate removed and stored in a separate location by the vehicle owner.
- i. Any loose stereo equipment must be removed.
- j. After-market wheels/rims security is the responsibility of the Soldier and will be annotated on the vehicle inspection sheet.
- k. After the POV has been accepted for storage, the Soldier will be directed to the assigned location in the storage lot. ODR personnel will inspect the vehicle for damages, take digital photos, and make appropriate annotations on the Vehicle Storage Report; a copy will be provided to the Soldier.
- l. All windows must be rolled up and the factory installed locks activated. After the vehicle is in the assigned location, the owner may cover the POV; however, the cover must be properly secured to the POV to prevent it from being dislodged during inclement weather. Any cover that has blown off of the vehicle will be disposed of as deemed appropriate by management.
- m. A key must be left for all vehicles whether it will be a start-up vehicle or not.

6. RESPONSIBILITIES.

- a. ODR Manager will have overall responsibility for the program.
- b. ODR Admin will:
 1. Prepare all POV Storage Packets.
 2. Act as the POC for deploying units regarding POV Storage.
 3. Maintain a current POV Storage list of all vehicles on the ODR lot(s).
 4. Prepare monthly invoice for storage

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