

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

**Standard Operating Procedures (SOP)
Lemon Lot**

1. **PURPOSE:** To be utilized for guidance for the Lemon Lot policies. The Lemon Lot is used for the resale of vehicles, boats, trailers, recreational vehicles and motorcycles. Other items will be considered at the discretion of the ODR Manager. The Lemon Lot is available to active duty and retired Soldiers, their dependents and active and retired DOD Civilians, and their dependents (hereinafter referred to as “customers”). All property on the Lemon Lot will be referred to as “vehicles” throughout this SOP.
2. **REFERENCES:**
 - a. FB DCA Form 197- Lemon Lot registration card
 - b. Lemon Lot Memorandum September 2008
 - c. Waiver of Liability
3. **SCOPE:** This SOP applies to all active duty and retired Soldiers, their dependents, and DOD Civilians stationed at Ft. Benning and will be available to all individuals involved with the Lemon Lot.
4. **GENERAL:**
 - a. ODR will not place a vehicle of any type on the Lemon Lot that is not registered in the customer’s name.
 - b. The registration fee is \$7.50 for 30 days. All vehicles must be removed by the 30th day; the expiration date is located on the yellow card that is to be placed in the front window of each vehicle.
 - 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 item. Please refer to the Waiver of Liability for further information.
 - d. All cars, trucks, motorcycles, and recreational vehicles must have a valid DOD decal displayed, current registration and insurance. Vehicles that aren’t able to be registered or forbidden on Fort Benning are unable to be sold on the lemon lot.
 - e. ODR staff will monitor the Lemon Lot on a daily basis to ensure all vehicles are registered through ODR. If there is a phone number listed on the vehicle, one attempt will be made by ODR to contact the owner and explain the Lemon Lot registration policy.
 - f. Unauthorized vehicles will be tagged for impound by the Military Police and processed in accordance with Army regulations. Impounded vehicles are held at the Auto Skills Center 706.545.2337
 - g. In the event the vehicle is removed from the Lemon Lot due to any registration violation, the customer will be responsible for all costs incurred in the removal and storage of the vehicle.
 - h. The owner is solely responsible for the sale of the vehicle(s). ODR does not participate in any way in the sale of vehicles on the Lemon Lot.
 - i. The customer is responsible for ensuring their vehicle(s) is in good working condition on a daily basis. There should not be any flat tires, broken windows, etc.
 - j. The yellow Lemon Lot registration card must be filled in completely and displayed inside the vehicle, in view of customers. Other sale signs and additional information may be displayed.
 - k. All vehicles must be backed completely into the parking space and centered in between the lines. Only one vehicle is allowed per parking space.

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Lemon Lot (cont)

- l. If the registrant wants to re-register their vehicle after the 30 day expiration, the vehicle(s) must remain off the Lemon Lot for a period of 7 days. After the 7 day waiting period, they may re-register the vehicle(s) with ODR. All of the information must be valid and will be asked for again by the ODR staff.
- m. No more than two vehicles per customers are allowed at one time.

5. PROCEDURES:

- a. Each registrant must provide the following information:
 1. Valid proof of insurance and expiration date
 2. Valid state registration
 3. Valid Ft. Benning DOD decal number and expiration date
 4. Make, Model, Year, and Color of vehicle
 5. Registrants full name, address, home or cell number and work number
 6. Valid government ID card
- b. Each registrant must sign the Lemon Lot Policies and Procedures form.
- c. Each registrant must sign the Waiver of Liability form.
- d. Each registrant must sign a completed vehicle description form.
- e. ODR will complete a Monthly Contract with the registrants' vehicle description, insurance information and DOD decal information; date paid, receipt number and the expiration of the registration.
- f. ODR will accept cash, check or charge for the monthly fee of \$7.50 and give each registrant a receipt.
- g. After the vehicle has been accepted for the Lemon Lot, the owner will be directed to the lot.
- h. All customers are responsible for ensuring their vehicle(s) will not contain any valuables, personal items, or any other miscellaneous items.
- i. The following items are prohibited and cannot be stored inside any vehicle on the Lemon Lot: Illegal items, food, beverages, explosives, firearms, munitions, flammable liquids/materials, corrosives, hazardous or toxic materials/waste, animals, and people.

6. RESPONSIBILITIES:

- a. ODR Manager will have overall responsibility for the program.
- b. ODR Customer Service Representative will:
 1. Ensure all information is valid
 2. Ensure all documents are signed and dated by the registrant
 3. Ensure the fee is collected and a receipt is given to each registrant
 4. Ensure the paperwork is filed according to the date the vehicle was registered
- c. Recreation Assistant will:
 1. Monitor the Lemon Lot for expired and unauthorized vehicles
 2. Call registrants if their vehicle(s) has expired. If the vehicle(s) is not removed within 48 hours, the Military Police will be called for unauthorized use of the ODR Lemon Lot.
 3. Make one attempt to call the owner, if a phone number is available, for any unauthorized vehicle prior to contacting the Military Police.
 4. Any unauthorized vehicle will be reported to the Military Police to process as an impound vehicle.

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