



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5560.5B
SUP

3 OCT 2016

AIR STATION ORDER 5560.5B

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: TEMPORARY STORAGE OF PRIVATELY OWNED VEHICLES

Ref: (a) DTR
(b) 10 U.S.C. §2575
(c) MCO P4600.39
(d) CMC Washington DC L LPD 261216Z May 11

Encl: (1) Request for Storage of Privately Owned Vehicle
(2) Statement of Understanding Regarding Storage of Privately Owned Vehicle
(3) Request for Release of Privately Owned Vehicle from Storage

1. Situation. To provide instructions and policy governing the temporary storage of a Privately Owned Vehicle (POV) for unaccompanied Service Members deploying or assigned Temporary Additional Duty (TAD) for 90 days or more, while assigned to Marine Corps Air Station (MCAS) Cherry Point.

2. Cancellation. ASO 5560.5A.

3. Mission. To ensure unaccompanied service members are aware of and abide by the policies and procedures governing the entitlement of temporary storage aboard MCAS Cherry Point.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding Officer, MCAS Cherry Point, has delegated the responsibility of providing day-to-day oversight of the temporary storage lot to the Supply Directorate, Distribution Management department. The department is specifically tasked with providing assistance to unaccompanied service members deploying, or assigned TAD for 90 or more days, to ensure the temporary storage of their POV complies with the references and other applicable regulations.

(2) Concept of Operations. The Supply Directorate, in concert with the Security and Emergency Services Directorate (provides routine security), and the Facilities Directorate (provides routine ground maintenance) is responsible for the effective operation of the temporary storage lot.

b. Coordinating Instructions

(1) POV Storage. An unaccompanied Service Member deploying or assigned TAD for 90 or more days is authorized a maximum of one POV for temporary storage at the temporary storage lot. POVs are only accepted for storage if the owner or the owner's authorized representative (with power of attorney to act on the

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owner's behalf), has a valid state driver's license and proof of compliance with the state's and MCAS Cherry Point's vehicle registration and insurance requirements. Unit POV storage requests must be submitted five business days prior to the date storage is needed. POV storage requests to support non-scheduled deployment requirements and individual POV storage requests are considered on a case by case basis. To request POV storage:

(a) The parent command submits, to the Distribution Management Officer, a written request for storage of POV, enclosure (1), which provides the following information:

1. Name of unit.
2. Name, rank, phone number and Email address of the designated unit officer or Staff Non-commissioned Officer (SNCO).
3. Name, rank, phone number, and Email address of the MCAS Cherry Point contact while the unit or service member is deployed or TAD.
4. Departure and return dates.
5. Number of POVs to be turned in for storage.
6. Dates POV storage is needed, and the time POVs are to be turned in for storage. (POVs are not accepted for storage more than seven business days prior to departure.)
7. Roster of individuals requesting POV storage to include the following:
 - a. Last name
 - b. First name
 - c. Middle initial
 - d. Rank
 - e. Electronic Data Interchange Personal Identifier (EDIPI)
 - f. Make, model, color and year of POV

(b) Two business days prior to the requested POV turn-in date, the designated unit officer or SNCO provides the following to the SNCO of the Personal Property Division, Distribution Management Department:

1. A copy of the deployment or TAD orders for each of the service members listed on the POV storage request; the Statement of Understanding regarding storage of POV (enclosure (2)), certifying that the service member or authorized representative has complied with the requirements delineated in reference (a), Part IV Personal Property, attachment K4, "Storing Your POV."
2. Each member's Private Vehicle Shipping Document for Automobiles (Department of Defense (DD) Form 788), or the Private Vehicle Shipping Document for Vans (DD Form 788-1), or the Private Vehicle Shipping Document for Motorcycles (DD Form 788-2) with blocks 16 thru 24 and block 28 completed.

(c) A joint POV inspection and inventory are conducted when the POV arrives (not more than seven days prior to the deployment date) at the POV

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temporary storage site. The POV owner/authorized representative, the designated unit officer or SNCO, and the SNCO of the Personal Property Division, Distribution Management Department, inspect the vehicle to identify signs of damage or missing items (e.g., leaks, side view mirror, antenna, etc.). Their findings are annotated on the appropriate private vehicle shipping document. Additionally, a joint inventory is conducted by the same individuals to ensure only authorized personal items (e.g., emergency road kits, spare tire, jacks, tools, etc.) remain in the POV at the time it is turned in.

(d) The POV owner/authorized representative then personally parks the POV in the storage lot, locks the POV, and provides a set of keys to the SNCO of the Personal Property Division, Distribution Management Department.

(2) POV Release. The request for POV release from storage, enclosure (3), is submitted five business days prior to the required release date. If requesting the release of three or fewer POVs, a digitally signed Email which provides the information cited below, is acceptable. The POV is only released if the owner or the owner's authorized representative, who has power of attorney to act on the owner's behalf, has a valid state driver's license and proof of compliance with the state's and MCAS Cherry Point's registration and insurance requirements. To request POV release:

(a) The parent command submits, to the Distribution Management Officer, a written request for release of the POV from storage, which included the following information:

1. Name of unit.
2. Name, rank, phone number, and Email address of the designated unit officer or SNCO.
3. Requested POV release date.
4. Number of POVs to be released.
5. The roster of individuals requesting POV release will include the following:
 - a. Last name.
 - b. First name.
 - c. Middle initial.
 - d. Rank.
 - e. EDIPI.
 - f. Make, model, color, and year of POV.

(b) Two business days prior to the requested POV release date, the designated unit officer or SNCO, and the SNCO of the Personal Property Division, Distribution Management Department, conduct a joint survey to determine the POV's readiness for release (e.g., proper tire pressure, charged battery, vehicle startability, etc.) to preclude unnecessary release delays.

(c) The day of POV release, a joint inspection and inventory are conducted by the POV owner/authorized representative, designated unit officer or SNCO, and the SNCO of the Personal Property Division, Distribution Management Department. Their findings are annotated on the appropriate private vehicle shipping document. Any damages found during the joint inspection are reported

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to the Provost Marshal's Office, who provides a Damage to Private Property report, which is submitted with the member's claim.

(d) POVs must be removed from the POV storage lot within 15 business days after the owner's return. The removal of unclaimed vehicles is the responsibility of the parent command per reference (b).

(3) POV Claims. The POV's owner/authorized representative should contact Personnel Claims Unit Norfolk toll free (888) 897-8217/commercial (757) 440-6315/FAX (866) 782-7297/DSN 564-3310/FAX 3337 or Email: norfolkclaims@navy.mil, regarding the submission of claims against the government for damage to, or loss of a vehicle.

5. Administration and Logistics.

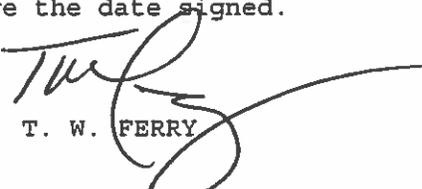
a. Questions pertaining to the contents of this Order should be directed to the Supply Directorate, Distribution Management department.

b. Department of Defense (DoD) forms are located on the DoD Forms Management Program website at <http://www.dtic.mil/whs/directives/forms/dd/ddforms0500-0999.htm>.

6. Command and Signal

(a) Command. This Order is applicable to MCAS Cherry Point and its subordinate and tenant commands, and all personnel requesting temporary storage or POV services.

(b) Signal. This Order is effective the date signed.



T. W. FERRY

DISTRIBUTION: A

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Request for Storage of Privately Owned Vehicle*(Use Command Letterhead)*(SSIC)
(Office Code)
(Date)

From: Commanding Officer, *(Insert unit's name)*
To: Distribution Management Officer (Attn: Personal Property Division SNCO),
Distribution Management Department, Supply Directorate, Marine Corps Air
Station, Cherry Point

Subj: REQUEST FOR STORAGE OF PRIVATELY OWNED VEHICLE

Ref: (a) ASO 5560.5B

Encl: (1) Roster of *(Insert unit's name)* Personnel Requesting POV Storage

1. Request temporary storage of Privately Owned Vehicles (POVs) for *(Insert unit's name)* Marines. Personnel listed in enclosure (1) are scheduled to depart as indicated below. As required by the reference, the following information is provided:

a. Designated unit officer or staff non-commissioned officer (SNCO):
(Insert full name, rank, phone number, and Email address).

b. Unit's MCAS Cherry Point point of contact: *(Insert full name, rank, phone number, and Email address)*.

c. Dates of deployment. *(Insert departure and return date of deployment in DDMMYYYY format)*.

d. Number of POVs to be stored. *(Insert number)*.

e. Requested storage date and time: *(Insert date in DDMMYYYY format and military time)*.

2. Point of contact regarding this matter is *(Insert full name, rank, phone number, and Email address)*.

(CO's or By direction Signature)

Enclosure (1)

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Statement of Understanding Regarding Storage of Privately Owned Vehicle

(Use Command Letterhead)

(SSIC)
(Office Code)
(Date)

From: Service Member or Owner's Authorized Representative, (Insert unit's name)
To: Distribution Management Officer (Attn: Personal Property Division SNCO),
Distribution Management Department,
Supply Directorate, Marine Corps Air Station, Cherry Point
Subj: STATEMENT OF UNDERSTANDING REGARDING STORAGE OF PRIVATELY OWNED VEHICLE

1. As the owner of a vehicle or the owner's authorized representative for a vehicle that will be stored in the Marine Corps Air Station (MCAS) Cherry Point (CHERPT) privately owned vehicle (POV) temporary storage lot, I certify the following requirements for POV storage have been met:

a. I have a valid state driver's license, proof of vehicle registration, and insurance coverage as required by state law and MCAS CHERPT regulations.

b. The POV is in a safe and operable condition.

c. I repaired POV leaks, prior to turning in the POV for storage.

d. The POV contains no more than one-fourth tank of fuel.

e. The interior and exterior of the POV is clean.

f. Only authorized personal items (e.g., emergency road kit, spare tire, jack, etc.) remain in the POV.

g. Household goods, camping gear, electronics not permanently attached to the POV, hazardous items, etc., have been removed from the POV.

h. The POV's security system is disabled.

i. The POV's battery is disconnected.

2. I understand I will not be authorized to store my POV in the MCAS CHERPT POV temporary storage lot while deployed or assigned TAD for 90 or more days if it becomes evident these requirements have not been met. I also understand that no vehicle maintenance will be provided while the POV is in storage.

(Service Members' signature or Owner's
Authorized Representative)

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Request for Release of Privately Owned Vehicle from Storage

(Use Command Letterhead)

(SSIC)
(Office Code)
(Date)

From: Commanding Officer, *(Insert unit's name)*

To: Distribution Management Officer (Attn: Personal Property
Division SNCO), Distribution Management Department, Supply
Directorate, Marine Corps Air Station, Cherry Point

Subj: REQUEST FOR RELEASE OF PRIVATELY OWNED VEHICLE FROM STORAGE

Ref: (a) ASO 5560.5B

Encl: (1) Roster of *(Insert unit's name)* Personnel Requesting POV Release

1. Per the reference, request the release of privately owned vehicles (POVs) for *(Insert unit's name)* Marines, listed in enclosure (1), who are returning to MCAS Cherry Point. The following information is provided:

a. Designated unit officer or staff non-commissioned officer (SNCO):
(Insert full name, rank, phone number and Email address).

b. Requested POV release date: *(DDMMYYYY format)*.

c. Total number of POVs for release: *(Insert number)*.

2. Point of contact regarding this matter is *(Insert full name, phone number, and Email address)*.

(CO's or By direction Signature)

