

Privately Owned Vehicle (POV) Storage Counseling Checklist

_____ **Entitlement:** Members who are assigned to contingency operations, (TAD/DEPLOYED), for 90 days or more in duration. You may only store one POV. Civilian personnel are **NOT** authorized storage of a POV under this agreement.

_____ **Date of Request:** Requested date and time of storage _____.

_____ **Time Period:** Normally, you are not allowed to turn in your POV for storage earlier than 30 days prior to departure for your TAD. You **MUST** take possession of your POV upon 15 days of returning to a local command.

_____ **Documents Required:** The following documents are required for processing your POV for TMO storage:

- (1) Letter of POV storage from command.
- (2) Proof of ownership (title or registration)
- (3) Proof of insurance.
- (4) Drivers License
- (5) Military I.D.
- (6) Power of attorney or letter of Authorization for any other Person acting as a releasing/receiving agent for the member.
- (7) Provide Permanent mailing Address (PMA) while assigned overseas, i.e., (home of Record)

_____ **Insurance and Claims:** Any claims against the Government must be filed with the Staff Judge Advocate, (SJA), within 2 years of the pickup from TMO storage.

_____ **Inventory:** An inventory of all property in your POV will be accomplished at time of turn in. You may leave tools not to exceed \$200 in value, i.e., jacks, tire irons, tire chains, first aid kits, jumper cables, warning triangles, warning lights, and one spare tire in your vehicle.

_____ **Vehicle Inspection:** a joint inspection will be conducted by you and the TMO personnel when you turn in your POV for storage and again when you pick up your POV. TMO personnel will be using a DD Form 788, POV Inspection Sheet, or other locally developed forms. It is your

responsibility to ensure that a comprehensive inspection of the vehicle is conducted, both in and outside, with annotations of discrepancies noted on the appropriate form. Ensure that you annotate any discrepancies that differ from the TMO personnel on the inspection form. Ensure that the inspection accurately identifies all installed equipment such as stereos, speakers, or other specialized equipment. The complete process takes 30 or more minutes; we recommend that the owner allows plenty of time to process his/her vehicle.

_____ **Unauthorized Items:** Flammables or hazardous substances such as waxes, oils, paints, solvents, and polishes must be removed.

Member Responsibilities

_____ Ensure the vehicle is clean, inside and out, before turning in vehicle (including gas cap).

_____ Ensure vehicle is free of all personal belongings.

_____ Ensure the vehicle has a 3/4 tank of fuel.

_____ Security alarms have been disconnected.

_____ Any radios, speakers, etc., that are not permanently installed must be removed. **(you can't claim these items)**

_____ Vehicle must be in good mechanical condition (no oil leaks, adequate antifreeze, etc.)

_____ Vehicle battery will be disconnected at the time of storage.

TMO's Responsibilities

_____ Maintain keys in the member's file to facilitate handling and movement.

Release of Vehicle

_____ To obtain release of your vehicle upon completion of your TAD/deployment, you must come between the times arranged, unless arrangements are made before hand. **Note: You have 15 days, once returned to complete this task.**

_____ A Release Form Storage letter must be provided if it is a group release.

_____Ensure that you include the date you wish to pick up your vehicle.

_____Ensure you have current registration and the state minimum of 30/60/25 insurance coverage.

_____If the vehicle will not start, you must make arrangements to have vehicle towed or have a mechanic check over your vehicle.

Additional Notes:

- Turn off heater and A/C.
- Make sure the vehicle is properly cleaned out
- Must have Military ID when picking up the vehicle out of storage.
- Key is mandatory to turn into TMO.
- TMO has the right to refuse any vehicle that is not within guidelines.

(Counselor Signature) (Date)

(Member Signature) (Date)

Statement of Understanding

1. The Privately Owned Vehicle, (POV), storage lot is provided by MCAS Cherry Point, NC, for single marines/parents and unaccompanied Navy and Marine Corps personnel who are deploying for 90 days or more. By permitting personnel to store POVs at the storage lot, the Commanding General, MCAS Cherry Point, NC, grants such authority to become the bailee of any vehicle.

2. Vehicle Loss/Damage: Claimants must file claim against their private insurance company first before filing a claim with the Staff Judge Advocate, (SJA).

3. The following stipulations apply to the storage of POVs by Navy and Marine Corps personnel stationed aboard MCAS Cherry Point, NC while in a deployed status.

a. Vehicles, at the time of storage and release, must have:

- (1) A valid base registration.
- (2) Minimum insurance as mandated by base regulations and the NC state.
- (3) 3/4 tank of fuel or More.
- (4) All personal items and hubcaps must be removed from the vehicle prior to storage.

4. Vehicles that are unclaimed when a unit returns from deployments will be accounted for by the parent command and will be disposed of.

5. I, _____, acknowledge that on _____, 20____
(print name, m.init, lname) (date) (year)

Have read, agree, and understand the preceding statements of this agreement.

(Signature)

(Witness)