



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

ASO 5560.5C  
LOGS  
21 MAR 2019

AIR STATION ORDER 5560.5C

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

Subj: SPECIAL STORAGE OF PERSONAL PROPERTY AND PRIVATELY OWNED  
VEHICLES FOR PERSONNEL ON TEMPORARY ADDITIONAL DUTY OR  
DEPLOYMENT FOR 90 OR MORE DAYS

Ref: (a) 10 U.S.C. 2576  
(b) DOD 4500.9-R Defense Transportation Regulations

Encl: (1) Sample Deployment Storage Request Letter  
(2) Privately Owned Vehicle (POV) Storage Counseling Checklist  
and Statement of Understanding Regarding Storage of  
Privately Owned Vehicle  
(3) Sample Deployment Storage Release Letter

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

2. Cancellation. ASO 5560.5B.

3. Mission. To promulgate the policies and procedures governing the special storage of personal property and POVs entitlements for unaccompanied service members 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 special storage lot and special storage of house hold goods to the Logistics Services Directorate, Distribution Management Office department. The department is specifically tasked with providing assistance to unaccompanied service members assigned TAD or deploying for 90 or more days, to ensure the special storage of their personal property and POV complies with the references and other applicable regulations.

(2) Concept of Operations. The Logistics Services Directorate (LSD), in coordination with the Security and Emergency Services Directorate (SESD) (provides routine security), and the Facilities Directorate (provides routine maintenance) is responsible for the effective operation of the POV storage lot. Personal property will be guarded and secured at the approved Department of Defense (DoD) storage facility.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Coordinating Instructions

(1) Personal Property and POV Storage. An unaccompanied service member deploying or assigned TAD for 90 or more days is authorized to store his/her personal property and a maximum of one POV for storage at the storage lot. POVs are only accepted for storage if the owner or his/her authorized representative (with 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 vehicle registration and insurance requirements. Unit storage requests must be submitted 30 business days prior to the date storage is needed. Storage requests to support non-scheduled deployment requirements and individual POV storage requests are considered on a case by case basis.

(a) To request storage of personal property and POV:

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

a. Name of unit

b. Name, rank, phone number and e-mail of the designated unit Officer or Staff Non-commissioned Officer (SNCO)

c. Name, rank, phone number and e-mail of the MCAS Cherry Point contact while the unit is deployed or TAD

d. Departure and return dates

e. Roster of service members requesting storage to include the following:

(1) Last name

(2) First name

(3) Middle initial

(4) Rank

(5) Social Security Number

(6) Barracks and room number

(7) Home of record address

(8) Telephone number

2. 30 business days prior to the requested personal property/POV turn-in requested date, the designated unit point of contact (officer or SNCO) provides the following to the Personal Property Division, Distribution Management Department:

a. 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 outlined in reference (a), Part IV Personal Property, attachment K4, "Storing Your POV."

b. 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 (no more than seven days prior to the deployment date) at the POV temporary storage site. The POV owner/authorized representative, the designated unit POC (officer or SNCO), and a representative from 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 will be 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.

3. The POV owner/authorized representative will operate and park the POV in the storage lot, locks the POV, and provides a set of keys to the Personal Property Division representative.

(2) Personal Property and POV Release. The request for personal property and POV release from storage (enclosure 3), will be submitted 15 business days prior to the requested release date. The personal property and POV is only released if the POV owner /authorized representative, has a valid state driver's license and proof of compliance with the state's and MCAS Cherry Point's registration and insurance requirements.

(a) To request POV release:

1. The parent command submits a written request for release of the personal property and POV from storage (enclosure 3) to the Distribution Management Officer, which includes the following information:

a. Name of unit

b. Name, rank, phone number and e-mail of the designated unit Officer or SNCO

c. Name, rank, phone number and e-mail of the MCAS Cherry Point contact while the unit is deployed or TAD

d. Requested release dates

e. Roster of service members requesting release to include the following:

(1) Last name

(2) First name

(3) Middle initial

(4) Rank

(5) Social Security Number

(6) Barracks and room number

(7) Telephone number

2. At the requested delivery/release date, the designated unit POC (officer or SNCO), will ensure that service members receiving personal property are in their barracks rooms between the hours of 0800 - 1700 to prevent unnecessary delivery fees for unit members due to their absence. For POV release, the owner, the designated unit POC, and a representative from the Personal Property Division will be present to conduct a joint inspection of the vehicle/s. Findings will be annotated on the appropriate shipping document. Any damages found during the joint inspection are reported to the Provost Marshals Office, provides a Damage to Private Property report, to be submitted with the service member's damage claims.

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

(3) Claims. Personal property claims against the government, or loss of a vehicle will be filed directly with the delivering agent utilizing the DD1850 provided at time of delivery. Any POV claims will be reported to the following office:

Personnel Claims Unit Norfolk  
Toll free: (888) 897-8217  
Commercial: (757) 440-6315  
FAX: (866) 782-7297  
DSN: 564-3310 FAX: 3337  
E-Mail: norfolkclaims@navy.mil

#### 5. Administration and Logistics

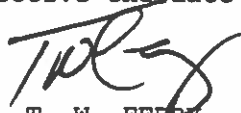
a. Questions pertaining to the contents of this order will be directed to the Logistics Services Directorate, Distribution Management Office.

b. DoD forms are located on the DoD Forms Management Program website at:  
<http://www.dtic.mil/whs/directived/forms/dd/ddforms0500-0999.htm>.

6. Command and Signal

a. Command. This order is applicable to Marine Corps Air Station Cherry Point subordinate and tenant command personnel.

b. Signal. This order is effective the date signed.



T. W. FERRY

DISTRIBUTION: A



**UNITED STATES MARINE CORPS**  
**SQUADRON LETTERHEAD**  
POSTAL SERVICE CENTER BOX 8018  
CHERRY POINT, NORTH CAROLINA 28533-0018

IN REPLY REFER TO  
4050  
LOGS  
20 Mar 19

From: Commanding Officer, (UNIT)  
To: Distribution Management Office, Logistics Services  
Directorate, Marine Corps Air Station, Cherry Point, NC  
Subj: NOTIFICATION OF DEPLOYMENT FOR (UNIT)  
Encl: (1) Deployment Roster

1. Selected Marines of (UNIT) will be deploying in support of the 31st Marine Expeditionary Unit from May 2015 to November 2015.
2. It is requested that your office use this notification letter to arrange any and all deployment pack out for the Marines and Sailors of our squadron.
3. The unit's designated point of contact for this deployment is SSgt NAME. SSgt NAME will coordinate all dates for pack out and vehicle storage and is responsible for all documents that need to be processed, to include ensuring Marines and Sailors are at their appointed place for pick up.
4. Point of contact in regards to this deployment can be directed to the Squadron Sergeant Major, SgtMaj NAME at (252) 466-XXXX.

COMMANDING OFFICER

SAMPLE

Enclosure (1)

RANK	LAST NAME	FIRST NAME	MI	SSN	BLDG	RM	HOME OF RECORD	PERSONAL EFFECTS	VEHICLE	MOVE DATE
SGT				000-00-0000	2298	328	1090 Caputo Ct, Hollister, CA 00000	X	X	DD-MMM-YYY

SAMPLE

Privately Owned Vehicle (POV) Storage Counseling Checklist

\_\_\_\_\_ Entitlement: Members who are assigned to contingency operations, or are TAD in excess of 90 days are allowed to store ONE POV. Member MUST RESIDE IN THE BARRACKS.

\_\_\_\_\_ Date of Request: Requested date of storage \_\_\_\_\_

\_\_\_\_\_ Time Period: No more than one week prior to deployment, or TAD and POV must be picked up within 15 days from return. Member *MUST PROVIDE* current insurance and registration proof before and POV will be released. NO EXCEPTIONS!!!

\_\_\_\_\_ Documents required to store a POV on the Cherry Point Lot:

Copies of the following items must be made prior to storing.

- 1) Letter of POV storage from the command
- 2) Proof of ownership (title or registration)
- 3) Proof of insurance
- 4) Driver's license
- 5) Military ID
- 6) Power of Attorney for any other person dropping off or picking up a vehicle from the POV lot
- 7) Provide a Permanent Mailing address and personal E-mail address while assigned TAD or overseas, i.e. Home of Record

\_\_\_\_\_ Insurance and claims: Any claims must be filed with the DMO office within 30 days of pickup from the storage lot.

\_\_\_\_\_ Inventory: An inventory of all property in the POV will be done at the time of turn in. The only items allowed to be stored in the vehicle are emergency road kits, jacks, tire chains and some tools not to exceed \$200.00 in value.

\_\_\_\_\_ Vehicle Inspections: A joint vehicle inspection will be conducted by a DMO representative and the owner of the POV when the vehicle is turned in to the POV lot and again when the vehicle is picked up from the lot by the owner.

\_\_\_\_\_ Unauthorized items: Flammables or any hazardous substances such as waxes, oil, paints, solvents and fuel cans MUST BE REMOVED.



### Member Responsibilities

- \_\_\_\_\_ Ensure the vehicle is clean, inside and out prior to turning in the vehicle. This includes the gas caps and rims.
- \_\_\_\_\_ Ensure the vehicle is free from all personal belongings.
- \_\_\_\_\_ Ensure the vehicle has a minimum of ¼ tank of fuel. It is recommended that fuel stabilizer be added prior to turn in.
- \_\_\_\_\_ Security alarms have been disconnected.
- \_\_\_\_\_ Any radios, speakers, or other electronic items are removed if not permanently installed. (Loose electronics can NOT be claimed)
- \_\_\_\_\_ Vehicle MUST be in good mechanical condition. (no oil leaks, all fluids topped off. etc.)
- \_\_\_\_\_ Vehicle battery will be disconnected at time of storage.

### DMO's Responsibilities

- \_\_\_\_\_ Maintain one set of keys and paperwork for the vehicle to facilitate movement if needed and release to owner upon return.

### Release of Vehicle

- \_\_\_\_\_ To obtain the release of the vehicle upon completion of TAD or deployment the owner must provide current insurance and registration and arrange a time with DMO.

**NOTE: You have 15 days to get your vehicle once you return from TAD or Deployment.**

- \_\_\_\_\_ A release from storage letter must be provided for units with multiple returning personal to receive their vehicles.
- \_\_\_\_\_ If the vehicle will not start, the owner is responsible to make arrangements to have the vehicle towed or arrange a mobile mechanic to fix the issue.

Statement of Understanding

1. The Privately Owned Vehicle (POV) storage lot is provided by MCAS Cherry Point for single Marines and Sailors who reside in the Barracks and are deploying or going TAD in excess of 90 days. By permitting personal to store POVs at the storage lot, the Commanding Officer, MCAS Cherry Point grants such authority to become the bailee of any vehicle and upon request from repossession officer will release a required vehicle with proper paperwork provided.
2. Vehicle loss or damage: Claimants MUST file claim against private insurance company before filing any claim with the DMO Office.
3. The following stipulations apply to the storage of POVs while deployed or TAD:
  - a. Vehicle must have current registration.
  - b. Vehicle must have current insurance as required by North Carolina and base regulations.
  - c. ¼ tank of fuel when dropping off.
  - d. All personal items removed prior to storage.
4. Vehicles that are unclaimed when a unit returns will be accounted for by the parent command and will be properly disposed of.
5. I, \_\_\_\_\_, acknowledge that on \_\_\_\_\_, 20\_\_\_\_ have read and understand the preceding statements of this agreement.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
DMO Representative



**UNITED STATES MARINE CORPS**  
**SQUADRON LETTERHEAD**  
POSTAL SERVICE CENTER BOX 8018  
CHERRY POINT, NORTH CAROLINA 28533-0018

IN REPLY REFER TO  
4050  
LOGS  
02 MAR 16

From: Commanding Officer, (UNIT)  
To: Distribution Management Office, Logistics Services  
Directorate, Marine Corps Air Station, Cherry Point, NC  
Subj: NOTIFICATION OF DEPLOYMENT FOR (UNIT)  
Encl: (1) Deployment Roster

1. Selected Marines of (UNIT) will be returning from deployment in support of the 31st Marine Expeditionary Unit.
2. It is requested that your office use this notification letter to arrange any and all deployment release for the Marines and Sailors of our squadron.
3. The unit's designated point of contact for this deployment is SSgt NAME. SSgt NAME will coordinate all dates for delivery out of personal effects and vehicle storage release and is responsible for all documents that need to be processed, to include ensuring Marines and Sailors are at their appointed place for pick up.
4. Point of contact in regards to this deployment can be directed to the Squadron Sergeant Major, SgtMaj NAME at (252) 466-XXXX.

COMMANDING OFFICER

SAMPLE

Enclosure (3)

RANK	LAST NAME	FIRST NAME	MI	SSN	BLDG	RM	PERSONAL EFFECTS	VEHICLE	DELIVERY DATE
SGT				000-00-0000	2298	328	X	X	DD-MMM-YYY

SAMPLE