

**BY ORDER OF THE COMMANDER
KIRTLAND AIR FORCE BASE**



**KIRTLAND AIR FORCE BASE
INSTRUCTION 34-105**

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Services

RECREATIONAL VEHICLE STORAGE LOT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and establishes procedures for parking privately owned recreational vehicles (RVs), trailers, boats, camper shells, cars, etc., within the recreational vehicle storage lots (RVSLs) on Kirtland Air Force Base (KAFB). The reference used to determine eligibility and priority categories is AFI 34-262, *Services Programs and Use Eligibility*. This publication is affected by AFI 33-332, *Air Force Privacy Program*, 16 May 2011. This publication applies to 377th Air Base Wing and associate units, active duty, reserve and retired military personnel, and Kirtland civilian Department of Defense (DoD) personnel. This publication applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

Changes in eligibility and responsibilities of patrons, fees, discounts, eligibility for discounts, and penalty of account 60 days delinquent, process of waiting lists and process to terminate registration. Added KAFB Form 606, *Kirtland Air Force Base (KAFB) RV/Boat/Trailer and Vehicle Registration*, Notice to Remove Vehicle from KAFB RV Lot, and Recreation Vehicle

Decal. Updated to comply with AFI 33-360_KIRTLANDAFBSUP, *Publications and Forms Management*.

1. General. Individuals authorized to store privately owned RVs in the storage lot will be granted this privilege on a space-available basis by the 377th Force Support Squadron Community Support Flight, Outdoor Recreation office (377 FSS/FSCO). Items stored in the storage lots must be owned by the individual storing the item. Types of RVs permitted for storage are pop-up campers, slide-in campers, motor homes, utility trailers, fifth wheels, camper shells, and cars, trucks, and other “regular type” driving vehicles. Three-wheel vehicles, snowmobiles, and jet skis are permitted, but must be stored on a trailer. Driving vehicles must be operational and moveable, whether on its own power or by being on a trailer, and free of oil leaks. In other words all non-operational vehicles must be stored on a trailer, trailers that contain a non-operational vehicle on it count as one item. It is the owner’s responsibility to prevent/clean up any type of oil or fluid spill and report the incident to the activity manager, who will, in turn, report the spill to proper authorities. Only one vehicle per space is permitted for safety reasons.

2. Responsibility.

2.1. 377 FSS/FSCO will ensure the procedures in this KAFBI are enforced. 377 FSS/FSCO will ensure only authorized personnel are permitted to use the RV storage lot and will maintain records on all vehicles parked in the lot.

2.2. Using the RV storage lot:

2.2.1. Owners will be responsible for maintaining their property in good working order, maintaining a current state vehicle registration and current insurance and maintaining appearance of the immediate area surrounding their vehicle (i.e., clutter-free, trash picked up, etc.). Individuals shall not repair or modify vehicles in the RV storage area. Storage of hazardous waste, materials, and containers is strictly prohibited.

2.2.2. Storage lots are considered long term storage. A 3 month minimum storage is required. Upon registration for a space, the minimum first payment and a one-time \$10 administrative fee will be required. Items removed before the end of their first 3 months will not qualify for a refund. Prorated refunds are allowed for all monthly fees after the minimum 3 month fee. Fees are billed in advance for 3, 6, or 12 month increments depending on patron’s preference and are payable to the Outdoor Recreation cashier on the due date. A late fee of \$15 per month will be assessed if payment is not received within the month of due date. Accounts 60 days delinquent will result in the patron’s gate entry card being deactivated and the vehicle being impounded by the 377th Security Forces’ tow company at owner’s expense. There is a 10 percent discount for Air Force Club members or a one month free discount for patrons who prefer to make a payment for 12 month increments. The Air Force Club members discount and the one month free offer cannot be combined. Discount is only available for patrons who make their payments on time.

2.2.3. Owners will store their vehicle at their own risk. They must provide proof of sufficient liability and comprehensive insurance to cover all claims resulting from theft, vandalism, fire, lightning, flood, tornado, or other unusual occurrences while the vehicle is in the storage lot.

2.2.4. One free RV space is authorized for active duty E-4 members and below assigned to KAFB who live **on base**. Additional spaces will be issued at regular price. If a member changes residence to off base or is promoted to E-5, the Outdoor Recreation office must be notified within 30 days. This will change the member's RV space from free to paying status. Failure to do so may result in losing storage privileges and the vehicle may be impounded. Failure to notify Outdoor Recreation within the 30 day period will result in the patron being charged all back fees from the time of rank change.

2.2.5. Active duty and/or civilians receiving deployment orders, who have a vehicle in a Outdoor Recreation Storage Lot, must supply Outdoor Recreation staff with an "Emergency Point of Contact" during the period of the deployment. If the Emergency Point of Contact is not provided and the patron cannot be contacted, Outdoor Recreation reserves the right to move the patron's property as needed and will not be held responsible for any damages.

2.2.6. All patrons must agree they will terminate registration at the Outdoor Recreation office prior to PCS, discharge, the sale of RVs, change in residence outside of the 100 mile radius, or change in status where base access is no longer allowed to patron. Owner must terminate registration in person and return gate entry card at this time. Refunds will be paid for advanced payments.

2.2.7. Gate entry card must be returned to Outdoor Recreation upon vacating. Patrons will continue to be charged until the gate entry card is returned to Outdoor Recreation and the member completes the check out process. If the gate entry card is lost or stolen it must be reported to Outdoor Recreation. In the event of a lost or stolen gate entry card, a new one can be purchased from Outdoor Recreation.

2.2.8. Abandoned Property: If property is impounded more than 60 days and the owner has not contacted the Outdoor Recreation office, the property will be deemed abandoned. Any property that is deemed abandoned in the RV lot will revert to the Nonappropriated Fund Instrumentality (NAFI) that supports the RV storage lot. The property may be sold, disposed of or used in any manner the NAFI or Outdoor Recreation office deems suitable.

3. Eligibility.

3.1. Active-duty military personnel, reserve personnel, retired personnel, and eligible base civilian employees may store privately owned RVs in this lot. The registration priorities are:

3.1.1. Priority 1 - Active duty military personnel assigned to KAFB who live on base.

3.1.2. Priority 2 - Active duty military personnel assigned to KAFB who live off base.

3.1.3. Priority 3 - Reserve and guard members on active status at KAFB.

3.1.4. Priority 4 - Retired military personnel residing within 100 mile radius of KAFB.

3.1.5. Priority 5 - Eligible base civilians.

3.2. The Outdoor Recreation office will establish a waiting list when spaces are full. The waiting list is based on priority status as written in para 3.1.

3.2.1. When a space becomes available, the Outdoor Recreation staff will contact the highest priority customer on the waiting list via E-mail, or by phone if an E-mail address

is not available. Once initial notification has been made, registration is required within five (5) calendar days. An extension may be granted upon request, at the discretion of the Outdoor Recreation director. If contact information for the patron is no longer current and the patron cannot be contacted, the patron will be removed from the list.

3.2.2. If no response is received by the Outdoor Recreation staff within the 5 calendar days after initial contact, the next customer on the waiting list will be contacted and offered the space. We will make two attempts to offer a space to individuals on the waiting list. After the second attempt, the individual will be removed from the list.

3.2.3. If all spaces are full and a higher priority applicant requires a space, the most recently registered lowest priority patron will be issued a "notice to vacate" letter. The patron will be required to vacate their space within 30 days of notification. Failure to vacate in the allotted time will result in the vehicle being impounded at the owner's expense.

3.2.4. Customers may be authorized up to two spaces maximum, if ample space is available and no one is on the waiting list for that size space.

3.3. RV/Boat/Trailer and Vehicle Registration.

3.3.1. Personnel who wish to use the RV lot will go to the Outdoor Recreation office, Building 20410 during business hours; Monday, Tuesday, Thursday, Friday 0800-1700 and Wednesday 0800-1400, to complete the KAFB Form 606. In addition, owners will read and acknowledge the "Certification of Ownership and Storage Agreement" on the back of the form prior to signing the form.

3.3.2. Owners must show proof of ownership or current vehicle registration and proof of current insurance. Eligible personnel must be the registered owner of the vehicle. Intention to purchase a vehicle will not qualify you to be placed on the RV storage lot waiting list. Outdoor Recreation must be furnished with a copy of ownership proof and/or current registration and proof of insurance to maintain eligibility.

3.3.3. Outdoor Recreation personnel will complete the registration form by assigning a space number and decal, then signing and dating the form. Decals must be prominently displayed. Acceptable locations include lower corner of the passenger side of the windshield or bumper and passenger side of the trailer tongue.

3.4. The Outdoor Recreation personnel will secure the storage area with an electronic gate entry card. The user must secure the RV area after each use.

3.5. Outdoor Recreation personnel are not responsible for acts of god, bad weather or electronic failure. If the gates are left open or sealed shut due to an electronic failure of any type, Outdoor Recreation Staff will have repairs done as soon as possible, but are not responsible for opening the lot or fixing the system after hours. A sign will be located at each lot so patrons can call Outdoor Recreation personnel to report any issues, etc.

3.6. The registered vehicle is the **only** authorized vehicle in the parking space.

3.7. The only exception to Paragraph 3.6 is Lot 3, located off of M Avenue. Lot 3 patrons may locate one car dolly under their RV. Both RV and car dolly must fit into the confines of their space and for safety reasons the car dolly must be tucked under the RV as much as possible. There will be a \$10 fee per month for the tow car dolly in Lot 3.

3.8. If an owner does not comply with listed requirements, Outdoor Recreation may have the vehicle impounded at the owner's expense.

JOHN C. KUBINEC, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-360_KIRTLANDAFBSUP, *Publications and Forms Management*, 10 January 2011

AFI 34-262, *Services Programs and Use Eligibility*, 27 June 2002

AFI 33-332, *Privacy Act Program*, 16 May 2011

AFMAN 33-363, *Management of Record*, 1 March 2008

Prescribed Forms

KAFB Form 606, *Kirtland Air Force Base RV/Boat/Trailer and Vehicle Registration*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*.

Abbreviations and Acronyms

377 FSS/FSCO—377th Force Support Squadron Community Support Flight, Outdoor Recreation Office

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

DoD—Department Of Defense

KAFB—Kirtland Air Force Base

NAF—Nonappropriated Fund

NAFI—Nonappropriated Fund Instrumentality

PCS—Permanent Change of Station

RDS—Records Disposition Schedule

RV—Recreational Vehicles; trailers, boats, camper shells, cars, etc

RVSL—Recreational Vehicle Storage Lots

SFG—Security Forces Squadron

TDY—Temporary Duty