

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

SCOTT AIR FORCE BASE INSTRUCTION 34-103

27 MARCH 2012



Certified Current 18 December 2016

Services

**OPERATION OF PRIVATELY OWNED
VEHICLE (POV) RESALE LOT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 375 FSS/FSC

Certified by: 375 FSS/CC
(Major Benji Jackson)

Supersedes: SCOTTAFBI34-103,
20 November 2000

Pages: 4

This instruction implements Air Force Instruction 34-110, *Air Force Outdoor Recreation Programs and Procedures*, and establishes policies, procedures, and responsibilities to standardize the operation and administration of the Privately Owned Vehicle (POV) resale lot located on Scott AFB. It applies to all members, military and civilian, part-time and full-time employees or volunteers, and all patrons of the POV resale lot. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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 Forms 847 from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Changes 375 SVS/SVRO to 375 FSS/FSCO; explains the purpose of the fees that are collected; and adds vehicle requirements.

Use: This instruction makes it mandatory to use the POV resale lot for selling any personal vehicle on Scott AFB. This instruction changes patron responsibilities: Patron is responsible to

ensure vehicle is compliant with base vehicle registration policies. Online POV resale lot registration is available. Instruction requires trailers to be disabled for towing until resold or removed.

1. Eligibility. Active duty and retired military personnel, their dependents, and DOD civilians are required to utilize the POV resale lot, for the purpose of selling POVs, motorcycles, all terrain vehicles, scooters, boats, campers, trailers, or other devices used for personal conveyance or relocating personal property items.

2. Responsibilities.

2.1. The 375th Security Forces Squadron (375 SFS) will make spot checks of the lot as time permits to check for vandalism or tampering, and will use information on the permits to contact owners if vandalism is detected. Citations can be issued to individuals who use the facility without permits or with expired permits when first notified by the 375th Force Support Squadron Outdoor Recreation (375 FSS/FSCO).

2.2. The 375 FSS/FSCO will issue permits, collect fees, and keep a list of persons who have vehicles for sale at the lot. Fees are established by the 375 FSS Commander. A current fee schedule will be maintained at Outdoor Recreation. The resale spaces are not rented. The fee is charged to offset non appropriated fund operating costs for administering the spaces issued to the vehicle owners.

3. Procedures.

3.1. Persons who use the resale lot will obtain a Scott AFB Form 12, *POV Resale Lot Permit*, from Outdoor Recreation during normal duty hours. This form will show the name of the individual, with home and duty phone number, year and make of the car, boat, camper, and recreational vehicles (RV), parking slot number, and expiration date. Registration can be made online at www.375fss.com/IA/Auto; registrant must have a printer to register online.

3.2. Permits will be issued for 1 month with renewal for 1 month if there is no waiting list. The lot will not be used as storage for campers when RV Storage lot is full.

3.3. Patrons will:

3.3.1. Display a sign (with name and telephone number) on the windshield or rear side window of the vehicle, printed registration permit includes this info.

3.3.2. Make sure the vehicle occupies only the space designated by the POV resale lot manager.

3.3.3. Display a current tag/license on vehicle to be sold. Make sure that the vehicle is properly registered and licensed IAW with state laws for the tags displayed on the vehicle.

3.3.3.1. All vehicles are required to be properly licensed and meet state minimum insurance requirements to be allowed on Scott AFB. The patron, whose signature is on Scott AFB Form 12, is responsible for compliance. Placing vehicle(s) on the POV lot does not relieve the owner of state licensing or insurance requirements.

3.3.4. Be responsible for the housekeeping of the area their vehicle occupies. Ensure the vehicle is properly locked and secured. All trailers will be secured with a trailer lock that prevents being connected to a towing vehicle until sold or removed.

3.3.5. Pay the currently approved administrative fee.

3.4. Scott AFB and the 375 FSS are not responsible for any damage caused to the vehicles while on the POV resale lot. Owners should inform their insurance company of their intentions prior to placing the vehicle on the lot.

MICHAEL J. HORNITSCHEK, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed Forms***

SCOTT AFB FORM 12, *POV Resale Lot Permit*, 7 Oct 2002

Abbreviations and Acronyms

FSS—Force Support Squadron

POC—Privately Owned Vehicle

RV—Recreational Vehicle

SFS—Security Force Squadron