

**BY ORDER OF THE COMMANDER  
GRAND FORKS AIR FORCE BASE  
(AMC)**

**GRAND FORKS AIR FORCE BASE  
INSTRUCTION**

**34-101**

**23 SEPTEMBER 2019**

**Force Support**

**VEHICLE SALES AREA**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 34-1. It establishes procedures to assist Grand Forks AFB (GFAFB) personnel in selling motor and recreational vehicles (boats, trailers, motorcycles, RV's, etc.), and to make GFAFB more attractive. This instruction applies to all personnel who attempt to sell privately owned vehicles on GFAFB. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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.

**SUMMARY OF CHANGES**

This document has been revised and must be completely reviewed.

- 1. General.** The Force Support vehicle sales area will be located in the last row of the parking lot north of Building 409. The lot will be open year round.
- 2. Responsibilities.** This instruction implements AFD 34-1. It establishes procedures to assist Grand Forks AFB (GFAFB) personnel in selling motor and recreational vehicles (boats, trailers,

motorcycles, RV's, etc.), and to make GFAFB more attractive. This instruction applies to all personnel who attempt to sell privately owned vehicles on GFAFB.

2.1. Owners of all items for sale will place the items on display at their own risk and are solely responsible for any damage to their items.

2.2. Owners of automobiles should maintain private insurance on the vehicle for theft and vandalism.

2.3. In exchange for the privilege of registering and using government facilities for the display and sale of their items, each and every owner waives and releases all claims against or through the United States Government.

2.4. Owners agree to hold the United States Government harmless for any and all claims for property damage to their items for sale arising through the use of the GFAFB Sales Area, whether such claims arise from theft, vandalism, negligence, or any other cause.

### **3. REGISTRATION PROCEDURES.**

3.1. Prior to parking a vehicle in the MWR Sales area, owners must fill out a registration form at the Outdoor Recreation office, Bldg. 621. The form will be dated and a copy kept onfile in the Outdoor recreation office.

3.2. All registrants will be charged a \$10 nominal fee to meet administrative costs. All registrants will execute a "hold harmless" agreement in favor of the United States Government. A copy will be attached to the registration form.

3.3. Parking assignments will be valid for fourteen (14) days. At the end of the 14 days, a request for an extension may be granted by Outdoor Recreation at an additional charge. Property left longer than the authorized time will be disposed of as abandoned property in accordance with AFI 31-116.

CAMERON S. PRINGLE  
Commander, 319th Reconnaissance Wing

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

AFM 67-1, Vol. 6, Excess and Surplus Personal Property; and AFR 4-20, Vol. 2, Disposition of Air Force Records-Records Disposition Schedule.

***Prescribed Forms:*** *There are no forms prescribed by this publication.*

***Adopted Forms:*** AF IMT 847, *Recommendation for Change of Publication.*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AMC**—Air Mobility Command

**JA**—Judge Advocate

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

***Terms***

**Accountable Forms**—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

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