

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

**SCOTT AIR FORCE BASE
INSTRUCTION 34-101**



5 MAY 2017

Services

**RECREATIONAL VEHICLE, BOAT,
AND TRAILER LOT REGISTRATION**

COMPLIANCE WITH THE PUBLICATION IS MANDATORY

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(Lt Col Jeffrey E. Elliott)

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This instruction implements guidance from AFPD 34-1, *Air Force Services*, and AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, and establishes policy and procedures for the registration and parking of recreational vehicles, boats, campers, and utility trailers for owner identification and base parking privileges. It applies to all personnel assigned or attached to Scott AFB to include the 932d Airlift Wing (AFRES) and the 126th Air Refueling Wing (ANG). 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). 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 chain of command.

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SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Major changes include: Mandating the use of a credit/debit card to obtain a recreational vehicle storage space, provisions for assessing delinquencies and forfeiting abandoned property. Added a web address for adding

name to the recreational vehicle storage lot waiting list. Added options to allow short-term storage and project vehicle storage. Waiting list procedures are explained. Fee policies are specified. Use of Scott AFB Form 22 and Scott AFB Form 23 have been eliminated.

1. Overview. Recreational Vehicles storage allows the authorized users of Scott AFB to store recreation type vehicles when not in use. Fees are charges to offset administrative costs associated with determining authorized use and maintaining records concern the vehicles and their registered owners. Fencing, pavements, and security concerns are internal to the operation.

2. Owner's Responsibilities.

2.1. Owners must maintain the area around their storage space, removing all litter, grass, and weeds.

2.2. Vehicles and space must be well maintained at all times.

2.2.1. Owners must notify Outdoor Recreation, at (618) 256-2067/DSN 576-2067 or email 375FSS.ODR@us.af.mil, of any change in status regarding the items stored in the lot, to include change of address or telephone number.

2.2.2. Extensive maintenance will not be performed on the lot. For example, overhauling a motor, repair or replacing an axle, oil and coolant changes. Replacing lamps and/or lamp lenses, battery boosting, wiper blades and adding fluids is permitted within the users allotted space.

2.2.3. All recreational vehicles must have a current registration, license, and proper state tags. Failure to follow this directive will result in the removal or impoundment of the vehicle at the owner's expense. Project vehicles must be titled to the lot user, a photocopy of the title is to be provided to Outdoor Recreation.

2.2.4. Owners must remove all valuables from vehicles before storing. The 375th Force Support Squadron and the United States Air Force are not responsible for any losses due to theft.

3. Eligibility.

3.1. Eligibility and priority for use are established IAW AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*.

3.2. First Priority—active duty military residing on base.

3.3. Second Priority—active duty military residing off base.

3.4. Third Priority—retired military residing in the area.

3.5. Fourth Priority—DoD civilian employees working on Scott AFB.

3.6. Fifth Priority—all other military personnel and DoD civilians with access to Scott AFB.

4. Registration.

4.1. Personnel assigned to Scott AFB who desire to use the 375th Force Support Squadron's Recreational Vehicle Storage Lot for personal vehicles or other recreational equipment must register the item with Outdoor Recreation, building 3176.

4.2. Owners registering vehicles/items will be required show proof of ownership, current license, registration, and tags.

4.2.1. Owners will be assigned a space in an authorized vehicle storage area. Owners must complete registration, prior to receiving access to the storage area.

4.2.1.1. Project vehicles are defined as vehicles/autos/campers/trucks that are in a state of repair or upgrade. These vehicles must be covered with a canopy at all times they are in the lot. Absolutely no maintenance may be performed on the vehicle while stored in the lot. Project vehicles are also subject to an increased fee rate.

4.2.2. If no spaces are available, persons desiring to store vehicles in the storage lot will be added to a waiting list based on the eligibility status. The waiting list will be maintained (www.375fss.com/IA/odr/RV/) by Outdoor Recreation. When a space becomes available, the next person on list will be notified, he/she has 5 duty days to respond with intent to use. If the person does not respond within 5 duty days, he/she will be moved to the bottom of the list within their category and the next person on the list will be offered the open space. Once issued a space, users will not be asked to release that spot as long as the vehicle on that lot is registered to the same person as originally registered. Lots may not be “sublet” or re-issued to other users by the registered user.

4.2.2.1. Fees for the lots issued will begin when the user accepts the lot. Spots accepted before the 15th on the month require a full month’s fee, lots accepted after the 15th require a half-month’s fee.

4.2.3. All items stored in the lot must be stored in their assigned space. Failure to do so will result in the owner being contacted and the items removed. Owners may lose their storage lot privileges for failing to obey the rules.

5. Fees.

5.1. Payment of all fees must be current, payable monthly or annually. All users must provide a valid credit card or debit card number for billing monthly lot use fees to reserve the lot. Cash is accepted for 30 days increments only, with no guarantee for additional days past the 30 paid days; lots will be assigned from the waiting list when a user is waiting.

5.2. When the fees are in arrears due to failure of credit card charge processing, or other reasons, a re-processing fee of \$20.00 per month will be assessed the user each month for a maximum of 90 days. After 90 days, the vehicle will be considered abandoned, a registered letter will be sent to the user’s address provided on the registration form, informing the user that due process will be started to claim the property for monies owed. Any monies owed to the 375th Force Support Squadron may be collected thru Treasury Offset of Federal Income tax refunds.

5.3. Refunds will be applied for half months, if a space is terminated before the 15th a half-month’s fee will be refunded upon request. Terminations on/or after the 15th will not be refunded. Fees are not transferable to other spaces being used by the same person.

LAURA L. LENDERMAN, Colonel, USAF
Commander

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

AFPD 34-1, *Air Force Services*, 2 November 2012

AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 28 March 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*