



ATTACHMENT K4 STORING YOUR POV



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A INTRODUCTION

This Attachment provides you information to prepare your Privately Owned Vehicle (POV) for storage under the Global POV Contract (GPC). The successful storage of your POV is not a matter of chance. It is a result of advance preparation and planning. It's your POV. Ask questions. Be involved. Read what you sign. Contact your local Transportation Office (TO) prior to making any plans to store a POV. This Attachment has been reviewed by the Per Diem, Travel and Transportation Allowance Committee In Accordance With (IAW) Department of Defense Directive 5154.29, DOD Pay and Allowances Policy and Procedures as PDTATAC Case 090628.

NOTE: This Attachment almost exclusively applies to military members eligible for POV storage. Civilian employees are only authorized POV storage in connection with Paragraph C.5 (Evacuation, See JTR Chapter 5, Part E, Section 2).

B MILITARY SERVICE INSTRUCTIONS

In addition to instructions contained in this Attachment, the shippers and Service TOs are governed by instructions established by the sponsoring Service, the Joint Federal Travel Regulation (JFTR) and the Joint Travel Regulation (JTR). This Attachment does not apply to United States (US) Coast Guard civilian employees as their allowances are governed by the Federal Travel Regulation and Department of Homeland Security regulations.

C POV STORAGE ELIGIBILITY

1. A Service member is eligible to have one POV stored at a storage facility if the member is:
 - a. Ordered to make a Permanent Change of Station (PCS) to a foreign/non-foreign Outside Continental US (OCONUS) Permanent Duty Station (PDS); and the
 - (1) Laws, regulations, and/or other restrictions imposed by the foreign country, area, or the US preclude shipment/entry of a motor vehicle at government expense into that PDS; or
 - (2) Vehicle would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS PDS; or
 - b. Sent to a Temporary Duty Station for more than 30 days to a contingency operation.
2. Storage: The Services, through their Secretarial processes, may designate POV storage facilities.
 - a. Government-procured Storage Available:
 - (1) If a Service elects to store a member's POV, then the member may personally arrange storage at a commercial facility.
 - (2) A member who personally arranges for storage at a facility other than the Service-designated facility is reimbursed for the actual storage cost Not To Exceed the Government constructed storage cost.
 - b. Government-procured Storage Not Available, not Designated, or the member has been instructed by the shipping/TO to store the POV at personal expense:
 - (1) The member arranges POV storage at a commercial facility and is reimbursed for the actual storage cost.

NOTE 1: Storage of more than one POV and/or storage of a POV instead of authorized transportation are not allowed. Members are financially responsible for storage and/or transportation of additional POVs.

NOTE 2: Service regulations/guidance may require a letter from the TO authorizing POV storage.

3. Storage In Lieu Of Shipment.
 - a. POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which a POV shipment is prohibited.
 - b. A member who stores a POV at government expense is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS.
 - c. A member may ship the stored POV if ordered on a Consecutive Overseas Tour and POV transportation is permitted to the subsequent OCONUS PDS.
 - d. A member may not continue to store the POV at government expense while shipping another POV to the subsequent OCONUS PDS.
4. Restrictions
 - a. Vehicle Size: A member who stores a POV that exceeds the Military Surface Deployment and Distribution Command (SDDC) storage contract maximum standard size is financially responsible for any storage costs caused by the vehicles excess size. (As an exception, the Secretarial Process may authorize/approve storage of an oversized POV for medical reasons.)
 - b. Combining POV Size Limitation when Husband and Wife are Members: The size restriction may be waived for the purpose of storing one larger vehicle at government expense in lieu of storing two POVs (one POV for each member) when each member is authorized POV storage. Payment for storing the vehicle may not exceed the government's total cost if each member had stored a vehicle within the maximum standard size.
 - c. Other Excess Storage Costs: Excess storage costs incurred due to the member's negligence or choice, are the member's financial responsibility. Excess costs are collected In Accordance With (IAW) Service regulations.

NOTE 1: Only one POV owned or leased by a member or their dependents and for the member's personal use may be placed in storage at Government expense.

NOTE 2: The POV will remain in storage during the member's tour of duty. When the vehicle is removed from storage, it cannot be returned to storage at Government expense under the same orders.
5. Emergency Storage in the Event of Evacuation
 - a. In the event a Department of Defense Civilian employee/traveler and/or their dependents have to evacuate from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized IAW JTR Chapter 5, Part E, Section 2.

D NON-CONFORMING POVS

1. POVs imported to the US are subject to safety standards under the Motor Vehicle Safety Act of 1966, revised under the Imported Vehicle Safety Compliance Act of 1988, re-codified at 49 U.S.C. 301; bumper standards under the Motor Vehicle Information and Cost Act of 1972 (which became effective in 1978), re-codified at 49 U.S.C. 325; and air pollution control standards promulgated by the Environmental Protection Agency (EPA) under the Clean Air Act of 1968, as amended in 1977 and 1990.
2. These laws and regulations apply to importing POVs to any state of the US, the District of Columbia, Puerto Rico, The Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands. Modifications required for nonconforming POVs to comply with US safety and environmental standards are performed by registered importers and independent commercial importers. As a general rule, all POVs less than 25 years old must comply with all applicable federal motor vehicle safety standards, and all POVs less than 21 years old must comply with

federal emissions standards. Fulfillment of federal requirements does not relieve the member from fulfilling requirements of a state or district of the US. For information regarding registration or operation of a properly imported vehicle in a specific state, contact the Department of Motor Vehicles or other appropriate agency. Vehicles manufactured to meet the federal motor vehicle safety standards have a certification label affixed by the original manufacturer in the area of the driver-side-door. Vehicles manufactured to meet the federal motor vehicle emissions standards have an emissions label affixed in the engine compartment stating that the vehicle meets US EPA emissions standards. Vehicles lacking these certification labels are nonconforming and must be brought into compliance. Information for importing and converting vehicles to US specifications may be obtained from the following web site:

WWW.NHTSA.DOT.GOV/CARS/RULES/IMPORT/ (*) **Non-DoD Website.**

NOTE: Storage of Non-Conforming POVs in the Continental US (CONUS) is PROHIBITED.

E INSURANCE AND LICENSING

Insurance and Licensing, if required, are the responsibility of the member. If the vehicle is stored on private property, there is no requirement for insurance and licensing while in storage. Many states allow for submitting a De-Insured Certificate or a Non-Use Certificate to avoid re-registration penalties. Vehicle re-registration requirements are the responsibility of the member; contact your State Department of Motor vehicles for assistance.

F TYPES OF POVS ALLOWED TO BE STORED

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to a member or a dependent of the member for the primary purpose of providing personal transportation that:
 - a. Is self-propelled;
 - b. Is licensed to travel on the public highways;
 - c. Is designed to carry passengers or household goods; and
 - d. Has four or more wheels; or at the member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same authorization/order.
2. Propane Tanks
 - a. Vehicles with propane tanks are accepted when the propane tank is an integral part of the vehicle used to power the engine or for other purposes and will require considerable cost for the removal of the tank. The propane tanks allowed must be purged and certified before the POV is turned in at the Vehicle Processing Center (VPC) or port. A label will be affixed or tagged to the tank. The person turning in the vehicle must produce written authority that the tank is empty or has been purged. New and empty tanks meet these requirements. The certification must come from an individual or firm authorized to purge propane tanks. Loose tanks such as those used for gas stoves or barbeques are not accepted.

G WHAT MAY BE STORED IN A POV

Only authorized personal articles may remain in a POV when it is turned in for storage. All household items and camping equipment must be removed. The following items may be stored:

1. Items such as jacks, tire irons, tire chains, fire extinguishers, nonflammable tire inflators, first aid kits, jumper cables, and warning triangle/trouble lights;
2. One spare tire and two snow tires with wheels (either mounted or un-mounted).

H MEMBER RESPONSIBILITIES

Following a few simple rules will make storing a POV much easier. Failure to follow these rules may cause the POV VPC to refuse the POV for storage. The member must provide emergency contact information including their OCONUS duty station and at least one point of contact in the CONUS. This information is necessary should the need arise to contact the member while the vehicle is in storage.

1. POV-turn in at CONUS/OCONUS (Origin):
 - a. Have seven complete sets of orders/amendments, and a letter of authorization signed by the TO authorizing POV storage.
 - b. Ensure the POV contains no more than one-fourth tank of fuel (gasoline or diesel).
 - c. An inspector will inspect the POV with the member. When the inspection is completed, the member and the inspector will sign the DD Form 788, Private Vehicle Shipping Document for Automobile, or commercial equivalent. The member will be provided copies of all forms as a receipt for the POV. These copies will be required to pick up the vehicle, and it will be required by the Military Claims Office (MCO) should a claim be filed for loss or damage to the POV. Only the person turning in the POV will be allowed in the inspection area.
 - d. All fluids must be fresh and at the proper levels when the POV is turned in for storage.
 - e. Ensure all leaks have been repaired. POVs showing any type of fluid or oil leaks are not accepted.
 - f. Ensure a fresh battery is installed, especially if current battery is more than two years old. Batteries are tested to ensure readings are between 11.5 to 13.2 volts. If the battery reading is below 11.5 volts, the battery might have to be replaced (at member's expense) while the POV is in storage.
 - g. Make sure the POV is in a safe and operable condition when it is turned in at the VPC. Vehicles that are inoperable or not safe are not accepted.
 - h. Make sure the POV is clean. Dry-vacuum only. The VPC does not accept a POV laden with dirt, soil, mud or similar matter, to include the undercarriage.
 - i. Empty the glove compartments, except for all required items.
 - j. Turn off or otherwise disconnect installed auto alarm or anti-theft device prior to turn-in.
 - k. Have in your possession a valid driver's license, proof of ownership (title and registration), and a photo ID.
 - l. Have in your possession a complete set of keys, to include gas cap and wheel lock keys, upon delivery to the VPC. Retain a complete set of duplicate keys and have them with you when you pick up the POV.
 - m. Certified Power of Attorney or letter of authorization from the member/employee designating someone to act on their behalf. These options do not apply to a spouse who is identified on the members/employees official travel orders. Here is an acceptable example:

“I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (vehicle and ID number) to the appointed military storage facility, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for storage.”
 - n. Ensure your agent has proper civilian identification and all other documentation required to store your POV.

- o. Provide a forwarding valid address, phone number or electronic mail address where you may be notified if repairs to the vehicle are required to maintain the storage vehicle.
- p. Read the liability statements presented by the contractor at the time of turn in.
- q. OCONUS Only. The representative will have the member complete/sign the DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, where applicable, EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations, where applicable, the DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I, where applicable.

I CONTRACTOR RESPONSIBILITIES

- 1. POV Turn-in Process.
 - a. Counsel you on the vehicle storage process and complete all documentation required for movement.
 - b. Complete the additional Vehicle Storage Checklist along with the Vehicle Inspection Survey Form.
 - c. Ensure vehicles are safe, operable, and leak free prior to acceptance.
 - d. Ensure motorcycles are crated for delivery to the storage facility.
- 2. POV Pick-Up Process
 - a. Notify the member of the end of their storage entitlement within 45 days prior to the end of their tour of duty as stated in the original orders at the time of turn-in.
 - b. Notify you by telephone if the POV is inoperable or damaged.
 - c. Notify you of any difference on the odometer that is more than .5 miles per month while in storage.
 - d. Inform you on claims procedures and provide you a copy of instructions for filing a claim.
 - e. Handle On-Site-Claims up to \$1000 at the destination VPC if the owner or the owner's agent elects to settle such a claim.
 - f. Note all claimed damage prior to you leaving the VPC.
 - g. Ensure you are provided a shipment summary form at time of pick-up.
 - h. Remarks are recorded by Contractor indicating reason for delay of delivery loss/damages, unique shipping circumstances.
 - i. Ensure a joint inspection with the member or the member's agent.
- 3. Oversized Vehicles
 - a. Ensure your vehicle does not exceed the 20 Measurement Tons allowance you are entitled to store at Government expense. To calculate your POVs measurement ton, multiply the length x width x height of your POV in inches, divide by 1728, then divide by 40.
 - b. Recommend ways to reduce the dimensions of an oversized POV (i.e.; remove ladders, externally mounted spare tires, luggage racks, and or fold/remove side mirrors).
 - c. Calculate the charges for any excess costs for the storage of an oversized vehicle and prepare documents.

- d. When the cost is determined, the contractor explains how the costs are determined and will be collected from the customer using the applicable Government Forms (DD Form 1131, Cash Collection Voucher or DD Form 139, Pay Adjustment Authorization). The contractor may also refer the customer to the Government Contracting Officer Representative (COR) responsible for the VPC turn-in site.

4. Joint Inspection

- a. Perform a joint inspection of your POV and record the physical condition of your POV. You are allowed to take exception to the inspector's recording of the physical condition of your POV on the reverse side of the vehicle inspection form. Only the person responsible for vehicle turn-in/pick-up is allowed in the inspection area.
- b. Provide you the opportunity to comment on the service you received on the DD Form 788 or on the SDDC approved commercial equivalent vehicle inspection form.
- c. Inventory personal contents packed by the customer in the 24"x16"x16" accessory box provided by the contractor.
- d. Provide the customer a copy of the invoice, tape the box lid and has you sign the tape to ensure security of the contents.
- e. Contractor must provide you a legible copy of DD Form 788, or SDDC approved commercial equivalent upon acceptance of your POV.

NOTE: It's important that you retain this document and have it in your possession at the time of pick-up to compare the condition of the vehicle with that recorded at turn-in.

5. Routing To a Storage Facility.

- a. Move the vehicle to the storage facility it selects. The vehicle may be moved to another storage facility at any time while in storage. The relocation of the POV to another storage location has no effect on your storage entitlement.
- b. Perform maintenance every 30 days IAW manufacturer's recommended maintenance schedule.

J CUSTOMER SERVICE COMMENT CARD

1. SDDC depends on the customer to monitor the contractor's service to provide customers with quality services. We request all VPC customers to complete a "Customer Comment Card" provided to every customer by the Global POV contractor and deposit it in the locked box available at the VPC. This is the only means of insuring a quality move and taking action to correct deficiencies when they occur, and is your opportunity to provide input in the POV movement process.
2. Only the Government representative has access to the "Customer Comment Card" box. Although we would prefer the card be turned in at the VPC, the member has the option to complete the card and mail it to:

Military Surface Deployment and Distribution Command
ATTN: AMSSD-PPP-PA
709 Ward Drive, Building 1990
Scott AFB, IL 62225

K LOSS AND DAMAGE

1. When picking up your POV:
 - a. Carefully inspect the exterior and interior to determine if there are any new damages.
 - b. Make sure items left in the POV at the origin terminal are still there.
 - c. Annotate all discovered loss and/or damage to your POV on your vehicle shipping document, DD Form 788 or commercial equivalent. Failure to do this may result in no payment for this damage.

L ADVANCE MEMBER PICK UP NOTIFICATION

In the event you have not already contacted the storage facility or managing VPC to arrange the pickup of your POV, you will be notified by them via certified mail with pre-pick up information 45 days prior to your tour end date. Vehicles are stored for a period of 90 days after termination of tour of duty. If no contact is made by the end of 90-day period after termination of the member's tour of duty, the vehicle is considered abandoned and is no longer considered a stored vehicle. Vehicles in this category may be moved to an outside facility to wait abandonment processing.

M DELIVERY FROM A STORAGE FACILITY FOR PICK UP AT CONUS/OCONUS VPC

You must provide the contractor with pickup or forwarding instructions no less than 30 days prior to the required delivery date at the designated CONUS VPC or delivery to a CONUS VPC for OCONUS movement. The instructions may be mailed, e-mailed, or faxed to the VPC. Movement from storage requires a complete copy of the members' new orders including amendments. In addition, movement to OCONUS points will require the documents specified in "Shipping Your POV" attachment.

N EARLY RELEASE OF POV FROM STORAGE WITHOUT NEW PCS ORDERS

Members requesting early release of POVs from storage for personal reasons without new PCS orders must be aware of the following:

1. Once a POV is released from storage, that POV is not authorized further storage at Government expense; to include personally procured storage until new orders are issued.
2. POVs withdrawn from storage without new orders are only authorized movement to the original CONUS turn-in VPC or the CONUS VPC serving the storage site. The POV is not authorized movement to the OCONUS turn-in site.
3. The Service must approve any movement requiring transport to another CONUS VPC before movement can occur, and the member must agree to pay any excess costs associated with the move.

O STORAGE SERVICES PROVIDED BY CONTRACTOR

1. Liability
 - a. Contractor liable for up \$20,000 for loss and damage.
 - b. Site settlement for loss and damage claims up to \$1000.
2. Storage Services
 - a. Vehicles are placed in storage no later than 14 days after turn-in from the member.
 - b. Storage must be indoors.
 - c. Vehicles are stored IAW the vehicle manufacturer's recommendations in effect at the time of storage.

- d. Vehicles are washed at the storage site prior to being placed into storage.
- e. Vehicles are covered during storage.
- f. Fuel stabilizer added as required.
- g. Vehicles run every 30 days – cycle air conditioning and heat.
- h. Move vehicles every 30 days to prevent flat spots on tires.
- i. Vehicles are kept locked.

P GOVERNMENT ASSISTANCE

Most VPCs have a COR available on site to assist you in the movement and/or storage of your POV. If required, please ask the contractor to be referred to the COR. In those instances where a COR is not available, the member will be put in telephone contact with a COR at another VPC who can assist.

Q WHERE IS MY POV

Customers can obtain information online regarding the status of their POV by visiting the following website: <https://www.whereismypov.com> (*)

This information includes:

- 1. Turning In/Picking Up a POV.
- 2. Shipping/Storing services.
- 3. VPC Locations (CONUS/OCONUS).
- 4. Required Documentation.
- 5. Frequently Asked Questions.

R GENERAL VPC INFORMATION

The remainder of this attachment provides information unique to each VPC storage facility operated by the GPC contractor.

NOTE: Hours of operation for each VPC are listed in the applicable section and are strictly adhered to. VPCs are not open on weekends or holidays. Please plan your trip accordingly.

1. CONUS Vehicle Storage Facility Information

CONUS Vehicle Storage Facility Operating Hours are: Monday-Friday 0800-1700 LT. CONUS Storage Facilities are closed Saturday, Sunday, and US Federal Holidays. Please feel free to call or email any CONUS Vehicle Storage Facility for assistance. Visiting Vehicle Storage Facilities is strictly prohibited.

<u>Northeast</u>	<u>Southeast</u>
Edison, NJ Storage Phone: (732) 339-0591 Fax: (732) 339-0595 Toll Free: (877) 269-3702 Email: edison-storage@amslgroup.com	Orangeburg, SC Storage Phone: (803) 268-9600 Fax: (803) 268-9666 Toll Free: (866) 241-3221 Email: orangeburg-storage@amslgroup.com

<p style="text-align: center;"><u>Southeast</u></p> <p>Chesnee, SC Storage Phone: (864) 703-6111 Fax: (864) 703-6167 Email: chesnee-storage@amslgroup.com</p>	<p style="text-align: center;"><u>South</u></p> <p>Dallas, TX Storage Phone (940) 497-1036 Fax: (940) 497-1076 Toll Free: (866) 438-2046 Email: dallas-storage@amslgroup.com</p>
<p style="text-align: center;"><u>West</u></p> <p>Bloomington, CA Storage Phone: (909) 874-4756 Fax: (909) 875-0488 Email: bloomington-storage@amslgroup.com</p>	<p style="text-align: center;"><u>Pacific Northwest</u></p> <p>Seattle, WA Storage Phone: (253) 272-1712 Fax: (253) 272-2375 Toll Free: (800) 597-1833 Email: seattle-storage@amslgroup.com</p>

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