



UNITED STATES MARINE CORPS

MARINE CORPS BASE

PSC BOX 20004

CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 4450.4C
BISS/PMO

MAR 22 2005

BASE ORDER 4450.4C

From: Commanding General
To: Distribution List

Subj: STORAGE OF PRIVATELY OWNED VEHICLES OF DEPLOYED PERSONNEL

Ref: (a) DoD Directive 4160.21M
(b) Title 10, U.S. Code, Section 2575 (NOTAL)
(c) BO P5560.2L

Encl: (1) Vehicle Storage Record
(2) Letter of authorization for Deployment Storage (in Excess of 90 Days) for Privately Owned Vehicles
(3) Limited Power of Attorney

1. Situation. Privately owned motor vehicles of deployed, unaccompanied personnel are frequently left aboard Camp Lejeune unattended for extended periods of time. These unattended vehicles are vulnerable to damage and criminal activity. This Order establishes a temporary Vehicle Storage/Impound Lot where unaccompanied personnel will be permitted to store their privately owned motor vehicles during their absences on deployment.

2. Cancellation. BO 4450.4B.

3. Mission. To provide unaccompanied deployed personnel a safe and economical Vehicle Storage/Impound Lot aboard Marine Corps Base (MCB), Camp Lejeune, North Carolina.

a. Summary of Revision. This Order has been completely revised in its entirety and should be thoroughly reviewed.

b. Definitions

(1) Unaccompanied. Personnel are considered to be unaccompanied when assigned to duty with units based at Camp Lejeune, North Carolina, without family members. Geographical bachelors are included in this definition.

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(2) Legal Owner. The legal owner is the registered owner of the motor vehicle, to include lessees and permittees who are allowed to register their motor vehicles for use aboard Camp Lejeune.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. We will maintain a Vehicle Storage/Impound Lot aboard Marine Corps Base (MCB), Camp Lejeune, North Carolina, to store vehicles of unaccompanied deployed personnel assigned to Camp Lejeune.

(2) Concept of Operations. When military personnel assigned to Marine Corps Base, Camp Lejeune deploy, they will have the privilege of storing their privately owned vehicles in the Storage/Impound Lot as long as all requirements of this Order are met.

b. Tasks

(1) The parent command (battalion/separate company) of personnel who are deploying will designate in writing per enclosure (2) an Officer/Staff Non-Commissioned Officer (SNCO) to accompany the person(s), taken in groups, who are to utilize the Vehicle Storage/Impound Lot. The Officer/SNCO will perform the following duties:

(a) Verify that all motor vehicles going into the Storage Lot are the personal property of deploying personnel.

(b) Be present at the Lot as the motor vehicles are being admitted or released.

(c) Actively participate in a joint inspection of all motor vehicles that enter or leave the Lot with a representative from the Provost Marshal's Office (PMO).

(d) Countersign the Vehicle Storage Record (enclosure (1)) to be completed for each vehicle entering or leaving the Storage Lot.

(2) The legal owner of the motor vehicle to be stored must be present at the time it is being received in the PMO Vehicle Storage Lot. Proof of ownership or notarized authorization to operate and store the vehicle (power of

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attorney) must be presented. Exceptions will be handled on a case-by-case basis.

(3) The owner or authorized representative is responsible to prepare his/her vehicle for storage and release. Minimum preparation includes disconnecting the battery cables and removing the hubcaps and storing them inside the vehicle. A strong antifreeze concentration and a low fuel level are recommended. All personal property not organic to the vehicle will be removed before acceptance and storage. All vehicles must be in compliance with both State and Base regulations, as per reference (c), and will possess the following, which will be valid upon entering the PMO Vehicle Storage/Impound Lot, and can be updated when the owner of the vehicle returns from deployment, with the exception of the vehicle insurance, which will remain current:

- (a) Valid State registration
- (b) Valid Base registration
- (c) Valid State safety inspection
- (d) Valid license
- (e) Limited Power of Attorney (enclosure (3))

c. Coordinating Instructions

(1) The fenced lot (old drive-in theater) located off Parachute Tower Road, MCB, is designated as the privately owned Vehicle Storage/Impound Lot. The operation, maintenance, and security of this Lot is the responsibility of the Provost Marshal, MCB, Camp Lejeune.

(2) By permitting deployed personnel to store their privately owned vehicles at the Vehicle Storage/Impound Lot, the Commanding General, MCB, Camp Lejeune grants such personnel a license to park but does not undertake to become the bailee of those vehicles.

(3) The parent command is responsible for providing personnel to assist in vehicle inspections. The number of motor vehicles to be stored determines the number of personnel to assist with the inspections. The ratio is at least one Officer/SNCO per 10 vehicles.

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(4) Direct liaison will be established to coordinate the receipt and release from storage of vehicles between the parent command and the Staff Non-Commissioned Officer in Charge (SNCOIC) of PMO's Vehicle Storage/Impound Lot.

(5) The vehicle owner or authorized representative will personally park the vehicle and thereafter turn over a set of keys to the Lot attendant.

(6) The PMO Vehicle Storage/Impound Lot attendant will not take any affirmative measures to maintain the condition of motor vehicles at the time of storage.

(7) A copy of enclosure (1) will be kept on file at PMO. The duplicate copy will be given to the owner or unit representative at the time of admittance of the vehicle. This form constitutes proof of receipt that the motor vehicle was placed in the Storage Lot.

(8) No vehicle will be released from the Vehicle Storage/Impound Lot without authorization from the legal owner's parent command. This also pertains to personnel on emergency leave.

(9) A motor vehicle will not be released to any person other than the legal owner or authorized representative except under the conditions specified in paragraphs 11, 12, and 13 below. Exceptions will be handled on a case-by-case basis.

(10) Submission of claims against the government for damage sustained to the stored vehicle due to natural or unforeseen circumstances is the responsibility of the vehicle owner's parent command.

(11) Vehicles not claimed when a unit returns from deployment due to abandonment by the owner or when the owner is in an unauthorized absence or deserter status will be verified with the parent command and disposed of in accordance with references (a) and (b).

(12) The parent command is responsible to effect disposition of stored motor vehicles belonging to deceased personnel.

(13) The Provost Marshal or his designated representative will consult with the Base Staff Judge Advocate (BSJA) before either relinquishing or denying possession of a

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stored motor vehicle to someone other than the deployed Marine who stored the vehicle.

(14) Within 15 working days of returning from deployment, the parent command will ensure that all vehicles are removed from the Vehicle Storage/Impound Lot. Extensions will be granted and handled on a case-by-case basis for seriously injured personnel who are unable to pick up their motor vehicle.

(15) The Vehicle Storage/Impound Lot attendant is not authorized to release vehicles damaged while in storage without first conferring with the Provost Marshal.

(16) Deployed personnel under contingency operation, congressional action or presidential call-up, i.e., as defined under Section 688, 12301(a), 12302, 12304, 12305, 12406 of Title 10, or any other provision of law during war or national emergency are authorized "Commercial Storage" of their POV if deployed in excess of 30 days. Personnel requesting commercial storage of their POV under the above cited conditions should contact the Base Traffic Management Office (TMO) at 451-2377 x210 prior to making any commercial storage arrangements for their POV. The PMO Vehicle Storage/Impound Lot will not deny POV storage if commercial storage is unavailable or to personnel that are deploying under short notice contingency operations. Note: The Unit Deployment Program is not considered a contingency deployment.

5. Administration and Logistics. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force, 2d Marine Division, 2d Force Service Support Group, and the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital, and Naval Dental Clinic.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to the Marine Corps Base, Camp Lejeune.


W. A. MEIER
Chief of Staff

DISTRIBUTION: A

VEHICLE STORAGE RECORD				NO.	NCIC	NO.					
MAKE	MODEL	COLOR	NO. OF CYLINDERS								
YEAR	MILEAGE	LICENSE NO. (Yr. State)	HORSEPOWER OR CUBIC INCH DISPLACEMENT								
BASE DECAL	FUEL <input type="checkbox"/> Diesel <input type="checkbox"/> Gas	VIN NO.	NO. OF AXLES								
TYPE OF VEHICLE						NO. OF WHEELS					
<input type="checkbox"/> Ambulance <input type="checkbox"/> Tractor <input type="checkbox"/> Semi-Trailer <input type="checkbox"/> Motorcycle <input type="checkbox"/> Passenger Vehicle <input type="checkbox"/> Truck <input type="checkbox"/> Trailer <input type="checkbox"/> Bus <input type="checkbox"/> RV											
BODY STYLE						BUS (Passenger capacity)					
<input type="checkbox"/> Coupe <input type="checkbox"/> Station Wagon <input type="checkbox"/> Pickup <input type="checkbox"/> Panel <input type="checkbox"/> Rack <input type="checkbox"/> Carryall <input type="checkbox"/> Convertible <input type="checkbox"/> Van <input type="checkbox"/> Stake <input type="checkbox"/> Flatbed <input type="checkbox"/> Camper <input type="checkbox"/> 2-Door Hardtop Sedan <input type="checkbox"/> 4-Door Hardtop Sedan						TRUCK (Mfg. Rated capacity)					
REGISTERED OWNER (Name, Rank, SSN)											
INSURANCE COMPANY (Full Address) and Policy Number											
COMMAND AUTHORIZING STORAGE - COMMANDING OFFICER											
INVENTORY AND CONDITION OF VEHICLE WHEN STORED											
DOORS AND TRUNK: LOCKED <input type="checkbox"/> KEYS IN CAR <input type="checkbox"/> KEYS IN PROPERTY ROOM <input type="checkbox"/> OTHER _____											
(USE CONDITION SYMBOL 1 - FOR EXCELLENT - 2 -- GOOD - 3 - FAIR - 4 - POOR - 5 - CONSTRUCTIVE TOTAL)											
x		DAMAGED	CONDITION	x		DAMAGED	CONDITION	x		DAMAGED	CONDITION
<input type="checkbox"/>	FRONT END			<input type="checkbox"/>	ENGINE			<input type="checkbox"/>	SPARE TIRE		
<input type="checkbox"/>	LF			<input type="checkbox"/>	RADIATOR			<input type="checkbox"/>	LR TIRE		
<input type="checkbox"/>	LF DOOR			<input type="checkbox"/>	ALTERNATOR			<input type="checkbox"/>	RR TIRE		
<input type="checkbox"/>	LR DOOR			<input type="checkbox"/>	BATTERY			<input type="checkbox"/>	RF TIRE		
<input type="checkbox"/>	LR			<input type="checkbox"/>	AC			<input type="checkbox"/>	LF TIRE		
<input type="checkbox"/>	REAR END			<input type="checkbox"/>	RADIO			<input type="checkbox"/>	GLASS		
<input type="checkbox"/>	RF			<input type="checkbox"/>	TAPE DECK			<input type="checkbox"/>	C.B. RADIO		
<input type="checkbox"/>	RF DOOR			<input type="checkbox"/>	HUB CAP			<input type="checkbox"/>	C.S. RADIO		
<input type="checkbox"/>	RR DOOR			<input type="checkbox"/>	WHEEL COVER			<input type="checkbox"/>	FT SEAT(s)		
<input type="checkbox"/>	RR			<input type="checkbox"/>	DRIVE TRAIN			<input type="checkbox"/>	REAR SEAT		
<input type="checkbox"/>	HOOD			<input type="checkbox"/>	JACK			<input type="checkbox"/>	HEADLINER		
<input type="checkbox"/>	TOP			<input type="checkbox"/>	TOOLS			<input type="checkbox"/>	FLOOR MAT		
<input type="checkbox"/>	REAR LID			<input type="checkbox"/>	GASOLINE			<input type="checkbox"/>	CARPET		
(USE SUPPLEMENTARY REPORT FOR ANY DETAILS NOT LISTED ON THIS PAGE)											
REMARKS: LIST ADDITIONAL DISCREPANCIES HERE AND ON REVERSE SIDE IF MORE SPACE IS NEEDED.											
REPORT MADE BY						DATE		TIME			
THE ABOVE VEHICLE HAS BEEN RELEASED TO ME AND I FOUND IT'S CONDITION TO BE AS INDICATED ABOVE											
SIGNATURE						DATE		TIME			

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the systems of records notice NM05512-2, Badge and Access Control System (August 15, 2007, 72 FR 45798). **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN). **PRINCIPLE:** Individuals considered or seeking consideration for access to space under the control of the Department of the Navy/combatant command and any visitor (military, civilian, or contractor) requiring access to a controlled facility. **PURPOSE:** To maintain all aspects of proper access control; to issue badges, replace lost badges and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility. **DISCLOSURE:** Mandatory for access.

ENTRY TO STORAGE

I have participate in the inspection of this vehicle and do certify that it's condition has been correctly indicated on the Vehicle Inspection Report.

VERIFYING OFFICER'S SIGNATURE	PRINT NAME	RANK	SOCIAL SECURITY NO.

EXIT FROM STORAGE

I have participate in the inspection of this vehicle and have examined the Entry to Storage inspection report and do certify that the vehicle's condition has been correctly indicated on the vehicle inspection report. I further certify that there were were not any discrepancies to report between this inspection and the Entry to Storage Inspection Report.

VERIFYING OFFICER'S SIGNATURE	PRINT NAME	RANK	SOCIAL SECURITY NO.

IF DISCREPANCIES WERE NOTED, INDICATE THE ICR NUMBER: _____

WERE PHOTOS OF THE DAMAGE TAKEN? YES NO

LIST ALL ADDITIONAL DISCREPANCIES:

IMPOUND ATTENDANT: _____

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UNITED STATES MARINE CORPS
 MARINE CORPS UNIT LETTERHEAD
 PSC BOX xxxxx
 CAMP LEJEUNE, NORTH CAROLINA 28542-xxxx

IN REPLY REFER TO:
 4500
 Unit
 Date

From: Commanding Officer (Deploying Unit)
 To: Provost Marshal (Attn: Services Officer), Marine Corps
 Base, Camp Lejeune

Subj: LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE (IN
 EXCESS OF 90 DAYS) FOR PRIVATELY OWNED VEHICLES

Ref: (a) JFTR
 (b) BO 4450.4C

Encl: (1) Personnel Requesting Storage of POV's

1. On DD Month YYYY, the main body of CSSD 22 departs Camp Lejeune, NC for (deployed location) for temporary additional duty in excess of 90 days. These personnel require POV storage and meet the criteria as set forth in references (a) and (b).

- a. Deployment Order Number: XXXX
- b. Estimated date of return from deployment: DD MMM YY
- c. Total number of vehicles to be stored: _____
- d. Date/time the unit would like to deliver the vehicle to storage: DD MMM YY
- e. Authorized SNCO/Officer and phone number: SSgt Marine at 910-451-XXXX
- f. POV will be picked up within 90 days of return from deployment.

2. Staff Sergeant I. M. Marine is hereby appointed to act as the representative for Combat Service Support Detachment 22 and is authorized direct liaison with the Transportation Office for the purpose of POV storage.

I. M. COMMANDER
 By direction

ENCLOSURE (2)

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LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That I, _____, currently residing at _____,

DO MAKE, CONSTITUTE, AND APPOINT: The Provost Marshal's Office or Designated Representative as my true and lawful attorney-in-fact, to act as follows, GIVING AND GRANTING unto my said attorney full power to:

Take possession of, operate, maintain, and for the above said person or organization to be able to move and store the below said vehicle as needed in regards to the security and protection of the vehicle aboard Camp Lejeune. I certify that said vehicle has the requisite liability insurance as required by law and that I will maintain such insurance. This Special Power of Attorney does NOT authorize my attorney-in-fact to sell or lease this vehicle.

MAKE: _____ Year: _____
MODEL: _____ Color: _____ State: _____
VIN: _____ License No: _____

Notwithstanding my inclusion of a specific expiration date herein, if on the below specified expiration date, or if at any time immediately preceding that specified expiration date, I should be, or have been, carried in a military status of "missing," "missing in action," or "prisoner of war," then this Power of Attorney shall automatically continue to remain valid and in full effect until 90 days after I have returned to the United States military control following termination of such status. If in the case of my death in combat or in any exercise of any kind, I give the Provost Marshal's Office or designated representative permission to relinquish the above foresaid vehicle to my current command or my next of kin.

Initials _____

This Power of Attorney has been completed in compliance with Chapter 32A of the North Carolina General Statutes and shall not be affected by my subsequent incapacity or mental incompetence. I hereby waive any requirement that my attorney-in-fact file any inventories or accounts as a result of this appointment.

ENCLOSURE (3)

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Further, unless sooner revoked or terminated by me, this Special Power of Attorney shall become NULL and VOID from and after the _____ day of _____, 20____.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this the _____ day of _____, 20____.

_____ (SEAL)

NORTH CAROLINA
ONSLOW COUNTY

On this _____ day of _____, 20____, personally appeared before me, the said named _____ to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged that he/she executed the same and being duly sworn by me made oath that the statements in the foregoing instrument are true.

NOTARY PUBLIC

My Commission Expires _____

ENCLOSURE (3)