

**BY ORDER OF THE
COMMANDER, 60th FORCE SUPPORT SQUADRON**

60 FSS OI – Recreational Vehicle Storage

1 July 2020

Force Support

OUTDOOR RECREATIONAL VEHICLE STORAGE

**COMPLIANCE WITH THIS PUBLICATION IS
MANDATORY**

OPR: 60 FSS/FSWO

Certified By: 60 FSS/CD

Supersedes: 60 FSS Operating Instruction 34-114, 27 Aug 2009

Pages: 5

Distribution: Travis Recreational Vehicle Storage

This operating instruction (OI) establishes policies and operational procedures for the Outdoor Recreation (ODR) Recreational Vehicle (RV) Storage Lot Program that applies to all customers, employees, and volunteers involved in the program.

SUMMARY OF REVISIONS

This document is completely reviewed.

1. References.

- 1.1. AFI 34-101, Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility
- 1.2. AFMAN 34-204, Property Management
- 1.3. Travis AFBI 31-103, Travis Air Force Base Traffic Code

2. Scope.

- 2.1. The provisions of this OI are applicable to all eligible personnel utilizing and supporting this facility.

3. Eligibility and Use Priority.

3.1. Eligibility and Use Priority for Recreational Vehicle Storage is outlined in Attachment 2, General MWR Program Eligibility (T-0) in AFI34-101. Priority Level 1, on-base residents will be granted highest priority. All others have a secondary status in correlation with designated priority level.

3.2. The FSWO office will establish a waiting list when spaces are full. The waiting list is based on priority status.

3.3. When a space becomes available, Outdoor Recreation will contact the next, highest priority patron on the waiting list via email and phone # provided by patron. Once initial contact has been made, registration is required within five business days or space will be offered to the next eligible patron. If contact information for patron is no longer valid or patron cannot be reached, the patron will be removed from the waiting list.

4. **Definition:** The term RV refers to recreational equipment such as boats, travel trailers, slide in campers (not attached to a vehicle), fifth wheels, self-propelled motor homes, horse trailers, utility trailers, POV's (including automobiles, trucks and motorcycles), watercraft (i.e. jet skis) and ATV's stored on authorized trailers. All RV's must have current registration and insurance.

Unauthorized vehicles/equipment include, but is not limited to: non RV's, project cars, autos stored on trailers, unsightly items, uninstalled tires/wheels, other vehicle parts, articles not related to the registered RV, uninsured vehicles, unregistered vehicles and stripped vehicles. Vehicles that have been originally deemed for use on public roads (including modified vehicles for off road) that would otherwise have required a vehicle registration are NOT allowed to be stored on trailers in the storage lots. ODR Management has final discretion. No commercial vehicles are allowed.

5. Policies.

5.1. TAFB Recreational Vehicle (RV) Storage consists of two separate lots (Storage Lot # 1 - Paved Lot and Storage Lot # 2 - Unpaved Lot). All policies and procedures apply to both lots unless otherwise noted.

5.2. Prior to storing an RV, all customers must sign a Storage Agreement with ODR for the current fiscal year of the storage spaces term acknowledging and agreeing to all policies and procedures listed in this OI and Recreational Vehicle Storage Agreement. A minimum term of three months is required. A new signed agreement for each fiscal year will be required for all customers every October 1.

5.3. Additional policies and procedures may become applicable at any time and are subject to change at any time. Outdoor Recreation will share any changes with customers through email listed on customers file and also publish on the 60 FSS official ODR webpage. It is the customer's responsibility to ensure they understand and abide by all policies and procedures.

5.4. Storage Lot #1 (Paved Lot) is designated for automobiles, motorcycles and oversized RV's measuring 28-45 feet. Patrons may temporarily park their POV in their registered

space only in the Paved Lot when pulling their RV out for use. All policies apply for said POV to include requirement of current registration and insurance. Must be on file with ODR prior to parking.

- 5.5. Storage Lot #2 (Unpaved Lot) is designated for RV's measuring 27 feet for less (from tongue to bumper). POV's to include trucks, automobiles and motorcycles are not allowed in the unpaved lot.
- 5.6. Stored vehicles should not have any fluids leaking from them or have any hazardous materials in or around them.
- 5.7. Spaces are designated for only one vehicle per space. Only the authorized vehicle that is registered on file with ODR may be stored in the space.
- 5.8. Overnight stays or overnight camping within the storage facility is prohibited.
- 5.9. For Storage Lot # 2 (Unpaved Lot), owners are responsible for trimming or mowing the area underneath and at least six feet around their space and from the fence to the road.
- 5.10. Patrons are not authorized to post "for sale" or any similar sign depicting a sale or means to get rid of the vehicle inside the storage areas. Any vehicle that is being sold or changed of title must be removed from the Travis RV Storage lot prior to change going into effect. The 60 FSS Auto Hobby Shop is responsible for managing TAFB Vehicle Resale Lots.
- 5.11. Any RV, boat or other vehicle maintenance must be completed off site away from the storage facility. All RV's must have empty storage tanks and must be dumped off site.
- 5.12. The storage lot is secured by an automatic locking gate. Each customer will be issued (1) access card or provided a code depending on lot upon registration. Users must ensure that the locking gate closes upon entering and exiting the facility. The registered patron, as a customer of 60 FSS/FSWO and sponsor of 60 AMW is responsible for any and all actions of guests that enter the storage lot. Guests must also adhere to all policies and procedures.
- 5.13. All property in lot is stored at owner's risk. It is the responsibility of the customer to provide insurance coverage of personal property. Outdoor Recreation, 60th FSS or Travis AFB are not responsible for lost, damaged or stolen property for any reason, whatsoever.

6. Registration.

- 6.1. Patrons who are interested in RV Storage will schedule an appointment with Outdoor Recreation at Building 863 during normal business hours to start the space registration process.
- 6.2. Registration requires a signed RV Storage agreement, copy of vehicles valid registration,

and proof of insurance, driver's license, and current payments throughout the contract term. Contract term is from 1 Oct -30 Sept for each fiscal year. Renewal of space will be due the 1st of October, the beginning of each fiscal year.

- 6.3. The name of the customer must appear on the registration of the item being stored and must also be named as insured by.
- 6.4. Any customer living 50 miles or further from Travis AFB is required to obtain a Power of Attorney to serve as an alternate caretaker in the event of an emergency in registered patron's absence. All vehicles must be able to be moved within 24 hours' notice and be moved at least 1x per calendar year.

7. Fees.

- 7.1. Current fees for TAFB RV Storage are listed online at travisfss.com/odr/longterm in addition to the respective fiscal years Recreational Vehicle Storage Agreement.
- 7.2. Reoccurring billing will happen monthly on the 1st business day of each month. Customer is responsible for providing current and accurate credit card information. Customer will be notified for any denied transactions of payment and will have 10 days to complete thereafter. Failure to comply will result in a \$20 late fee for each month.

7.3. Delinquent Accounts:

Days past due: A courtesy phone call to the last phone number on file reminding the customer (s) of the delinquent status of the account and late fee that applies after 10 days.

30 Days Past Due: A letter will be sent to the last address provided from the Outdoor Recreation Director, Community Services Flight Chief notifying the customer(s) of the delinquent status of the account.

45 Days Past Due: A letter will be sent to the last address provided from the Commander, 60th Force Support Squadron stating the intent to impound the vehicle. A copy of this letter will be forwarded to the user's squadron commander, as applicable.

60 Days Past Due: The 60th Security Forces Squadron Law Enforcement Office will be notified to impound the vehicle.

- 7.4. A \$30 replacement cost will be charged for lost gate cards.
- 7.5. ODR will not accept partial payments and does not pro-rate for partial month use.

8. Violation of Policies:

- 8.1. A violation of any policy or procedure listed in the RV Storage OI or Agreement will result in a courtesy phone call to the last number on file reminding customer(s) of the policy. Customer will have 10 business days to rectify the issue. Any issue left

unresolved will result in possible termination of agreement or submitted to the 60th Security Forces Squadron Law Enforcement to impound the vehicle.

8.2. Violations may result in stricter or immediate eviction dependent upon degree of violation.

9. Termination Process.

The use of the RV Storage lot will be terminated upon:

PCS from Travis AFB or discharge from the US Air Force

Resale of the vehicle

-60 day's delinquent on payment

-Discretion of 60 FSS/FSWO due to degree or an ongoing issue of a violation(s)

X

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Commander