

Department of the Army  
Headquarters, U.S. Army Garrison  
462 Hamilton Road, Suite 120  
Fort Sill, Oklahoma 73503  
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\*Fort Sill Regulation 28-1

Morale, Welfare, and Recreation  
**VEHICLE STORAGE AND VEHICLE RESALE FACILITIES PROGRAMS**

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**Summary.** This publication prescribes policies, responsibilities, and procedures for recreational vehicle storage and vehicle resale facilities program.

**Applicability.** This policy and guidance prescribed by this publication applies to all Fort Sill active duty military personnel, their Families, and retired military personnel and their Families with a mobile Recreational Vehicle.

**Supplementation.** Supplementation of this publication is prohibited without prior approval from the Directorate of Family and Morale, Welfare and Recreation (FMWR), 4700 Mow Way Road, Suite 100, Fort Sill, Oklahoma, 73503.

**Suggested Improvements.** The proponent of this regulation is the D,FMWR. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CRD, FMWR.

**Distribution.** This regulation is distributed solely through the Department of Human Resources, Administrative Services Division Homepage at <http://sill-www.army.mil/USAG/publications.html>

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## Chapter 1 Introduction

**1-1. Purpose.** This regulation prescribes policies, responsibilities, and procedures for Recreational Vehicle Storage and Vehicle Resale Facilities programs.

**1-2. Reference.** Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

**1-3. Explanation of Abbreviations and Terms.** Abbreviations and terms used in this regulation are explained in the glossary.

**1-4. Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on

the Army Records Information Management System website  
(<https://www.arims.army.mil>)

## **Chapter 2 Responsibilities**

### **2-1. User Responsibility.** All users are responsible for—

- a. Ensuring that pilferage items are properly secured at all times. This constitutes placing the item(s) in a securable camper, trailer, motor home or by removing the item(s) from the facility.
- b. Securing items against wind loss by blocking wheels front and back or tying lightweight item(s) to the ground.
- c. Payment of damages caused by collision or upset resulting from operating, towing, moving, or attempting to move item(s) within the confines of the facility. Users are cautioned not to disconnect towed item(s) from the primary vehicle until properly parked. Liability insurance coverage is provided only when item(s) cannot be stored or placed in the facility prior to completion of the contract.

## **Chapter 3 Recreational Vehicle Storage Area**

### **3-1. General.**

- a. The Recreational Vehicle Storage and Vehicle Resale Facility is designated as "Assumption of Risk Area." A service member who does not wish to purchase insurance becomes a self-insurer. They will park their vehicle/trailer in an assumption of risk area.
- b. The Recreational Vehicle Storage Facility area is for Privately owned recreational vehicles and trailer storage only. Recreational vehicles and trailers parked in the facility will not be used to store personal property not reasonably associated with the recreational vehicles.
- c. The Vehicle Resale Facility is for Privately owned vehicles which patrons would like to sell.
- d. Only one unit (vehicle/trailer) will be stored in each storage space. A boat with motor and mounted on a trailer is one unit.
- e. The Recreational Vehicle Storage facility is located on Knob Hill Road in Buildings 1290 and 1291.

f. The Vehicle Resale Facility is located at the corner of Sheridan Road and Miner Road, adjacent to Weeks Dental Clinic.

g. Hours of Operation: Normal operating hours are the same as those for the Outdoor Adventure Center/Equipment Checkout Center (ODR/ECC) – Monday/Tuesday 0900 – 1600; Friday 1130-1600; Saturday 0800-1200; Closed Wednesday / Thursday / Sunday and Holidays.

h. Eligibility : The facilities are intended for Military personnel and other members of the military community. Priorities for participation are contained in AR 215-1.

i. Documentation: Proof of ownership of the item(s) to be stored or sold.

j. Proof that item(s) to be stored or sold are covered by comprehensive insurance to include theft, fire, wind and hail storms or elect option to be self-insurer.

k. Assigned space(s) will not be changed. Item(s) must be parked only in the assigned space.

**3-2. Contract.** A contract will be completed for each space assigned. The users are responsible for keeping pertinent data in the contract current. Item(s) cannot be stored or placed in the facility prior to completion of the contract.

**3-3. Maintenance of Stored Items.** No maintenance activities will be conducted within the facility, other than changing flat tires.

**3-4. Removal.** It is the patron's responsibility to keep fees and charges current and to provide the ODR/ECC manager with proof of insurance policy renewals as applicable. In the event fees and charges become delinquent (after the 7<sup>th</sup> working day of each month) or the insurance policy expires without notification of renewal the manager will initiate the following actions immediately:

a. Contact the patron by telephone and/or registered letter, with return receipt, to inform him/her the ODR/ECC's records indicate that he/she is delinquent in either his/her payment or storage fee or the insurance policy covering item(s) is expired. Patron will be informed that unless prompt payment is made or proof of insurance is produced, the item(s) stored will be removed from the storage area by a specific date (Seven (7) working days from date of notification) and placed in the contracted wrecker storage yard in Lawton. Cost of registered mail notification will be added to owner's storage costs.

b. The day after the item(s) is removed from the Recreational Vehicle Storage and Vehicle Resale Facilities, a second registered letter will be sent to the patron informing him/her their property is no longer at the facility and that it may be claimed at the contracted wrecker storage yard in Lawton.

c. The patron can return his/her vehicle to the Recreation Vehicle Storage and Vehicle Resale Facilities only when all fees and charges owed are paid and the proof of insurance is provided.

**3-5. Complaints and/or Suggestions.** Complaints or suggestions must be written to be considered. Users may register complaints or make suggestions regarding the facility to:

Manager, Outdoor Adventure Center/Equipment Checkout Center  
(ODR/ECC)  
2502 Sheridan Road  
Fort Sill, OK 73503  
580-442-3575

Chief, Community Recreation (CRD)  
4700 Mow-Way Road  
Fort Sill, OK 73503  
580-442-3081

**Appendix A  
References**

**Section I  
Required Publications**

**AR 25-30**

The Army Publishing Program

**AR 25-55**

Department of the Army Freedom of Information Act Program

**AR 25-400-2**

The Army Records Information Management System

**AR 215-1**

Morale, Welfare and Recreation Program and Nonappropriated Fund Instrumentalities

**AR-335-15**

Management Information Control System

**AR-340-21**

The Army Privacy Program

**AR-380-5**

Department of the Army Information Security Program

**DA Pam 25-403**

Guide to Recordkeeping in the Army

**DA Pam 25-40**

Army Publishing: Action Officers Guide

## **Glossary**

### **Section I Abbreviations**

**AR**  
Army Regulation

**ARIMS**  
The Army Records Information Management System

**ASD**  
Administrative Services Division

**CRD**  
Community Recreation Division

**DA Form**  
Department of the Army Form

**DA Pam**  
Department of the Army Pamphlet

**D,FMWR**  
Directorate of Family and Morale, Welfare and Recreation

**DHR**  
Directorate of Human Resources

**ODR/ECC**  
Outdoor Adventure Center/Equipment Check out Center

**PDF**  
Portable Document Format

### **Section II Terms**

#### **“Assumption of Risk Area”**

The Recreational Vehicle Stores and Vehicle Resale Facility is designated as the “Assumption of Risk Area”. A service member who does not wish to purchase insurance becomes a self-insurer and parks his/her vehicle /trailer in an assumption of risk area.

**Section III**  
**Special Abbreviations and Terms**

This section contains no entries.

IMSI-MWR



GLENN A. WATERS  
COL, FA  
Garrison Commander

JAMES A. MILLER  
Director of Human  
Resources

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