

**BY THE ORDER OF THE COMMANDER
56TH FORCE SUPPORT SQUADRON (AETC)
LUKE AFB, ARIZONA 85309**

OPERATING INSTRUCTION 34-101.5

2 AUGUST 2022

Services

STORAGE FOR RECREATIONAL VEHICLES - OFF BASE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication and its prescribed forms are available for download on www.lukeevents.com/outdoor-recreation

RELEASABILITY: There are no releasability restrictions on this publication.

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Certified by: 56 FSS/FSW
(Ms. Annie Daniel)
Pages: 6

This Operating Instruction (OI) implements and extends Department of the Air Force Instruction (DAFI) 34-101, *Air Force Morale, Welfare, And Recreation (MWR) Programs, and Use Eligibility*. This operating instruction (OI) establishes policies and procedures for the operation and control of the Force Support Recreational Vehicle Storage Area for the Off-Base Lot. It is applicable to personnel involved with the control and implementation of all aspects of this program. 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's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFMAN 90-191, *Publishing Processes and Procedures*.

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SUMMARY OF CHANGES

This document has been substantially revised and should be completely reviewed. The major changes to this publication are as follows: Substantial changes due to policy changes.

1. Responsibilities:

1.1. The Outdoor Recreation (ODR) Manager is responsible for the overall operation of the vehicle storage area. Fees will be charged for the administration of the storage area.

2. Eligibility and Priority for Use:

2.1. DAFI 34-101 describes eligibility for general use of facilities.

2.2. Use of space in the storage area will be assigned on a space available basis, while applying the following priority:

2.2.1. Active duty personnel assigned to and residing on Luke AFB.

2.2.2. Active duty personnel assigned to Luke AFB who reside off-base.

2.2.3. Family members of active duty personnel who are deployed or stationed overseas.

2.2.4. Members of the Reserves and National Guard.

2.2.5. Retired military personnel.

2.2.6. DoD civilians.

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

2.4. When a space becomes available, Outdoor Recreation will contact the next, highest priority patron on the waiting list via phone number 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.

3. Fees and Charges:

3.1. Active Duty (Assigned to Luke AFB): monthly fee based on size of space required.

Table 3.1. Active Duty Assigned to Luke AFB Monthly Fee.

8x10= \$25
8x20= \$25
10x20= \$25
10x25= \$30
10x30= \$30
12x25= \$30
12x30= \$30
12x30 Pull Thru= \$35

12x40= \$35
12x40 Pull Thru= \$40
12x45= \$40
12x45 Pull Thru= \$45

3.2. All Others (Reserve, Guard, Retired, DoD Civilian, Family members of active duty personnel who are deployed or stationed overseas): monthly fee based on size of space required.

Table 3.2. All Others (Reserve, Guard, Retired, DoD Civilian, Family members of active duty personnel Monthly Fee.

8x10= \$40
8x20= \$45
10x20= \$45
10x25= \$50
10x30= \$50
12x25= \$50
12x30= \$50
12x30 Pull Thru= \$55
12x40= \$55
12x40 Pull Thru= \$60
12x45= \$60
12x45 Pull Thru= \$65

3.3. Fees are due the first of each month with automatic reoccurring payments that is processed through the Orbital System. It is up to the customer to contact Outdoor Recreation with an updated payment account if the current one expires or no longer works. The customer will be notified for any denied transactions of payment and will have 15 days to complete thereafter. Failure to comply will result in \$10 late fee for each month it is late.

3.4. A \$25 replacement cost will be charged for lost gate cards.

3.5. ODR will not accept partial payments and does not pro-rate for partial month use.

4. Definition of Recreational Vehicle (RV):

4.1. 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, and utility trailers that store ATV's and jet skis.

4.2. Unauthorized vehicles/equipment include, but is not limited to: non RVs, 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 used 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 lot. ODR Management has final decision. No commercial vehicles are allowed.

5. Delinquent accounts:

5.1. Fifteen days past due: A courtesy phone call reminding the customer of the delinquent status of the account.

5.2. Thirty days past due: An email and letter will be sent from Outdoor Recreation Director or Assistant Director notifying the customer of the delinquent status of the account.

5.3. Forty-five days past due: A letter will be sent from the Commander, 56th Force Support Squadron stating the intent to impound the vehicle and initiate a military pay order. A copy of this letter will be forwarded to the customer's squadron commander (when appropriate).

5.4. Sixty days past due: The 56th SFS Law Enforcement Office will be notified to impound the vehicle. The 56th JA Legal office will also be notified of the intent to impound.

6. Registration:

6.1. Users must complete a registration form prior to being assigned space in the storage area, provide a copy of vehicles valid registration, proof of insurance, and DoD ID. Contract term is from 1 Oct – 30 Sept for each fiscal year. Renewal of space will be due the 1st of Oct but no later than 31st Oct by providing a new registration form, current vehicle registration and proof of insurance, either in person or by sending through email to 56.Outdoor@gmail.com.

6.2. Only **one** recreational vehicle may be placed in a registered spot and must be the legal property of the customer, by providing the name of customer on the registration. Only **one** registered spot per customer. If the customer gets a new item, it must be the appropriate size for their spot, customer must complete a new registration form and present updated registration and insurance to Outdoor Recreation.

6.3. When registering a recreational vehicle, customers must present the vehicle's title and/or registration. For non-drivable vehicles, the customer must present legal proof of ownership.

6.4. Customers must maintain insurance and current registration on their stored items. They must provide a copy or a visual of new registration when it expires. A courtesy phone call will be made 15 days after expiration reminding the customer. The 56th Force Support Squadron nor the U.S. Air Force are responsible for loss or damage to property stored in this area.

6.5. Users who are out of the local area for extended periods of time, must appoint a local contact (who has power of attorney) for access to the stored property and to make payments.

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6.6. For access to the storage lot during normal business hours customers can contact the Outdoor Recreation Office (623-856-6267). An access gate key will be issued to customers, after it has been verified they have authorized access.

6.7. Users are responsible for their property and the upkeep and appearance of the surrounding area (trash, torn tarps, weeds, etc.).

6.7.1. Non-drivable vehicles (such as campers, boats, and trailers) must be blocked to prevent rolling.

6.7.2. Vehicle tires must be kept inflated and no parts or equipment can be left in direct contact with the ground.

6.7.3. A \$100 refundable deposit will be taken upon receiving a spot. Once spot is vacated and all processes and procedures in section 8 are followed, deposit will be refunded.

6.8. Users who plan to remove their property for a period greater than thirty days must notify the Outdoor Recreation Office.

6.9. Users must utilize only the space allotted to them. Improperly stored property may be removed at the owner's expense.

6.10. Users will retain the assigned space and fees monthly until the access card is turned in and assigned space is cleared out.

6.11. 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 customer's file and also publish on the 56th FSS official Outdoor Recreation webpage. It is the customer's responsibility to ensure they understand and abide by all policies and procedures.

7. Violation of Policies:

7.1. 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 of the policy. Customer will have 10 business days to rectify the issue. Any issue left unresolved will result in possible termination of agreement and be submitted to the 56th Security Forces Squadron Law Enforcement to impound the vehicle, at the cost of the customer.

8. Termination Process:

8.1. Users must close out their account by turning in their access key card into Outdoor Recreation during business hours. They will continue to be automatically charged until it is turned in and they were cleared. Once they have been cleared, by turning in key card and providing photo of cleared lot, the \$100 deposit may be refunded.

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8.2. Users must make sure their spot is free of weeds and trash before turning in their key card, photo proof required upon return of the access key card.

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FANY E. COLON DE HAYES, Lt Col, USAF
Commander

4 Attachments

- 1. Glossary of References and Supporting Information**
- 2. Outdoor Recreation Manager Letter**
- 3. 56 FSS/CC Letter**
- 4. Storage Area Rental Agreement**

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs, and Use Eligibility*

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI— Air Force Instruction

AFRIMS— Air Force Records Information Management System (AFRIMS)

DAFI— Department of Air Force Instruction

DOD— Department of Defense

LAFB— Luke Air Force Base

FSS— Force Support Squadron

MWR— Morale, Welfare, and Recreation

OI— Operating Instruction

ODR— Outdoor Recreation

OPR— Office of Primary Responsibility

RDS— Records Disposition Schedule

RV— Recreational Vehicle

Attachment 2

OUTDOOR RECREATION MANAGER LETTER

Table A2.1. Outdoor Recreation Manager Letter.

<p>DEPARTMENT OF THE AIR FORCE 56TH FORCE SUPPORT SQUADRON (AETC) LUKE AIR FORCE BASE, ARIZONA</p>
<p>56 FSS/FSWO 7383 North Litchfield Rd, Suite 3090 Luke AFB AZ 85309-1566</p>
<p>Dear:</p>
<p>This letter is to notify you that our records indicate your Luke AFB vehicle storage lot account is past due.</p>
<p>Space #: _____</p>
<p>Payment Due: _____</p>
<p>Amount Due: \$_____</p>
<p>If you feel this is incorrect, please call Outdoor Recreation at (623) 856-6267 to help clear this up.</p>
<p>You can make a payment with a credit card over the phone.</p>
<p>Thank you for helping us clear up this matter as quickly as possible.</p>
<p>ALEXIS M. MERRITT Outdoor Recreation Manager, NF-04</p>
<p>1st Notice</p>

Attachment 3
56 FSS/CC LETTER

Table A3.1. 56 FSS/CC Letter.

DEPARTMENT OF THE AIR FORCE
56TH FORCE SUPPORT SQUADRON (AETC)
LUKE AIR FORCE BASE, ARIZONA

56 FSS/FSWO
7383 N Litchfield Rd
Luke AFB, AZ 85309-1566

Dear:

This letter is to notify you that action to **impound** your vehicle has begun. Our records indicate your Luke AFB vehicle storage lot account is *seriously* past due.

Space #: _____

Payment Due: _____

Amount Due: \$ _____

If your account is not paid immediately, your vehicle will be impounded

If you feel this is incorrect, please call Outdoor Recreation *immediately* at (623) 856-6267 to clear this up.

You *must* make a payment with a credit card over the phone.

Thank you for helping us clear this matter as quickly as possible.

FANY E. COLON DE HAYES, Lt Col, USAF
Commander

Attachment 4

STORAGE AREA RENTAL AGREEMENT

Table A4.1. Luke AFB Outdoor – RV Storage Lot Rental Agreement.

LUKE AFB OUTDOOR RECREATION - RV STORAGE LOT RENTAL AGREEMENT

7211 N. El Mirage Rd. Glendale AZ, 85307
623-856-6267

Official Use Only				
<input type="checkbox"/> OFF-BASE LOT		<input checked="" type="checkbox"/> ON-BASE LOT		
<hr/> RV Lot #	<hr/> Payment Amount	<hr/> Key Card #	<hr/> Vehicle Reg. Exp. Date	<hr/> ODR Staff

- Active Duty on Base
 Active Duty off Base
 Active Duty Other
 Reserves/Guard
 DoD Employee
 Retired/Vet

Last, First Name

Other Authorized User(s)

Address

City/State/Zip Code

Home/Cell Phone Number

Work/Duty Phone Number

Rank and Squadron (if Active Duty)

Type of Vehicle (Camper, RV, Boat, etc.)

Length

Width

Make

Model

License Plate #

VIN #

1. I certify that the above listed property is registered to me in accordance with pertinent state laws.
2. I acknowledge that it is my responsibility to maintain my assigned storage lot in a neat and orderly manner, and that such responsibility will continue until I secure a release from Outdoor Recreation upon termination of the slot. I further acknowledge that I will notify Outdoor Recreation of any change/disposition of property, change of address or status, and registration expiration. I acknowledge that only 1 registered property item may be in any spot at any time unless authorized and paid for in accordance with OI 34-101.5, Storage for Recreational Vehicles.
3. I acknowledge that my property must be able to be moved at any given time in 5 business days of notification. I

acknowledge that if I do not comply with a notice to move my property, it will be moved at my expense. Furthermore, I release the US Air Force, its agents, employees, and volunteers from any liability to damage caused to my property, before, during or after its relocation.

Signature of Occupant

Date

_____ I acknowledge that it is my responsibility to maintain my property in good working order, maintaining a current state vehicle registration, insurance and the appearance of the immediate area surrounding the vehicle (weeds, clutter-free, etc) Vehicle tires must be kept inflated. I will not repair or modify vehicles in the RV storage area. I will provide a \$100 refundable deposit to ensure the cleanliness is kept in my area. (56 FSS OI 34-101.5, paragraph 6.4 & paragraph 6.7)

_____ I acknowledge that the storage of hazardous waste, materials and containers is strictly prohibited.

_____ I acknowledge that a late fee of \$10 per month will be assessed if payment correction is not received by the 15th of the month. **Accounts 45 days delinquent will result in gate entry card being deactivated and the vehicle being impounded by 56 SFS. Tow company fee is at my expense.**

_____ I acknowledge and understand that I store my vehicle at my own risk. I realize that while my property is in the RV storage lot, it is susceptible to vandalism and other damage. I understand that it is the policy of the Commander of LAFB to have proof of sufficient liability and comprehensive insurance on my property to cover all claims resulting from theft, vandalism, fire, lightening, flood, tornado, or other unusual occurrence while the vehicle is in the storage lot.

_____ I agree that when I am out of the local area for extended periods of time, I must appoint a local contact to Outdoor Recreation staff for access to the stored property and to upkeep the spot and item. (56 FSS OI 34-101.5, paragraph 6.5)

_____ I agree that I will terminate registration in person and return gate entry card/Lot Tag at Outdoor Recreation office prior to any move or permanent change of station (PCS), discharge, the sale of RV's or change in status where base access is no longer allowed to me within 2 weeks of vacating the area. **I will continue to pay all fees until the gate entry card is returned to Outdoor Recreation.**

_____ I acknowledge that if payment is 60 days past due and I do not contact the Outdoor Recreation office within the 60 days, the property will be deemed abandoned. Any property that is deemed abandoned in the RV storage lot will revert to the Non-Appropriated Fund Instrumentally (NAFI) that supports the RV storage lot. The item may be towed, disposed of, sold, or used in any manner the Outdoor Recreation office deems suitable to use.

_____ I acknowledge that Outdoor Recreation personnel are not responsible for acts of god, bad weather or electrical failure. If the gates are left open or sealed shut due to an electrical failure of any type, Outdoor Recreation staff will get repairs done as soon as possible, but are not responsible for opening the lot or fixing the system after hours. A sign will be located at the gate so I can call Outdoor Recreation personnel to report any issues, etc.

_____ **I acknowledge that I will renew my contract every fiscal year that I have the spot (1 Oct – 30 Sept), starting on Oct 1st but no later than Oct 31st by providing a new registration form, current vehicle registration and proof of insurance. Failure to do so will result in 1 courtesy call, on or around Oct 15th to the last number on file, and result in possible termination of agreement. The vehicle may be submitted to the 56th Security Forces Squadron Law Enforcement to impound the vehicle, at my cost.**

_____ I acknowledge that the registered vehicle is the only authorized vehicle in my parking space and only have one registered spot per person. (56 FSS OI 34-101.5, paragraph 6.2)

_____ I acknowledge that if I do not comply with listed requirements, Outdoor Recreation may impound my vehicle(s) at my expense. (56 FSS OI 34-110.5, paragraph 6.9)

_____ Signature of Occupant	_____ Date
_____ Outdoor Recreation Staff Signature	_____ Date