



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
UNITED STATES ARMY GARRISON, FORT LEAVENWORTH  
FAMILY AND MORALE, WELFARE AND RECREATION  
600 THOMAS AVENUE UNIT 2  
FORT LEAVENWORTH, KANSAS 66027-1417

AMIM-LVW (1e)

April 2024

Standard Operating Procedures (SOP) for the  
Fort Leavenworth Privately Owned Vehicle (POV) Resale Lot

1. **PURPOSE.** To establish rules and regulations governing the administration and operation of the POV Resale Lot.
2. **APPLICABILITY.** This policy covers the utilization of the POV resale lot by Family and MWR authorized patrons. The POV Resale lot is available to all eligible personnel. Authorized vehicles to place on the lot include: campers, motor homes, recreational vehicles, travel trailers, utility and cargo trailers, aquatic vehicles on trailers, trucks, vans, cars and motorcycles.
3. **ELIGIBILITY.** Patron eligibility will be IAW AR 215-1, Table 7-1. Included are active duty and retired military personnel, members of the reserve components and DoD Civilians.
4. **GENERAL.** The POV Resale Lot is located on the corner of Cody Road and Fourth Street next to the Harney Gym Complex.
  - a. The privilege of using the POV Resale Lot is based on legal ownership of the item to be on display.
  - b. The POV Resale Lot receives minimal winter maintenance and may/may not have snow removed in a timely manner.
5. **REGISTRATION, PAYMENT AND RENEWAL.**
  - a. Eligible individuals requesting to place their vehicles in the POV Resale Lot must completely fill out, sign and date the POV Resale Lot Agreement form and provide a copy of their current insurance and title/registration.
    - (1) Trailers not required to be licensed per their state's licensing requirements (under 2000 lbs, etc.) must provide a copy of the insurance for the vehicle that will be pulling the trailer as the tow vehicle's insurance becomes the guarantor for insurance purposes.
    - b. Patrons are required to pay for a full month in advance before placing their vehicle in the POV Resale Lot. The first month is a set cost for all vehicles. Additional months will be charged based on the length of your vehicle. Please refer to the current pricing table that can be provided to you by Family and MWR.

## Standard Operating Procedures for the Fort Leavenworth POV Resale Lot

c. Initial permits are good for 30 days from the date of issue. The permit must be displayed on the vehicle at all times while it is in the lot. Failure to display a current permit may result in additional charges to the owner.

d. Patrons are responsible to renew their permit each month and pay the designated fee on or before the expiration date. Failure to do so will result in a \$20.00 late fee. In the even the patron fails to update their permit and/or fails to remit the designated fee after Family and MWR has made reasonable and proper notification, use of the space will be withdrawn.

(1) Privately owned vehicles left in a space that has been withdrawn may be turned over to the Military Police as abandoned. At that time the owners will be subject to Garrison regulations and procedures to include impound of abandoned privately owned vehicles.

6. RESPONSIBILITY OF PATRONS. All patrons are responsible to adhere to the rules stated in the POV Resale Lot Standard Operating Procedures as well as the POV Resale Lot Agreement.

a. It must be understood that items stored at the RV Storage Lot (including items left or stored inside the RV) are vulnerable to theft, vandalism, and other hazards. In this regard, owners are encouraged to maintain commercial insurance to cover these risks.

(1) Failure on the part of the owner to maintain insurance coverage, constitutes the owner as "self-insured" and bars the payment of any claim for theft, vandalism, or damage to the owner's vehicle and/or the vehicle's contents.

(2) As part of the registration process, the owner agrees, to waive any and all claims against the United States Army, and its agents (including Morale, Welfare and Recreation Directorate and agencies therein), for any personal injury, damage or loss to his/her person or sustained to his/her vehicle or its contents.

b. At no time will a patron be allowed to use his/her space to display equipment that he/she does not own or that he/she has not annotated on the agreement form. Subleasing of a space is not authorized.

c. When parking a vehicle in the lot, do not block any other vehicle or driving lanes. Vehicles parked illegally will be towed at the owners expense.

d. POV Resale lot patrons will maintain their space at an acceptable level of appearance per the POV Resale Lot Agreement section 6. When a deficiency is found, the customer will be notified of the deficiency. Customer will have 72 hours to make the correction, or the correction will be made by MWR staff and the customer will be charged for the labor. Examples of corrections that would need to be made are

## Standard Operating Procedures for the Fort Leavenworth POV Resale Lot

ripped/torn tarps and covers, flat tires, leaking fluid, trash and/or debris or loose items in the customers space.

e. Privately owned vehicles will not be disassembled or placed on jacks or blocks while in the POV Resale Lot.

f. While on post, vehicles displayed "For Sale" must be located in the POV Resale Lot, unless the seller resides in post quarters with a designated parking space. Owners may continue to use their "For Sale" vehicle for on-post transportation; however, vehicles displaying a "For Sale" sign while parked in an on-post parking space (other than in the POV Resale Lot) after normal duty hours may be ticketed by the Military Police.

g. Patrons understand that should it be found that they are involved in property issues with the POV Resale Lot, whether through willful intention, negligence, or fraud, that they will be held criminally, civilly, and financially responsible for any damages that occur as a result.

h. Patrons understand that property in the POV Resale Lot with expired tags or fees 30 days past due will be considered abandoned by Family and MWR and title will be obtained in order to dispose of the property or sell it at public auction IAW 10 U.S. Code 2575 – Disposition of Unclaimed Property. The personal property will be returned to the patron upon full payment of fees and charges owed if it has not been disposed of, but the personal property will not return to the POV Resale Lot.

7. This SOP will be revised only if significant changes are made to its body.

8. Point of contact for this SOP is Megan Browning at 913-684-1669 or [megan.e.browning.naf@army.mil](mailto:megan.e.browning.naf@army.mil).

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