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UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA 28542

INFO ACT INIT

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BO 4450.4  
PMO/AWR/as  
06 JUL 1981

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BASE ORDER 4450.4

From: Commanding General  
To: Distribution List

Subj: Storage of Privately-Owned Vehicles of Deployed Personnel

Ref: (a) DOD DIRECTIVE 4160.21M (NOTAL)  
(b) Title 10, U. S. Code, Section 2575 (NOTAL)

Encl: (1) Vehicle Inspection Report

1. Purpose. To publish instructions concerning the operation of a storage lot for privately owned vehicles within the confines of Camp Lejeune, North Carolina, for use by deployed personnel who are unaccompanied while assigned duty at Camp Lejeune, North Carolina.

2. Background. The privately-owned motor vehicles of unaccompanied personnel deployed with U. S. Marine Corps units are frequently left aboard Camp Lejeune while their owners are temporarily absent. This Order establishes a temporary storage lot where unaccompanied personnel who are soon to be deployed will be permitted to store their privately-owned motor vehicles during their absence.

3. Definitions

a. Unaccompanied. Personnel are considered to be unaccompanied if assigned duty with units based at Camp Lejeune, North Carolina, without the presence of dependents. Geographical bachelors are included in this definition.

b. Legal Owner. The registered owner of the motor vehicle, to include leasees and permittees who are allowed to register their motor vehicles for use aboard Camp Lejeune.

4. Action

a. The fenced lot located off Ash Street in the Industrial Area, Marine Corps Base, is designated as the privately-owned vehicle storage lot. The operation, maintenance and security of this lot shall be the responsibility of the Provost Marshal, Marine Corps Base.

b. By permitting deployed personnel to store their privately-owned vehicles at the storage lot, the Commanding General grants such personnel a license to park but does not undertake to become the bailee of those vehicles.

c. The parent command (battalion/separate company) of personnel who are deploying will ensure that an Officer/SNCO accompanies the person(s), taken in groups, who are to utilize the storage lot. The Officer/SNCO will perform the following duties:

(1) Verify that all motor vehicles going into the storage lot are the personal property of deploying personnel.

(2) Be present at the lot as the motor vehicles are being admitted or released.

(3) The appointed Officer/SNCO shall actively participate in a joint inspection of all motor vehicles that enter or leave the lot with a representative from the Office of the Provost Marshal.

(4) Countersign the Vehicle Inspection Report (enclosure (1)) to be completed for each vehicle entering or leaving the storage lot.

d. It shall be the responsibility of the parent command to provide personnel to aid in the vehicle inspections. The number of personnel to be determined by the number of motor vehicles to be stored is at least one (1) NCO per ten (10) vehicles.

e. Direct liaison shall be established between the parent command and the Traffic Officer, Office of the Provost Marshal, to coordinate the receipt and release from storage of motor vehicles.

f. The legal owner of the motor vehicle must be present for a motor vehicle to be admitted to the storage lot. Proof of ownership or notarized authorization to operate and store the vehicle must be presented. Exceptions will be handled on a case by case basis.

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g. It shall be the responsibility of the individual Marine or the authorized representative to prepare his/her vehicle for storage and release. Minimum preparation for storage includes disconnection of the battery cables and removal of hubcaps, and storage of same inside the vehicle. A strong antifreeze concentration and a low fuel level is recommended. All personal property not organic to the vehicle will be removed prior to acceptance and storage.

h. The vehicle owner or authorized representative will personally park the vehicle and thereafter, turn over a set of keys to the lot attendant.

i. Storage lot attendants will not take any affirmative measures to maintain the condition of motor vehicles in storage.

j. A copy of the Vehicle Inspection Report (enclosure (1)) will be provided to the legal owner of the motor vehicle and to the owner's parent command. All original copies will be kept on file by the Office of the Provost Marshal. This report constitutes proof of receipt of the motor vehicle.

k. No vehicle shall be released from the storage lot without authorization from the legal owner's parent command. This pertains also to personnel on emergency leave.

l. 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 n, o and p below. Exceptions will be handled on a case by case basis.

m. Submission of claims against the government for damage sustained by the stored vehicle due to natural or unforeseen circumstance is the responsibility of the vehicle owner's parent command.

n. Vehicles that are unclaimed when a unit returns from deployment due to abandonment by owner, owner in an unauthorized absence or deserter status, will be verified with the parent command and disposed of in accordance with references (a) and (b).

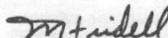
o. It shall be the responsibility of the parent command to effect disposition of stored motor vehicles belonging to deceased personnel.

p. The Provost Marshal or his designated representative shall consult with the Base Staff Judge Advocate before either relinquishing or denying possession of a stored motor vehicle to someone other than the deployed Marine at whose request it was stored.

q. On return from deployment it is the parent command's responsibility to ensure that all vehicles are removed from the storage lot within 15 days.

r. The storage lot attendant is not authorized to release vehicles that have been damaged while in storage without first conferring with the Provost Marshal.

5. Applicability. Having received the concurrences of the Commanding Generals, 2d Marine Division, FMF and 2d Force Service Support Group (Rein), FMFLant, this Order is applicable to those commands.

  
J. R. FRIDELL  
Chief of Staff

DISTRIBUTION: X  
Copies to: CG, 2d MARDIV (25)  
CG, 2d FSSG (15)  
CO, NRMC (5)  
CO, NRDC (5)

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VEHICLE INSPECTION REPORT

DATE:

ENTRY TO STORAGE VEHICLE INSPECTION

NOTE: CONDUCT YOUR INSPECTION CAREFULLY. IT IS NOT POSSIBLE TO LIMIT THE LIABILITY OF THE GOVERNMENT OTHER THAN THROUGH USE OF THE VEHICLE INSPECTION FORM.

VEHICLE INFORMATION

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ TYPE BODY \_\_\_\_\_ COLOR \_\_\_\_\_ STATE REG. \_\_\_\_\_  
BASE REG. \_\_\_\_\_ VEHICLE IDENTIFICATION NUMBER \_\_\_\_\_

INSURANCE INFORMATION

INSURANCE COMPANY \_\_\_\_\_ POLICY NUMBER \_\_\_\_\_ TYPE COVERAGE \_\_\_\_\_

LEGAL OWNER

NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_ PARENT COMMAND \_\_\_\_\_  
OWNER'S SIGNATURE \_\_\_\_\_ UNIT TAD TO \_\_\_\_\_

COMMAND AUTHORIZING STORAGE \_\_\_\_\_

VERIFYING OFFICER, NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_  
PARENT COMMAND \_\_\_\_\_ VERIFYING OFFICER'S SIGNATURE \_\_\_\_\_

INSPECTING NCO

NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_  
PARENT COMMAND \_\_\_\_\_ SIGNATURE \_\_\_\_\_

LOT ATTENDANT

NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_  
LOT ATTENDANT'S SIGNATURE \_\_\_\_\_

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VEHICLE INSPECTION REPORT

DATE:

INVENTORY OF ACCESSORY ITEMS

_____ HUBCAPS	_____ RADIO	_____ JACK
_____ WINDSHIELD WIPERS	_____ CLOCK	_____ LUG WRENCH
_____ SIDE & REAR MIRRORS	_____ SPARE TIRE	_____ OTHER
_____ FENDER SKIRTS	_____ CIGARETTE LIGHTER	_____ OTHER
_____ ANTENNA	_____ FLOOR MATS	_____ OTHER
_____ LUGGAGE RACKS	_____ CUSHION	_____ OTHER
_____ ASH TRAYS	_____ SEAT BELTS	_____ OTHER

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VEHICLE CONDITION, EXTERIOR

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VEHICLE CONDITION, INTERIOR

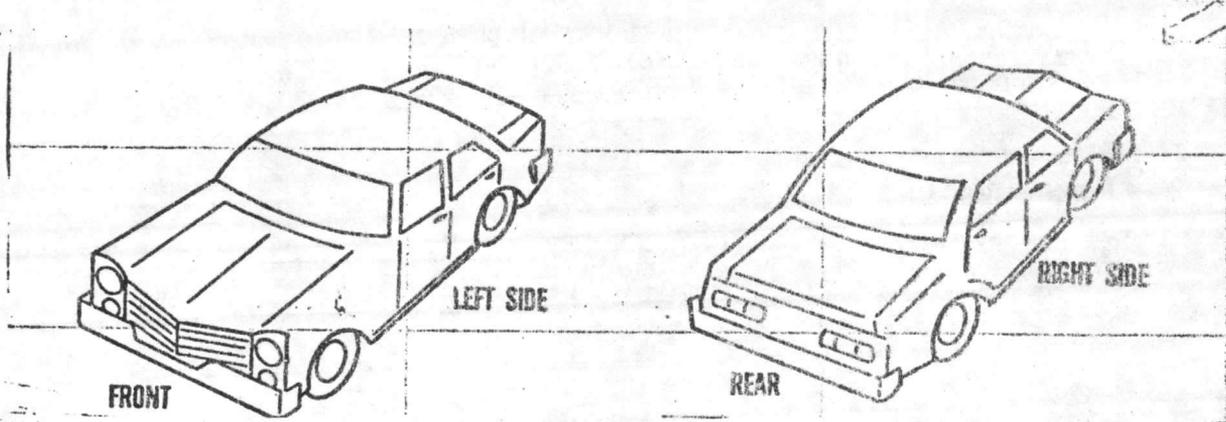
ENCLOSURE (1)

06 JUL 1981

VEHICLE INSPECTION REPORT

DATE:

RECORD MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE BY MARKING THE BELOW ILLUSTRATIONS.



DESCRIBE THE DAMAGES INDICATED IN THE ABOVE BLOCK

PHOTO OF VEHICLE FRONT/LEFT SIDE

PHOTO OF VEHICLE REAR/RIGHT SIDE

ENCLOSURE (1)

DATE:

ENTRY TO STORAGE VEHICLE INSPECTION

I HAVE PARTICIPATED IN THE INSPECTION OF THIS VEHICLE AND DO CERTIFY THAT IT'S CONDITION HAS BEEN CORRECTLY INDICATED ON THE VEHICLE INSPECTION REPORT.

VERIFYING OFFICER/SNCO SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

INSPECTING NCO SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

PROVOST MARSHAL'S REPRESENTATIVE SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

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VEHICLE INSPECTION REPORT

DATE:

EXIT FROM STORAGE VEHICLE INSPECTION

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VEHICLE INFORMATION

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ TYPE BODY \_\_\_\_\_ COLOR \_\_\_\_\_ STATE REG. \_\_\_\_\_  
BASE REG. \_\_\_\_\_ VEHICLE IDENTIFICATION NUMBER \_\_\_\_\_

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INSURANCE COMPANY \_\_\_\_\_ POLICY NUMBER \_\_\_\_\_ TYPE COVERAGE \_\_\_\_\_

LEGAL OWNER

NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_ PARENT COMMAND \_\_\_\_\_  
OWNER'S SIGNATURE \_\_\_\_\_ UNIT TAD TO \_\_\_\_\_

COMMAND AUTHORIZING STORAGE \_\_\_\_\_

VERIFYING OFFICER NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_  
PARENT COMMAND \_\_\_\_\_ VERIFYING OFFICER'S SIGNATURE \_\_\_\_\_

INSPECTING NCO

NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_  
PARENT COMMAND \_\_\_\_\_ SIGNATURE \_\_\_\_\_

LOT ATTENDANT

NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_  
LOT ATTENDANT'S SIGNATURE \_\_\_\_\_

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VEHICLE INSPECTION REPORT

DATE:

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_____ SIDE & REAR MIRRORS	_____ SPARE TIRE	_____ OTHER
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_____ LUGGAGE RACKS	_____ CUSHION	_____ OTHER
_____ ASH TRAYS	_____ SEAT BELTS	_____ OTHER

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VEHICLE CONDITION, EXTERIOR

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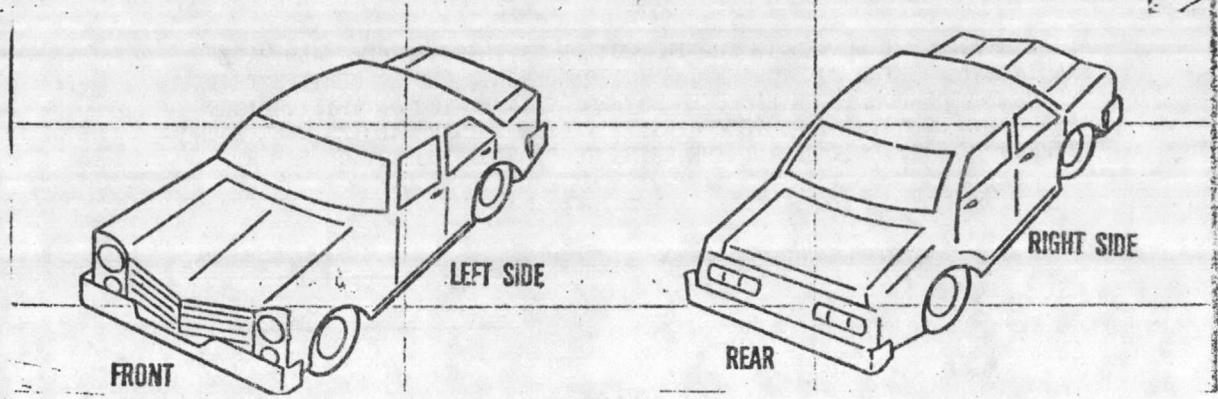
VEHICLE CONDITION, INTERIOR

ENCLOSURE (1)

VEHICLE INSPECTION REPORT

DATE:

RECORD MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE BY MARKING THE BELOW ILLUSTRATIONS.



DESCRIBE THE DAMAGES INDICATED IN THE ABOVE BLOCK

PHOTO OF VEHICLE FRONT/LEFT SIDE

PHOTO OF VEHICLE REAR/RIGHT SIDE

ENCLOSURE (1)

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VEHICLE INSPECTION REPORT

ATE:

EXIT FROM STORAGE VEHICLE INSPECTION

1. COMPLETE EITHER A OR B BELOW AS APPLICABLE.

A. I HAVE PARTICIPATED 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 THIS VEHICLE INSPECTION REPORT. I FURTHER CERTIFY THAT NO DISCREPANCIES WERE FOUND BETWEEN THIS INSPECTION AND THE ENTRY TO STORAGE INSPECTION REPORT.

VERIFYING OFFICER/SNCO SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

INSPECTING NCO SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

PROVOST MARSHAL'S REPRESENTATIVE SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

B. THE FOLLOWING DISCREPANCIES WERE FOUND DURING THIS INSPECTION AS COMPARED TO THE ENTRY TO STORAGE INSPECTION:

ENCLOSURE (1)

VEHICLE INSPECTION REPORT

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DATE:

(CONTINUATION OF DISCREPANCIES, ITEM)

VERIFYING OFFICER/SNCO SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

INSPECTING NCO SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

PROVOST MARSHAL'S REPRESENTATIVE SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

ENCLOSURE (1)

