

RESALE LOT POLICIES AND PROCEDURES

1. **GENERAL POLICIES:** These instructions will pertain to all privately owned automobiles, motorcycles, recreation vehicles, motor homes, boats, campers, and trailers on the lot. The objective is to provide authorized personnel with a location to display vehicles they may have for resale.
2. **RESPONSIBILITY:** Outdoor Recreation/Equipment Rental located in building 736 will be responsible for registration of all vehicles to be placed on the base vehicle resale lot at Goodfellow AFB.
3. **ELIGIBILITY:** Active duty military personnel and their immediate family members assigned to Goodfellow AFB have first priority; other active duty military personnel assigned to the area have second priority. Retired military personnel, Reservists, DoD and NAF civilians assigned to Goodfellow will be accepted on a space-available basis.
4. **PROCEDURES:** The AETC Form 680 "Assignment of Parking Space for Mobile Home, Trailers, Boats, and Campers," will be used to register vehicles that will be placed on the base vehicle resale lot. To register a car for the lot, the following procedures will be followed:
 - 4.1. Upon showing proof of ownership (either title or registration), the AETC Form 680 will be filled out by the owner and maintained at Outdoor Recreation/Equipment Rental. Military ID will be checked to insure the information is correct.
 - 4.2. The form will expire in 30 days from the date of issue or when the vehicle is sold, whichever comes first.
 - 4.3. The form can be renewed on a space available basis for an additional 2 week or 4 week period, if no active duty member is currently on the waiting list.
 - 4.4. No one family will have more than one vehicle on the lot at any one time.
 - 4.5. If the vehicle is not registered in the name of the person who is filling out the form and is an eligible member, a power of attorney must be presented.
 - 4.6. When registering the vehicle, Outdoor Recreation/Equipment Rental will provide the individual with a card that must be completed and displayed on the windshield of the vehicle or clearly visible on other types of vehicles (motorcycles, boats, etc.).
 - 4.7. Upon the sale of the vehicle or expiration of the 30-day limit, personnel will report to Outdoor Recreation/Equipment Rental so that records must be updated.
 - 4.8. Outdoor Recreation/Equipment Rental will inventory the lot everyday. If an unauthorized vehicle is on the lot, the Outdoor Recreation/Equipment Rental Manager will try to locate the owner and explain the procedures for registering their vehicle. On the following day's inventory, if the vehicle is still there, the Outdoor Recreation/Equipment Rental Manager will contact Security Police to have the vehicle ticketed.
 - 4.9. If the owner is temporarily removing his or her vehicle from the lot Outdoor Recreation/Equipment Rental will be notified.
 - 4.10. Upon notification that a space has become available, the next person has two working days to fill out all necessary forms to place his/her vehicle on the lot. Failure to follow these procedures will result in the loss of the space and the space will be given to the next person on the waiting list. There will be a charge of \$6.00 for two weeks or \$12.00 for one month per vehicle.