



DEPARTMENT OF THE ARMY
DIRECTORATE OF FAMILY, MORALE, WELFARE, AND RECREATION
U.S. ARMY GARRISON WHITE SANDS MISSILE RANGE
WHITE SANDS MISSILE RANGE, NM 88002

IMWS-MWR

15 Jun 2024

STANDARD OPERATING PROCEDURES (SOP) PRIVATELY OWNED VEHICLE (POV) RESALE LOT

1. **PURPOSE.** To outline policies and procedures for the White Sands Missile Range (WSMR) Privately Owned Vehicles (POV) Lot.
2. **APPLICABILITY.** This SOP is applicable to individuals utilizing the POV Resale lot. The POV Resale lot provides WSMR active-duty military, retirees, family members, DOD civilian employees, and NAF personnel a central location to buy or sale privately owned vehicles.
3. **GENERAL:** Location, the WSMR POV Resale lot, located adjacent to building T108, facing headquarters avenue, is the only designated location for the sale of POV's on WSMR. This lot operated under the control of the DPCA
4. **RESPONSIBILITY.**
 - I. Family and Morale, Welfare and recreation (F&MWR):
 - a. F&MWR will provide the registration forms, window sale lot permits, and agreement forms.
 - b. FMWR ensure all eligible personnel requesting to utilize the resale lot complete the required forms at enclosed 1-3 to this SOP. Verify vehicle is properly registered and has valid identification (driver's license, CAC or military ID) proof of up-to-date insurance.
 - c. MWR personnel will periodically inspect the lot to ensure that all vehicles are authorized to be in the lot for resale.
 - II. Director of Emergency Services (DES)
 - a. The WSMR police will conduct periodic patrols of the resale lot.
 - b. The police will post an abandon vehicle notice, DD Form 2504 on any vehicle that is parked without permit or expired permit.
 - c. Vehicles found in violation of this SOP will be given 72 hours to properly register or the vehicle will be in pounded IAW-AR 190-5 and WSMR Reg 190-3.
5. **AUTHORIZED USERS:** The WSMR POV Resale Lot is available to WSMR active-duty soldiers, retirees, family members, DOD civilian employees and NAF personnel.
6. **DEFINITIONS:** A vehicle is defined as a car, motorcycle, truck, boat with trailer, house trailer, motorhome, RV camper trailer and similar vehicle.

7. VIOLATIONS: It is a violation of this SOP to park any vehicle for purpose of resale in any other area other than the WSMR resale Lot. Vehicles will only be sold at the location mentioned in paragraph 3.
8. REGISTRATION: The parking of a POV on the Resale Lot requires a permit. Permits are issued at the FMWR Community Recreations Center, building 1338 as follows:
 - I. One permit will be issued per vehicle. The permit is valid for 30 calendar days and is not transferable to other vehicles. The permit will expire at 1600 on the expiration date. At the end of the 30-day period, the owner must renew the permit or remove the vehicle from the lot.
 - II. Vehicles displayed on this lot will be privately owned and will not be sold in a manner that suggests a commercial enterprise operation.
 - III. Registration will include the following:
 - a. The owner of the vehicle must show current vehicle registration, proof of current insurance, (insurance card or policy with an effective date), and a valid military ID or authorized Common Access Card.
 - b. The owner of the vehicle must place the permit number on the vehicles passenger's side front windshield.
 - c. All vehicles on display will be in clean and presentable condition (no flat tires, or accumulation of junk or trash in or around the vehicle). Vehicle must be operational. If any vehicle is observed with fluid leakage, the owner will be notified and required to remove the vehicle and clean up the spill/leakage.
 - d. Performance of any maintenance on vehicle should be performed prior to placement in Resale Lot. Any cleaning waxing, or maintenance is prohibited (Exception: fixing a flat tire and/or jump-starting battery).
 - e. Owners are required to sign a Hold Harmless Agreement (waiver) and acknowledge the vehicle is parked in the lot at their owner's risk. Any losses occurring in the lot (to include theft or vandalism) will not be considered incident to service and is not reimbursable by the Department of the Army or NAF.
 - f. Registration fee will be \$20.00 for a 30-day consecutive permit for cars, pickups, motorcycles, A TV's recreational vehicle, pickup camper shell, trailers, boat or similar vehicles.
9. OWNERS OF VEHICLES RESPONSIBLE ARE:
 - I. Fully understanding this SOP and asking for clarification if they do not.
 - II. Obtaining a Resale Permit from FMWR Community Recreation Center, bldg. 1338.
 - III. Clearly display the permit with the vehicle information on the passenger's side of the windshield.
 - IV. Remove all property from vehicle prior to parking vehicle in Resale Lot. FMWR is in NO way responsible for lost or stolen articles that remain in vehicles.
 - V. Locking and securing the vehicle. FMWR and DES will not accept keys or be responsible to secure keys for vehicles stored at Resale Lot.

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- VI. If sale of the vehicle occurs prior to the expiration of the permit, the seller must terminate the permit with the FMWR Community Recreation Center (575-678-1713) no later than 1600 hours on the day following the sale.
 - VII. Renewal of registration must be accomplished prior to the expiration of the permit. Unregistered or vehicles with expired permit will be impounded as stated in 4.b.3
 - VIII. Absence of vehicle owner as follow:
 - a. The use of a power of attorney is authorized for those owners who cannot be present.
 - b. A copy of the power of attorney authorizing another to operate, register, and sell the vehicle in the absence of the owner must be provided at the time the permit is issued.
 - IX. FMWR reserves the right to terminate the POV Resale Lot Permit if violation of this SOP or Army Regulations occur.
10. Questions regarding this SOP may be directed to the FMWR Community Recreation Center at 678-1713.

Chance McCormack
Director, Outdoor Recreation
575-678-1759

ENCL (Forms)
WSMR POV Resale Lot Registration Information Form
Resale and Hold Harmless agreement
POV Sale lot Permit