



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 1701.1B
N921
22 Aug 2018

NAS PATUXENT RIVER INSTRUCTION 1701.1B

From: Commanding Officer, Naval Air Station Patuxent River

Subj: AUTO SKILLS CENTER AUTO-RAMA USED VEHICLE RESALE LOT POLICY

Encl: (1) MWR Auto Skills Center Naval Air Station Patuxent River Auto-Rama Used Vehicle Resale Lot Application

1. Purpose. To establish policy and procedures for Naval Air Station (NAS) Patuxent River personnel to sell their privately owned automobiles, motorcycles, recreational vehicles, and boats.
2. Cancellation. NASPAXRIVINST 1710.1A
3. Eligibility. Military, civilian, and contract personnel who are assigned to NAS Patuxent River and have valid access credentials. Active duty personnel shall have first priority.
4. Responsibility. The Recreation Division of the Morale, Welfare and Recreation (MWR) Department will be responsible for providing a lighted, numbered area, and necessary controls to ensure vehicles are checked in and out and ensure that any non-appropriated fund costs required to administer the programs are recouped. Fees and charges will be posted at the Auto Skills Center, Building 1586. Lot spaces are limited to 43.
5. Rules and Regulations.
 - a. Eligible personnel with proper identification may display property on the designated used property resale lot across from Building 1354 (Photo Lab). Persons using the facility will do so at their own risk. Neither NAS Patuxent River nor MWR will be responsible for any vehicle damage. No other locations are authorized to display any type of vehicle for sale to include workplace parking spaces, Unaccompanied Housing parking lots, or on public roadways in family housing areas.
 - b. Owners will be required to provide:
 - (1) Identification or work badge,
 - (2) Valid state tag,
 - (3) And ownership or registration papers.

c. Vehicles for resale may be parked on the lot for 30 days. If, after the first 30-day period, the owner still wishes to leave the vehicle, the owner must revisit the Auto Skills Center, building 1586 to renew the application, and pay the additional charge. Any vehicle that has not been renewed must be removed by 2000 on the last day of the 30-day permit. Vehicles may not be registered longer than three (3) 30-day periods. If a patron wishes to re-register a vehicle again after three (3) 30-day stays, the owner must remove the vehicle for 30 days and then re-register the vehicle for no more than an additional 30-day period.

d. Contact the Auto Skills Center at (301) 342-3507 when a vehicle is removed from the lot. The resale lot is inventoried each workday by 1200 hours. If a vehicle is not on the resale lot, the applicable patron will be contacted immediately.

e. The legal owner of the authorized vehicle is the only person with the exception of law enforcement, who is allowed to register or remove the vehicle from this facility.

f. A patron may sell no more than three vehicles a year. Under no circumstances may this facility be used for business purposes or associated with outside sales agencies.

g. Base security retains the right to remove vehicles that violate this policy. Removals will be conducted IAW security department's abandoned vehicle procedures.

6. Action. The Auto Skills Center will ensure that the Auto-Rama Used Vehicle Lot Applications are available for all authorized users and that the vehicle maximum stay rule is enforced.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

8. Review. The Auto Skills Center Manager will review this instruction annually, on the anniversary of its effective date to ensure applicability, currency, and consistency for Federal, DoD, and Navy policy and statutory authority. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.



J. G. HAMMOND

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via

<https://g2.cnmc.navy.mil//CC/Documents/Forms/Directives%20Only.aspx>

<https://g2.cnmc.navy.mil/NASPATUXENTRIVERMD/SitePages/Home.aspx>



**MWR AUTO SKILLS CENTER
NAVAL AIR STATION PATUXENT RIVER
AUTO-RAMA USED VEHICLE RESALE LOT APPLICATION**

NAME: _____ RATE/RANK _____ SITE # _____

WORK PLACE _____ HOME PHONE _____ WORK PHONE _____

PROPERTY INFORMATION

MAKE _____ MODEL _____ COLOR _____

YEAR _____ LICENSE TAG # _____

MILEAGE _____ ENGINE SIZE _____ TRANSMISSION _____

INSURANCE CO. _____ POLICY # _____ EXP DATE _____

EXTRAS: RECENT REPAIRS, COMMENTS, ETC. _____

SITE # ASSIGNED _____

DATE ENTERED _____

SITE FEE PAID \$ _____

EXPIRATION DATE _____

CASH ___ CHECK ___ CREDIT CARD ___

ASKING PRICE \$ _____

The undersigned agrees that he/she will be responsible for any towing charges if the property is abandoned and agrees to pay all charges before the property is released.

Waiver: I hereby hold harmless the Morale, Welfare and Recreation (MWR) Department and the United States Navy (including its agencies and instrumentalities, their officers, agents and employees) against liability for any and all claims for loss, property damage, injury, or death (including cost and expenses) arising out of the use of this resale lot. I consent to collection for any amounts due from me to the U.S. Government or its instrumentalities for unsettled debts plus applicable reasonable service charges that have been incurred by me or my family member(s). Vehicles for resale may be parked on the lot for 30 days. If after the first 30-day period the owner still wishes to leave the vehicle, the owner must revisit the MWR Auto Skills Center, Building 1586, renew their application and pay the additional charge. Any vehicle that has not been renewed must be removed by 2000 on the last day of the 30-day permit. Vehicles may not be registered longer than three 30-day stays. If a patron wishes to re-register a vehicle

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NOTICE

This area is provided as a service to our customers. This is not a secured area. Please remove all valuables and or pilferable items.

Signature _____ Date _____

Team Member Signature _____ Date _____