DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-LG 13 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Mannheim Command Policy # 16, Disposition of Abandoned Privately Owned Vehicles (POVs)

1. References.

a. AE Reg 190-1, Registering and Operating Privately Owned Vehicles in Germany.

b. AE Reg 600-1, Regulated Activities of Members of the U.S. Forces, the Civilian Components, and Family Members.

c. USAREUR Reg 600-700, Identification Card and Individual Logistic Support.

2. Purpose. To establish procedures for implementing and maintaining a policy on the proper disposal of abandoned vehicles and registration of non-operational vehicles within United States Army Garrison (USAG) Mannheim.

3. Applicability. The provisions of this policy apply to all members of the armed forces, civilian components, and family members who are assigned or employed within the geographic boundaries of the USAG Mannheim and are authorized a USAREUR driver's license and privately owned vehicle (POV) registration privileges (IAW USAREUR Reg 600-700, Individual Logistical Support).

4. Procedures for POV Disposal. If circumstances indicate that a vehicle has been stationary for an extended period of time or it has no plates, the Assistant Installation Coordinator (AIC) or Disposal Officer will:

a. Attach DD Form 2504 (Abandoned Vehicle Notice) to POV informing the owner the vehicle will be towed to a specific holding lot if not moved within 24 hours.

b. After 24 hours, complete a condition inventory and tow the vehicle to the community holding lot.

c. Coordinate with the Provost Marshal to file a DA Form 3975.

d. Coordinate with local Polizei liaison for abandoned vehicles on the installation belonging to local nationals.

5. Determining Status and Ownership. The AIC of the installation will determine the status and ownership for POVs moved to the community holding lot as follows:

a. Contact Provost Marshal's office to access the Vehicle Registry Information Network (VERINET). If VERINET is not available, contact the USAREUR Registry of Motor Vehicles (RMV) with chassis number or license number to determine the identity of the last known registrant.

b. If the owner or agent is identified, determine the following:

(1) Owner or agent status and location.

(2) Whether an agent has been appointed to dispose of the vehicle IAW AE Reg 190-1, para 3-22.

(3) Whether there is a lien on the vehicle.

6. Procedures when Owner is Determined.

a. Notification of an owner in the command:

(1) If the owner is temporarily absent, do not process the POV for disposal.

(2) If the owner is determined to be in the command, the AIC will contact the owner's unit commander or first sergeant and inform them they must take administrative actions IAW AE Reg 190-1, para 2-14 (2) and 3-23a and possibly take punitive actions IAW USAREUR Reg 600-1 against the vehicle owner.

b. Notification of absent owner:

(1) If the owner is no longer in the command, the AIC will notify the owner by certified mail with return receipt requested informing the owner the POV has been found abandoned and will be disposed of unless other instructions are received within 45 days.

(2) After 45 days from the date on the certified mail return receipt, the AIC will notify the Directorate of Logistics (DOL) to initiate vehicle disposal procedures.

c. If USAREUR RMV records indicate a lien is on the vehicle of an absent owner, the disposal officer will send a copy of disposal notification to the lien holder.

7. Disposal.

a. If no disposition instructions are received from owner or lien holder within 45 days after the date of notification was mailed, the vehicle will be processed for disposal.

b. If the owner replies with disposition instructions that are permitted by basic regulation, the vehicle will be disposed of immediately according to those instructions.

c. If the DOL disposes of the POV, the AIC notifies RMV of the make, chassis number, color, name of disposal agency, license plate number (if known), and the name of the owner.

8. Procedures when Owner is not Determined. If the AIC cannot determine the owner, the POV will be treated as an abandoned vehicle and disposed of according to AE Reg 190-1.

a. If the board of officers determines the POV fair market value is under $300, the POV may be released to Defense Reutilization and Marketing Region-Europe (DRMR-E) for disposal IAW AE Reg 190-1, Appendix E-3d.

b. If the board of officers determines the POV fair market value is $300 or more, the POV must be held for 45 days from the date is was placed in the holding lot. During this time, the board or AIC will post a notice of the vehicle's intended disposition in the community bulletin board for at least one month. At the end of 45 days, the vehicle may be released to the DRMR-E for disposal.

c. If the DOL disposes of the POV, the AIC notifies the RMV with the vehicle make, chassis number, color, name of disposal agency, license plate number (if known), and the name of the owner.

9. Disposal Procedures.

a. In order to initiate disposal procedures, the AIC will provide the Director of Logistics with the following documentation:

(1) Completed USAG Mannheim Abandoned POV Identification and Disposition Form.

(2) DD Form 2506 (Vehicle Impound Report).

(3) PS Form 2811 (return receipt for certified mail).

b. The DOL will dispose of abandoned POV using the following guidelines:

(1) Coordinate with Morale, Welfare, and Recreation (MWR) to try and dispose of abandoned and unclaimed POVs through on-site sales.

(2) Request a military interdepartmental purchase request (MIPR) from the USAG Heidelberg to cover the disposal cost of POVs that cannot be disposed of through on-site sales. The cost of disposing an unclaimed POV will come from the operating funds of the unit to which the owner is or was assigned.

(3) If a vehicle is found illegally registered or abandoned and the investigation determines the previous owner is not affiliated with the United States, the AIC will coordinate with the German Polizei liaison for disposal procedures.

10. Repossession of POV by Lien Holder. When repossessing an abandoned POV, the lien holder must:

a. Provide evidence of ownership to the U.S. releasing authority.

b. Send written notification of repossession to the Registry of Motor Vehicles, USAREUR, Unit 29230, APO AE 09102, with the name of the person who had the loan and the circumstances of the POVs abandonment.

c. U.S. financial institutions operating in Germany must register repossessed POVs in USAREUR immediately upon repossession.

d. Lien holders who are not eligible to register POVs with USAREUR must comply with customs clearance requirements before transfer or disposal. The USAREUR license plates and all U.S. Forces decals will be removed and turned in to the local field registration Military Police (MP) or Security Police (SP) station.

11. Responsibilities.

a. Commanders and Supervisors:

(1) Establish procedures to implement and enforce provisions of this policy to include process for paying the cost of disposing any unclaimed POVs from the unit operating funds.

(2) Take appropriate corrective action when a subordinate fails to comply with AE Reg 190-1.

(3) Ensure all subordinates register their non-operational POVs with the unit and Assistant Installation Coordinator (AIC).

(4) Maintain files to track data of ownership and disposition of POVs registered non-operational by members of their units.

(5) Perform semi-annual inspections IAW AE Reg 190-1, Appendix D.

(6) Develop and enforce procedures (prerequisite to clearing unit) to ensure all departing Soldiers/Civilians have properly disposed of their POVs.

(7) Enforce the mandatory suspension of registration privileges for a period of at least 30 days but not to exceed 6 months when a member of their unit fails to properly register and/or abandons a POV IAW AE Reg 190-1, para. 3-23a.

b. Provost Marshal:

(1) Provide physical security support to holding lots where POVs are stored pending disposition under AE Reg 190-1, Appendix E-5.

(2) Provide information on the last known owners of POVs to the board of officers.

(3) Prepare DA Form 3975 (Military Police report) on POVs moved to holding lots for disposal.

(4) Confiscate license plates on notification of a report that the POV registration has been cancelled due to lack of third party liability insurance.

(5) Remove license plates that are defaced, altered, or forged.

(6) Notify the AIC of cited vehicles.

c. Installation Coordinators/Assistant Installation Coordinators (AIC)

(1) Identify suspected abandoned, improperly parked, or unregistered vehicles on the installation and attach DD Form 2504 giving the owner 24 hours to comply. AICs will complete part 1 of USAG Mannheim Abandoned POV Identification and Disposition form (Enc 1).

(2) Request identification of the cited vehicle's owner from the Military Police and have the USAG Mannheim Provost Marshal complete part 2 of USAG Mannheim Abandoned POV form.

(3) Notify the commander to ensure the owner moves the POV and complete part 3 of USAG Mannheim Abandoned POV form. If the commander fails to act within three days, turn

the matter over to the Directorate of Logistics (include USAG Mannheim Abandoned POV form and Pick-Up Request letter).

(4) Establish a holding area and provide authorized parking on their respective installations for all POVs registered non-operational by members residing and/or stationed on their installation.

(5) AIC will post a notice of the vehicle's intended disposition in the community bulletin board for at least one month.

d. Director of Logistics:

(1) Appoint an Abandoned POV disposal officer.

(2) Provide tow and lift capability (if available) to installation coordinators desiring to move abandoned POVs.

(3) Gather and monitor data from the Assistant Installation Coordinators (AICs) on the disposition of all POVs in holding lot.

(4) Notify the chain of command when a commander fails to respond to an AIC's request to move an abandoned POV to an authorized area or properly dispose of a vehicle owned by a member of their command.

(5) Notify the command of improper clearance procedures when the owner is identified.

e. Abanoned POV Disposal Officer (E-7 or above):

(1) Update the DOL by the 5th working day of each month on the status of abandoned vehicles in the community.

(2) Coordinate with AICs to process vehicles according to Encl 2.

(3) Maintain records of actions taken on each vehicle for two years after disposition.

(4) Act on telephonic requests from lien-holders to delay processing to the Defense Reutilization and Marketing Region-Europe (DRMR-E) Fund.

(5) Determine the POV owner's identity and process the POV IAW AE Reg 190-1, Appendix E-5.

(6) Examine and inventory the condition of each POV entering the holding lot. Photographs of all four sides may be used for this purpose.

f. POV Owner:

(1) Maintain proper registration of all privately owned vehicles.

(2) Dispose of USAREUR registered vehicles prior to departing Germany in one of the following ways:

(a) Ship vehicle to Continental United States (CONUS).

(b) Sell the POV to another person entitled to USAREUR registration privileges.

(c) Sell the POV to a local national after obtaining the necessary clearance through the local customs office.

(d) Donate the vehicle to the local MWR. The MWR approving official accepts POVs on an individual basis.

(e) Take to POV to a local scrap yard.

(f) Appoint an agent by means of power of attorney (POA) to exercise any of the options after your departure. An agent must ensure that the vehicle is parked at an authorized holding area designated by the Installation Coordinator.

(3) Register Vehicles Non-Operational when:

(a) The POV does not meet or ceases to meet the mechanical standards in AE Reg 190-1, Appendix C.

(b) USAREUR driving privileges are suspended or revoked for periods exceeding 30 days.

(c) The POV registration is cancelled.

(4) Comply with standards to maintain a vehicle Non-Operational:

(a) Maintain registration on AE Form 190-1AA.

(b) Park at authorized holding area designated by the Installation Coordinator.

(c) Remove plates and return them to the local Field Registration Station.

12. The proponent for this policy is the USAG Mannheim Directorate of Logistics at DSN 380-1540/CIV 0621-730-1540.

2 Encls

MELISSA A. STURGEON
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DISTRIBUTION:
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UNITED STATES ARMY GARRISON MANNHEIM

ABANDONED POV
IDENTIFICATION AND DISPOSITION FORM

PART 1- VEHICLE IDENTIFICATION

Installation Coordinators will complete the following for a suspected abandoned POV:

DATE/ TIME FOUND _____ LICENSE PLATE _____

YEAR _____ MAKE _____ MODEL _____ COLOR _____

VERIFICATION STICKER # _____ CHASSIS # _____

IC VERIFICATION SIGNATURE _____ DATE _____

PART 2- OWNER IDENTIFICATION

The Provost Marshal will complete the following within 24 hours of receipt:

DATE/ TIME RECEIVED _____ DATE/ TIME IC PICKED UP _____

OWNER NAME _____ RANK _____ SSN _____

UNIT/ ORGANIZATION _____

LIEN? YES ___ NO ___ NAME/ ADDRESS _____

REMARKS _____

PM REP SIGNATURE _____ DATE _____

PART 3- COMMAND CONTACT

Record of IC contact with owner's commander/ supervisor for assistance in disposing of above Vehicle:

DATE/ TIME OF CONTACT _____

RANK/ GRADE _____ NAME _____

OWNER STATUS _____

COMMANDER/ SUPERVISOR COMMENT _____

IC SIGNATURE _____ DATE _____

If no action is taken by the above Commander/ Supervisor within 3 days, forward this form to the Directorate of Logistics, USAG-MANNHEIM

Title 10, U.S. Code, Section 2575

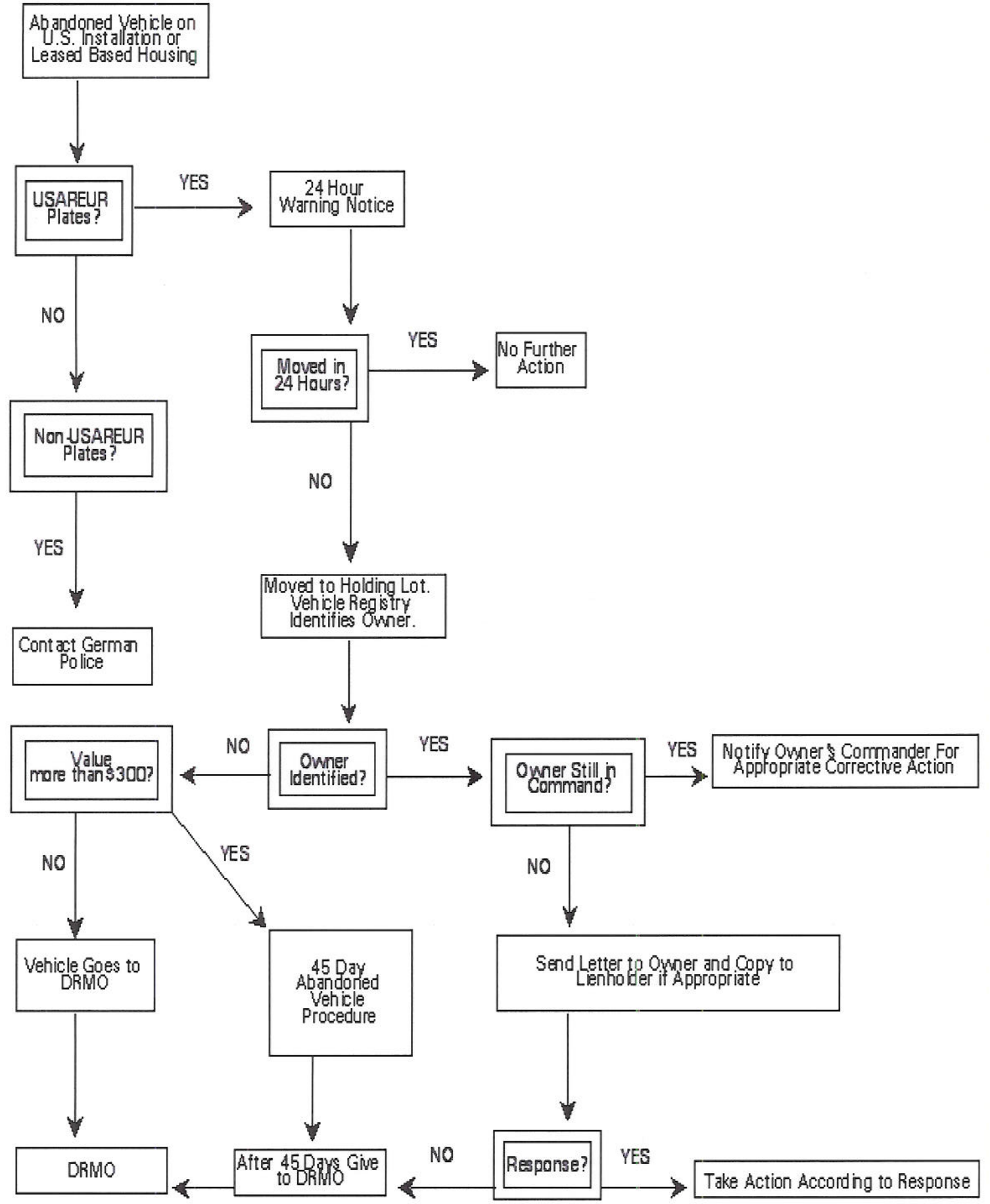

Figure E-1. POV Disposal Procedures