

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard
Base Kodiak

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CGBASEKODIAKNOTE 1710
29 December 2022

BASE KODIAK INSTRUCTION 1710.1

Subj: BASE KODIAK MWR VEHICLE STORAGE LOT

Ref: (a) Coast Guard Morale, Well-Being, and Recreation (MWR) Manual, CIM 1710.13 (series)
(b) U.S. Coast Guard Real Property Management Manual, COMDTINST M11011.11 (series)

1. PURPOSE. This instruction establishes policies and procedures for the operation of a vehicle storage lot at Base Kodiak.
2. ACTION. All tenants shall comply with this Instruction. Failure to comply with this Instruction may result in termination of use and/or access for non-complying patrons. Commanders of local Coast Guard units in Base Kodiak area are encouraged to share this information with members of their commands.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. Private vehicle access to, and operation on, government facilities is a privilege not a right. As a service for authorized MWR patrons, a limited number of vehicle storage lots may be available within Base Kodiak's designated storage lot area for various rolling stock, including: vehicles, recreational vehicles, motor homes, boats, trailers, and/or any other item(s) approved by the Commanding Officer. Stand-alone camper shells and truck caps are prohibited. This program is authorized as a Category C MWR activity under reference (a) and will be principally administered by the Base Kodiak MWR program.
5. PROCEDURES.
 - a. Only an eligible MWR patron as outlined in reference (a) may use a designated space within the vehicle storage lot area. Proof of ownership as well as current insurance and other documentation will be required.
 - b. Any eligible MWR patron who requests to use the storage lot must complete a Vehicle Storage Lot Parking/Storage Application (Enclosure 1) and sign a Certification of Financial Responsibility/Liability Release (Enclosure 2) and submit both documents to the MWR Manager or other designated individual.
 - c. Parking and storage are limited to the designated lot and individually marked spaces in the visitor parking area. Space availability is prioritized in accordance with reference (a). Active-Duty members will be given priority for spaces. Due to assignments and transfers, space

occupancy will be reviewed annually. The review will take place on 1 June each calendar year and be conducted by the MWR Manager or other designated individual. After the annual review, patrons will be given one month's notice to remove their property if an individual of higher priority requests a space.

- d. Due to limited storage area and to maintain unit aesthetics, MWR may refuse any items that do not fully fit within the available space, do not meet the documentation requirements, and/or whose design, construction, or condition do not meet Federal Motor Vehicle Safety Standards.
- e. At the discretion of the Base Kodiak MWR Director, any vehicle in poor condition will not be allowed into the storage lot. All vehicles will be inspected by an MWR representative prior to assignment of space. Owners of items that deteriorate to a poor physical state will be written notice of the substandard state of the vehicle and given 10 days to correct deficiencies from the date of the signed notice. If the owner fails to make requested improvements the owner will be provided a written request to remove the item. If the item is not removed within 10 days after the date of the signed written request, MWR may contact local authorities to have the property removed from Base Kodiak at the owner's expense.
- f. The Vehicle Storage Lot user agreement will remain in effect as long as the owner complies with the terms of this instruction.
- g. While MWR will strive to provide reasonable notification of changes affecting the Vehicle Storage Lot user agreement and/or items in storage, MWR reserves the right to terminate the agreement at anytime.
- h. Due to physical security protocols, members that are not authorized MWR patrons will not be given the gate access codes for entry onto the property. Access may be restricted or revoked if conditions (weather, security, operational, or otherwise) change, which is solely up to the CO and any designee of the Commanding Officer, to include the Base Kodiak OOD. The owners of property should plan accordingly.
- i. Owners must provide contact information and be available to remove property within 24 hours if necessary. At such time, all vehicles or boats stored in the lot must be removed by the owner. If items are not removed by the time indicated, MWR may remove the property at the expense of the owner. Owners are responsible for informing the MWR department in a timely manner whenever their contact information changes.
- j. Each owner remains responsible for their item(s). Each vehicle must have valid and up to date state registration, inspection, and insurance at all times. MWR may terminate the user agreement and direct the removal of any item whose condition and/or documentation is not properly maintained.
- k. Any item left in MWR the storage area without prior approval of the Commanding Officer (or after approval has expired) is subject to removal at the owner's expense.
- l. Owners choosing to secure their property with a lock shall provide the MWR Manger or other designated MWR individual with a duplicate key or combination to ensure emergency removal.

- m. Maintenance and routine mechanical work will not be performed within the lot confines. Emergency work will be allowed at the discretion of the MWR staff. Vehicles on jacks, blocks, or any other temporary lifting device are prohibited. An owner may jack his/her vehicle for emergency maintenance but must be present in the space at all times while the vehicle is on the jack. Vehicles left unattended during jacking operations will be removed from the parking lot without chance of reinstatement. Vehicles, boats, trailers, etc. must be moveable at all times by their own power, trailer, or standard tow. Flat tires and abandoned derelict property are prohibited.
- n. Fees and Payment: Any item approved for long-term storage is subject to fees payable to Base Kodiak, MWR program. The tier pricing is as follows:
- Tier 1 – Active-Duty members living in base housing, Active Duty members assigned to Kodiak or tenant commands living on the economy.
 - Tier 2 – Base Kodiak permanent party civilians (GS, WG, CGES, and NAF).
 - Tier 3 – Active Duty assigned outside Base Kodiak local area.
 - Tier 4 – USCG/DOD Retired, Base Kodiak Contractors, Veterans

	STORAGE LOT AREA FEES – 15FT			STORAGE LOT AREA FEES - 30FT		
	Annual payment	Semi-annual payment	Monthly payment	Annual payment	Semi-annual payment	Monthly payment
Tier 1	\$100 (\$100 /year)	\$75 (\$150/year)	\$20 (\$240 /year)	\$150 (\$150 /year)	\$100 (\$200 /year)	\$25 (\$300 /year)
Tier 2	\$200 (\$200 /year)	\$150 (\$300 /year)	\$30 (\$360 /year)	\$250 (\$250/year)	\$200 (\$400 /year)	\$40 (\$480 /year)
Tier 3	\$300 (\$300 /year)	\$200 (\$400 /year)	\$50 (\$600 /year)	\$350 (\$350 /year)	\$250 (\$500 /year)	\$60 (\$720 /year)
Tier 4	\$400 (\$400 /year)	\$250 (\$500 /year)	\$60 (\$720 /year)	\$450 (\$450 /year)	\$300 (\$600 /year)	\$80 (\$960 /year)

- o. Fees are payable one month in advance. Late fees of \$10.00 will be charged for payments received more than 14 calendar days' late. All checks must be made payable to Base Kodiak, Morale Well-Being Recreation.

p. Any tenant that fails to make payments for three (3) months or more will be considered delinquent and their item(s) will be subject to removal at the tenant's expense and the tenant's privilege to use the storage facility will be revoked on a permanent basis.

6. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS.

Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.

7. FORMS/REPORTS. A Vehicle Storage Lot User Agreement is attached to this instruction as Enclosure (1). A Certification of Financial Responsibility/Liability Release is attached to this instruction as Enclosure (2). Copies may be attained from the Base Kodiak, MWR program. It may also be reproduced locally.

8. REQUESTS FOR CHANGES. Change requests may be made to the Executive Officer (XO) via the chain of command.

E. J. HERNAEZ
CAPT, U.S. Coast Guard
Base Kodiak, Commanding Officer

Enclosures: (1) Vehicle Storage Lot User Agreement
(2) Financial Responsibility – Liability Release
(3) Business Plan Vehicle Storage Lot
(4) Activity Forecasting – Vehicle Storage Lot