



## DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA  
1750 TOMCAT BOULEVARD  
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:

NASOCEANAINST 5560.11  
00I

13 MAR 2001

### NAS OCEANA INSTRUCTION 5560.11

Subj: SINGLE SAILOR PARKING LOT

Encl: (1) Single Sailor Long-term Vehicle Storage form

1. Purpose. The Single Sailor Parking Lot is designed to provide free long-term parking of a single vehicle for the deployed Sailors of Naval Air Station (NAS) Oceana. The priority will go to junior personnel (E-4 and below) deployed from NAS Oceana. Senior personnel (E-5 and above) and off-station personnel who desire a vehicle storage place will be placed on a standby list if required.

2. Discussion. Vehicles must be in proper operating condition, free of oil or fuel leaks, and have a current registration, safety inspection and base sticker. Exceptions to these requirements will be addressed to the Commanding Officer, NAS Oceana via the member's chain of command, on command letterhead. Command Master Chiefs (CMCs) of wings, squadrons, the Leading Chief Petty Officer (LCPO) of Aircraft Intermediate Maintenance Department (AIMD) or any Chief Petty Officer the NAS Oceana CMC directs, will monitor and supervise the parking and/or retrieval of vehicles. A Chief Petty Officer or NAS Oceana Security Officer will be present while the lot is open. Failure to pick up any vehicle within 30 days of return from deployment will result in the vehicle being towed to the Naval Station, Norfolk impound lot at the owner's expense (444-2631). Vehicles can be reclaimed at the impound lot up to 45 days after towing or the vehicle will be disposed of at public auction. Extensions will be considered on a case by case basis and approved/disapproved by the NAS Oceana CMC. Members are encouraged to have a current Power of Attorney in the case of an unforeseen emergency and they are unable to pick up their vehicle upon return from deployment.

### 3. Action

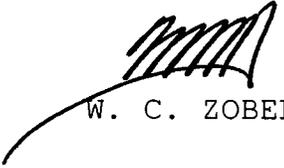
a. NAS Oceana CMC. NAS Oceana's CMC will manage the Single Sailor Parking Lot located at the intersection of Hornet Drive and 5th Street. The CMC will maintain a standby list for senior personnel (E-5 and above) and off-station personnel desiring parking in the lot. Within seven days of the deployment, they will be notified of the availability of a parking place. If space is available, they will be provided a place in the Single Sailor Parking Lot free of charge for the duration of the deployment. From time to time, the station CMC may request tiger teams from supported commands to assist the station First Lieutenant in cleaning up or performing minor maintenance to the parking lot.

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b. Deploying NAS Oceana Sailors. Service members can make reservations six weeks before the start of their deployment by calling 433-2483. Within seven days of the deployment, the member shall submit enclosure (1) filled out, initialed in the appropriate spaces and signed by their CMC for squadron personnel, or Department LCPO for SEAOPDET to confirm the insurance policy number and deployment dates. Members are encouraged to have a current Power of Attorney properly executed by their Legal Office or private attorney at their own expense, designating a person to specifically be allowed to drop off or pick up their vehicle in the event of a verifiable emergency effective during the term of deployment.

c. Squadron CMCs/SEAOPDET Department LCPOs. These designated representatives shall ensure their personnel have completed enclosure (1), initialed appropriate blocks, supplied insurance policy numbers, deployment dates and signed the form to confirm that the information is accurate.



W. C. ZOBEL

Distribution:  
NASOCEANAINST 5216.1V  
Lists I, III, IV

13 MAR 2001

SINGLE SAILOR LONG-TERM VEHICLE STORAGE

		LOT SPACE NO
Name	Rate/Rank	SSN
Vehicle/Unit Description	Year/Make	License Plate No./State /
Name and home address for NOK POC		NOK Home Phone ( )
Command/Unit	Deployment Date from to	Work Phone

Initial (INI) all blanks or supply information, as required:

1. I understand that if I am authorized to store my vehicle, I do so at my own risk. I will not hold the U.S. Navy or Naval Air Station Oceana or any of their officers and personnel liable for any damage to or loss of stored property, including theft, vandalism, weather, collision or other causes, \_\_\_\_\_ (INI);

a. I have been advised to remove all easily pilferable items (i.e., hubcaps, tape decks, CB's, etc.) \_\_\_\_\_ (INI);

b. I am aware that I will not store any gear in the trunk, \_\_\_\_\_ (INI); and,

c. I am also aware that vehicles may be picked up during normal working hours, Monday through Friday, by contacting my Command Master Chief \_\_\_\_\_ (INI).

2. I have been advised that I MUST HAVE BASIC LIABILITY INSURANCE \_\_\_\_\_ (INI).

a. Insurance company name and policy number: \_\_\_\_\_

b. For my protection, I should have insurance for theft, fire, etc., on my stored vehicle \_\_\_\_\_ (INI).

3. My vehicle has a current \_\_\_\_\_ state registration and an expiration date of \_\_\_\_\_.

4. Failure to pick up my vehicle within 30 days after return from deployment will result in the vehicle being towed to the Naval Station, Norfolk impound lot (444-2631) at the owner's expense \_\_\_\_\_ (INI).

a. Vehicles can be reclaimed up to 45 days after towing or will be disposed of at public auction.

b. Emergency leave, or other bona fide emergency which may preclude me picking up the vehicle in the specific time lines may be resolved with a phone call from my Command Master Chief/Leading Chief at 433-2615/2483.

5. I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE CONDITIONS.

\_\_\_\_\_  
Member or Authorized Power of Attorney                      Member's CMC/Dept. LCPO                      NAS Oceana Command Master Chief

NOTICE: The Privacy Act, 5, U.S.C. 552A, requires that Federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Account Number (SSN) is Executive Order 9397. Your SSN will be used to ensure positive identity. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of such certification or determination.