

**2 AUGUST 2004**



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**VEHICLE FOR SALE LOT**

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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OPR: 42 MSG/SV  
(Mr. John W. Kunding)

Certified by: 42 MSG/CC  
(Col Theresa C. Carter)

Pages: 4  
Distribution: F

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This instruction designates the Vehicle For Sale Lot at Maxwell Air Force Base (AFB)-Gunter Annex and outlines procedures, responsibilities, and limitations in connection with its operation. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the United States Air Force. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. System of records notice F065 AF SVA A, *Non-appropriated Fund Instrumentalities (NAFIs) Financial System*, applies. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>). This instruction applies to all personnel at Maxwell-Gunter using the Vehicle For Sale Lot.

**1. Purpose.** The Maxwell-Gunter for sale lot exists to offer all authorized users an avenue to sell or buy vehicles. It is not a storage lot.

**2. Procedures.**

2.1. Each vehicle owner using the Vehicle For Sale Lot is responsible for complying with this instruction.

2.2. The Maxwell Support Division Outdoor Recreation Section, Equipment Checkout, is responsible for the management of the Vehicle For Sale Lot at Maxwell-Gunter.

### 3. Location:

3.1. **Maxwell-Gunter:** Designated and posted parking on Kelly Street at Maxwell. Gunter individuals must use the Maxwell AFB designated lot. There are 75 designated parking spaces.

4. **Types of Vehicles.** The Vehicle For Sale Lot is limited to privately-owned passenger and pleasure recreational vehicles, including boats, trailers, motor homes, jet skis, etc. Vehicles must be in good shape, in good running condition, and tags must be current.

5. **Responsibilities.** The Vehicle for Sale Lot is available for use by active duty military, dependents, retirees, guard and reserve personnel and others authorized by AFI 34-262, *Services Program Use and Eligibility*, provided the vehicle being sold is currently registered in the name of the seller with the Department of Motor Vehicles.

5.1. Equipment Checkout personnel will:

5.1.1. Ensure the owner of the vehicle presents a valid identification card and proof of ownership, and completes the Nonappropriated Funds (NAF) Form 46, **Privately Owned Vehicle "For Sale" Registration**, at Equipment Checkout, Bldg 851, Maxwell AFB. The NAF Form 46 identifies the vehicle owner and releases the Air Force from any liability. One copy of the NAF Form 46 is maintained at Equipment Checkout and one copy is affixed to the inside, lower right corner of the windshield. It is destroyed after individuals remove their vehicles from the lot.

5.1.2. Collect fees, deposit funds, and prepare required documentation for submission to the MSD/RMN, Financial Management Branch.

5.1.3. Contact 42 SFS in events citations or removal of vehicles becomes necessary.

5.2. Patrons will:

5.2.1. Park only in vacant, designated spaces in the Kelly Street location across from Burger King on Maxwell AFB, after complying with paragraph 5.1.1.

5.2.2. Take all possible measures to remove pilferable items and secure vehicles to prevent theft.

5.2.3. Return NAF Fm 46 to Equipment Checkout when removing vehicle from the lot.

6. **Fees.** Fee for use of the Vehicle For Sale Lot is on a per week basis. The fee structure is determined by the NAF Council and fees are payable to Equipment Checkout.

6.1. Types of payment accepted are cash, check, AF Credit card, Mastercard, Visa, or any other card.

**7. Form Adopted. NAF Form 46, Privately Owned Vehicle “For Sale” Registration.**

JOHN A. NEUBAUER  
Colonel, USAF  
Commander, 42d Air Base Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-332, *Air Force Privacy Act Program*

AFI 34-110, *Air Force Outdoor Recreation Program*

AFI 34-262, *Services Program Use and Eligibility*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFB**—Air Force Base

**BLDG**—Building

**MSD**—Maxwell Support Division

**MSG/SV**—Mission Support Group/Services Director

**NAF**—Nonappropriated Funds

**PCS**—Permanent Change of Station