

**Better Opportunities for Single Soldiers  
Building 2115 Abbot Road  
Fort Belvoir Virginia 22060**

## **RESALE LOT STANDING OPERATION PROCEDURES**

**PURPOSE:** To establish procedures, responsibilities and rules for the operation of Fort Belvoir's BOSS Resale Lot.

**REQUIREMENTS:**

1. The following items must be provided when registering vehicle/property:
  - A. Identification
  - B. Current insurance and registration
  - C. Full name and a valid home and work telephone number.
  
2. A clean and neat appearance of the lot is important. Vehicles placed on the lot **must be clean and operable**. Owners will be notified of any discrepancies that will detract from the overall appearance of the lot. Vehicle owners are required to take action within 48 hours to remedy any deficiencies or remove the vehicle from the lot. Failure to do so constitutes grounds for revocation of rights to use the Resale Lot.

**ELIGIBILITY:**

1. Active duty service members, DOD personnel, retirees and family members (must be DOD ID card holders).
  
2. Vehicles that may be displayed for sale are:
  - A. Automobiles
  - B. Vans
  - C. Trucks
  - D. Motorcycles
  - E. Boats on trailers
  - F. Trailers
  - G. Small motor homes
  
3. All vehicles, boats, trailers, and motor homes must be less than **18 FEET**.
  
4. All vehicles must be registered at The Community Recreation Center prior to being placed on the lot. A parking permit must be issued by a BOSS Representative or MWR staff member and must be displayed on or in the vehicle at all times with the permit number and expiration date showing.

## **LOCATIONS/FEEES:**

1. There is 1 lot:
  - A. Lot #1 is located at the far end of the Community Center (building 1200) parking lot. The fee for Lot #1 is \$40 for 30 days. Single slots will only be issued to vehicles and trailers that are less than 18 feet. Any vehicles or trailers that overhang past the size of the assigned space must be removed from the resale lot. This includes trailers hanging into the grass or into the street.
2. Cash, check, money order, or credit cards are accepted for payment. Make checks payable to IMWRF-BOSS.
3. If you wish to renew your permit, it must be renewed at least 2 days prior to the expiration date or your space will be made available to other patrons. Renewals are only authorized if there is no demand for the space. You may only renew the assigned space one time from the original date of the permit.

## **HOLD HARMLESS AGREEMENT:**

1. This agreement must be signed before placing vehicles on either lot.
2. Owner must understand that he/she will NOT be compensated for the loss or damage that is caused by the owners' negligence or not covered by the owners insurance. The owners may be compensated for damages caused by natural disasters and/or anything that is identified by the Personnel Claims Act (Title 21 USC 3721).
3. BOSS makes no representations as to the condition of any vehicle bought on the resale lot, and is not responsible for any latent defects in any automobile bought on the resale lot.

## **RESPONSIBILITIES OF THE BOSS HEADQUARTERS ARE AS FOLLOWS:**

The BOSS Program will ensure the patron is provided a parking space for their vehicle.

The BOSS Resale coordinator will review the vehicles parked in the lots weekly and will annotate expired permits, contract for removal of vehicles unauthorized to be in the lot, contact owners when possible if a need arises.

**IF YOU HAVE ANY QUESTIONS OR IF YOU SELL YOUR VEHICLE, PLEASE CALL THE BOSS RESALE LOT HOTLINE AT (703) 805-3714.**

**ANY PREVIOUS SOP IS OBSOLETE AND WILL NOT BE USED. (REV) 1 Jan 2011**