

Department of the Army  
Headquarters, United States Army  
Maneuver Support Center of Excellence  
Fort Leonard Wood, Missouri 65473-5000

FLW Regulation 210-5

19 February 2020

Installations  
**PRIVATELY OWNED RECREATIONAL VEHICLE STORAGE**

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FOR THE COMMANDER:

OFFICIAL:

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**History.** This publication replaces Fort Leonard Wood (FLW) Regulation 210-5 dated 19 June 2002.

**Summary.** This regulation establishes policies and procedures for the parking and storage of privately owned recreational vehicles (RVs) on FLW.

**Applicability.** This regulation applies to all Soldiers, and their Family members residing on FLW installation.

**Proponent.** The proponent agency of this regulation is the Directorate of Family and Morale, Welfare, and Recreation (DFMWR).

**Supplementation.** Supplementation of this regulation is prohibited without prior approval by Headquarters, United States Army Maneuver Support Center of Excellence (MSCoE).

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Directorate of Family and Morale, Welfare, and Recreation, ATTN: IMLD-MWR, 13486 Replacement Ave, Suite 1103, Fort Leonard Wood, MO 65473-8935.

**Distribution.** Electronic medium only and posted on the FLW Web site.

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\*This regulation Supersedes FLW Reg 210-5, dated 19 June 2002

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## **Chapter 1 Instructions**

### **1 - 1 . Purpose**

To establish policies and responsibilities, and prescribe procedures for the storage of campers, trailers, boats, and other recreational vehicles (RVs) on Fort Leonard Wood (FLW).

### **1-2. References**

Required and related references and, prescribed and referenced forms, are listed in Appendix A.

### **1-3. Explanation of Abbreviations and Terms**

Abbreviations and terms used in this regulation are explained in the glossary.

### **1-4. Records Management**

Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

## **Chapter 2 General**

### **2-1. Permits and Fees**

Fees will be charged weekly, monthly, bi-annually, or annually for all storage slots.

### **2-2. Objectives**

- a. To promote safety by removing RVs from the streets of FLW, thereby permitting improved access for fire trucks, ambulances, and other emergency vehicles.
- b. To protect the grassy areas of FLW.
- c. To maintain a relatively uniform appearance and to promote better visibility in large parking lots.

### **2-3. Policies**

- a. RVs will not be stored in the FLW family housing areas, to include garages, Morelli Heights, Specker Barracks, Indiana Avenue or unit billet parking areas.
- b. Motorcycles, All -Terrain Vehicles (ATVs), bikes, canoes, pickup truck shells, and car top boats that can be conveniently stored behind quarters are exempt from this regulation.
- c. Motorcycles and bikes for which parking areas are provided may be parked in those areas.
- d. A 24-hour grace period will be granted for owners who are preparing for departure on, or arriving back from off-post- recreational type trips, or for routine operator maintenance. This grace period is not intended for use on a daily basis.

e. Directorate of Family and Morale, Welfare, and Recreation (DFMWR) operates two designated storage areas located on Demolition Road (east of the Automotive Skills Center) for items under 26 feet and on Alabama Ave (in the 700 area Transportation Motor Pool) for items longer than 26 feet.

f. For patrons storing items at the lot on Demolition Road behind the Auto Skills center, the gate of the RV storage area will be locked at all times except when authorized personnel are entering or leaving the area. No patron will be permitted access to or be allowed to remove any item from the storage area without presenting a valid FLW Form 1603 (RV Storage Permit). A sample is found at figure 1. Access to this lot will be available during Auto Skills Center business hours. The Outdoor Adventure Center serves as a secondary location for patron support.

g. Routine operator maintenance on RV's may be performed at the Automotive Skills Center or in the housing area on a short- term (24 hour limit), but not in the designated storage area unless authorized by the Auto Skills Center.

h. ATVs and all motorcycles will be registered with the Provost Marshal in compliance with current vehicle registration regulations.

#### **2-4. Exceptions to Policy**

a. Exceptions to policy relating to RVs in the housing area will be referred to the DPW Housing office.

b. Alternate overnight parking for RVs is the Auto Skills parking lot if there is an issue with the RV storage lot gate.

### **Chapter 3 Responsibilities**

#### **3-1. DFMWR**

a. Maintain registration of all RVs stored in the storage area. FLW Form 1576 (RV Storage Registration), (sample at figure 2) will be used. This does not preclude compliance with current vehicle registration regulations, which require all ATVs and motorcycles to be registered with the Provost Marshal.

b. Issue FLW Form 1603.

#### **3-2. Fort Leonard Wood Family Communities**

Ensure all personnel signing for quarters on FLW are provided a letter explaining the RV parking/storage policy.

#### **3-3. Owner**

a. Comply with provisions of state and local laws pertaining to registration and inspection of campers, trailers, recreational vehicles, and boats.

b. Register each RV at the Auto Skills Center, building 1383.

c. Park each RV in the assigned slot.

- d. Renew FLW Form 1603 each January at the Auto Skills Center, building 1383.
- e. Maintain personal property and assigned storage area(s) in good order and appearance at all times. Portable personal property or loose equipment should be removed to prevent loss.
- f. Users are responsible for policing of their area.
- g. Maintain appropriate insurance coverage for RVs.
- h. Personally check the property monthly. If you will be gone over 30 days a memorandum must be submitted to the Auto Skills Center noting extended absence and an emergency POC.
- i. Ensure the gate of the RV storage area is locked at all times except when entering or leaving the area.
- j. Clear through the Auto Skills Center upon removing the RV from the lot for the last time.

**3-4. Commanders**

Ensure compliance with provisions of this regulation by all assigned personnel. Implement corrective action upon notification of violation from the Department of Emergency Services (DES).

**Appendix A**  
**References, Publication and Forms**

**AR 215-1**

Morale, Welfare, and Recreation Activities and Non-Appropriated Fund Instrumentalities

**FLW Form 1576**

RV Storage Registration

**FLW Form 1603**

RV Storage Permit

## **Glossary**

### **ARIMS**

Army Records Information Management System

### **ATV**

All-Terrain Vehicle

### **DES**

Department of Emergency Services

### **DFMWR**

Directorate of Family and Morale, Welfare, and Recreation

### **DPW**

Directorate of Public Works

### **FLW**

Fort Leonard Wood

### **RV**

Recreational Vehicle

### **MSCoE**

Maneuver Support Center of Excellence

**Definitions.**

For the purpose of this regulation, the following are to be referred to as RVs and will be stored in the designated area:

**Boat**

Buoyant vessels designed to transport people on water. Excluded from the definition are canoes and other vessels easily carried by two people and capable of being transported on top of an automobile or in the bed of a pickup truck.

**Camping trailer**

Any trailer of combination canvas, metal, fiberglass construction generally designed to be folded to a reduced height when not in use.

**Miscellaneous trailers**

Any wheeled or towed vehicle designed for hauling cargo, but not falling into categories listed above. Examples are boat trailers, motorcycle trailers, snow mobiles and utility trailers.

**Motor home**

Self-propelled RVs that provide living accommodations and fall within the general description of motor homes and mini-motor homes.

**Pickup Campers**

Campers designed to slide into the bed of conventional pickup trucks and provide sleeping or eating accommodations. Inserts and/or add-on construction that creates an oversized vehicle is included. This does not include pickup truck shells that do not exceed the dimensions of the truck bed in length or width, or exceed the truck cab height by one foot or less.

**Trailer**

Any wheeled vehicle designed to be towed by a powered vehicle, regardless of size or type.

**Travel trailer**

Any trailer of rigid wall construction regardless of size or length, including house trailers.



**Figure 1. Sample of FLW Form 1603.**

RECREATIONAL VEHICLE (RV) STORAGE PERMIT (FLW Reg 210-5)	Exp Date
Registration #/License #	
Owner	
Authorization	

FLW Form 1603 (1 Sep 82)

**Figure 2. Sample of FLW Form 1576 (Front and Back).**

RECREATIONAL VEHICLE (RV) REGISTRATION (FLW Reg 210-5)		DATE
<small>           PRIVACY ACT STATEMENT - 1. AUTHORITY: 10 USC 3012(j). 2. PRINCIPAL PURPOSE(S): To register active duty military personnel prior to obtaining a storage permit for the RV Storage Area. 3. ROUTINE USES: General maintenance of current information on individuals storing campers, trailers, boats or other recreational vehicles in the storage area. Requested information is necessary in the event of an emergency, the owner can be contacted for corrective action. 4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of requested information is voluntary.         </small>		
NAME (Last, First)	RANK	BRANCH OF SERVICE
QUARTERS ADDRESS	HOME PHONE	
ORGANIZATION	DUTY PHONE	
DESCRIPTION OF VEHICLE		
LICENSE NUMBER	STATE	SOCIAL SECURITY NUMBER
ROW	SPACE	OWNER'S SIGNATURE

FLW Form 1576 (1 Sep 82)

<p><b>ACKNOWLEDGEMENT</b></p> <p>I acknowledge that any loss or damage to my personal property while stored in this lot/facility is not covered under the Personnel Claims Act. I have been advised that I should consider purchasing private insurance to cover any such loss or damage or make storage arrangement off post.</p> <p>Any questions should be directed to the Claims Office at (573) 596-0627.</p> <p>_____</p> <p>Signature</p>
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