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Civil Engineering

LEASED TEMPORARY STORAGE TRAILERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policy, procedures and responsibilities for acquisition, utilization and removal of temporary leased storage trailers from Andrews Air Force Base. It applies to all base and tenant organizations.

SUMMARY OF REVISIONS

This revision changes the OPR office symbol to 89 CES/CERR.

1. Responsibilities:

1.1. The Installation Commander (89 AW/CC) is responsible for approving requests for all leased storage trailers.

1.2. The requesting organization is responsible for:

1.2.1. Ensuring that a valid requirement exists for temporary storage space.

1.2.2. Ensuring that space to meet the requirement is not available in existing facilities.

1.2.3. Preparing lease versus buy analysis as required by The Federal Acquisition Regulation, Subpart 7.4 and supplements thereto, before submitting to 89 AW/CC for approval.

1.2.4. Obtaining a temporary authorization tag from the 89th Civil Engineer Squadron Real Property Management Office (89 CES/CERR) before setting the trailer in the approved location on base. The tag will be attached to the trailer on the rear doors near a door handle and clearly visible and legible.

1.2.5. Removing the trailer from base when the temporary authorization expires and returning the tag to 89 CES/CERR.

1.3. The 89 CES/CERR is responsible for:

1.3.1. Issuing authorization tags for the temporary trailers.

1.3.2. Maintaining records on each trailer to include the using organization, point of contact, location, date acquired, and date scheduled to be removed and providing a copy of these records to the 89th Security Forces Squadron (89 SFS/SFOL) and the 89th Civil Engineer Squadron Fire Department (89 CES/CEF).

1.3.3. Advising 89 AW/CC through the Base Civil Engineer (89 CES/CE) and the 89th Support Group Commander (89 SPTG/CC) of any unauthorized leased trailers.

1.4. The 89 SFS is responsible for notifying 89 CES/CERR at extension 2-3451 of any unauthorized trailers identified during routine base patrols and proceeding with established procedures for abandoned vehicles.

2. Procedures:

2.1. The requesting organization will submit a request in writing to 89 CES/CERR, 89 CES/CE, 89 SPTG/CC and 89 AW/CC, IN TURN. The request will be signed by the group commander for base units and by the commander of the tenant unit for tenants.

2.2. Requests for temporary storage trailers will include the following information:

2.2.1. Detailed justification for the storage requirement.

2.2.2. A statement that space is not available to meet the requirement.

2.2.3. Length of time the trailer will be required.

2.2.4. A drawing indicating the proposed location of the trailer.

3. Processing Requests:

3.1. The Installation Commander will approve/disapprove the request for the temporary storage trailer and forward the request to 89 CES/CERR through 89 SPTG/CC and 89 CES/CE.

3.2. The 89 CES/CERR will retain a copy of the approved request and the location drawing and return the original to the requester who will proceed with leasing the trailer. Disapproved requests will be endorsed back to the requester.

ARTHUR J. LICHTER, Brigadier General, USAF
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