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CHEMICAL BIOLOGICAL INCIDENT RESPONSE POLICY LETTER 17-11 Ch 1

From: Commanding Officer
To: Distribution List

Subj: REMOVAL OF ABANDONED VEHICLES FROM CBIRF PARKING AREAS

1. Situation. In the parking lots surrounding CBIRF's buildings, there are vehicles that are either abandoned or appear to be abandoned. These vehicles pose a safety threat and take up usable space.

2. Mission. To publish and define the procedure for removing abandoned vehicles from the parking lots surrounding CBIRF's buildings in order to improve good order and safety.

3. Execution.

a. Commander's Intent. Establish procedures for the initial and sustained actions for removing abandoned vehicles from the parking lots surrounding CBIRF buildings.

b. Concept of Operations.

(1) The below listed criteria will be used for identifying potentially abandoned vehicles.

(a) Vehicles with no license plates.

(b) Vehicles with license plate registration outdated by six months. Consideration will be taken for states that do not require military members to maintain an updated registration.

(c) Vehicles that are filled with equipment and materials that make it unsafe to operate, and give a reasonable impression for being used primarily for storage.

(2) The following procedures will be used for the identification of vehicle owners and appropriate action.

(a) Using the identified criteria CBIRF identifies potentially abandoned vehicles and records as much of the following information as possible:

1. Make
2. Model
3. Color
4. License plate

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5. Vehicle Identification Number

(b) Deliver the information to the company commanders and S-4 in order to identify as many owners as possible. Five working days are allotted for identification / action.

(c) If the vehicle owner cannot be identified within the command, deliver the vehicle information to base police and ask for the base police to provide the owner's names.

(d) Once the owner's names are returned, deliver the names to the company commanders for appropriate action. Five working days are allotted for appropriate action.

(e) If appropriate action is not taken in the allotted time, request base police proceed with the policy for abandoned vehicles by issuing a citation.

(f) Liaison with base police continues on a bi-weekly basis for status updates.

(3) The parking lots will be searched on a semi-annual basis to ensure sustained identification and removal of potentially abandoned vehicles.

(4) These procedures will be tracked appropriately to ensure resolution, ensure that the owners can be held accountable, and to avoid duplication of work.

(5) To avoid removal or towing, vehicles must meet the below listed criteria.

(a) All tires must be intact and inflated.

(b) No windows missing or significantly damaged.

(c) Vehicles without current registration must be covered with a serviceable vehicle cover - not a tarp.

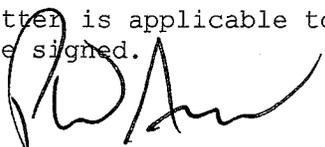
(d) Vehicles cannot be in an active state of repair, and no parts or pieces can be visible inside or outside of the vehicle.

(e) Must have current liability insurance.

(f) Vehicles that remain stationary for more than 60 days must be parked in the far end of the Bldg 1752 parking lot adjacent to the MCMAP pit.

4. Administration and Logistics. Leaders will ensure all CBIRF personnel are educated on this policy.

5. Command and Signal. This policy letter is applicable to all CBIRF personnel and is effective from the date signed.


P. W. AHERN