

# **GUIDE TO THE STORAGE OF BOATS AND TRAILERS**

As of January 2004  
Department of the Army  
Surface Deployment and Distribution Command  
200 Stovall Street  
Alexandria Va. 22332-5000

## **THE NON-TEMPORARY STORAGE OF BOATS AND/OR BOAT TRAILERS**

### **1. Who is Authorized to Store These Items.**

- Military Entitlement Only
- Civilians can neither ship nor store boats or boats on trailers - Any Weight Additive may be charged to the member

### **2. Special Consideration Applies To.**

- Any boat trailer regardless of size
- Any boat without a trailer greater than 14 feet in length

### **3. Special Consideration Does Not Apply.**

- Boats less than 14 feet in length
- Dinghies or Sculls of any size

### **4. Booking Boats/Trailers.**

- When booking, inform contractor of boat/trailer
- Have all measurements available
- Contractor can refuse with no penalty
- Contractors can be paid a "Weight Additive"
- Proper annotation on the DD Form 1164

### **5. Proper Storage Procedures.**

- customer's responsibility to properly prepare boat/trailer for storage.
- Items not permanently attached must be packed w/household goods.
- Boats on trailers will be stored on the trailer
- Must be stored **INSIDE** contractor's approved facility
- Finished surfaces properly protected

**6. When The Boat/Trailer Is Released.**

- Notify the booking section
- Provide the measurements of the boat/trailer
- Possible One Time Only rate solicitation
- Pre notification can save the member a lot of money

**7. Confusion Regarding This Entitlement.**

- If there are questions, call the customer's Service Headquarters
- Storage at member's expense
- Liability limitations vs. private insurance \$1,000.00 DOD claim limit

MEMORANDUM FOR: All Using Activities Within the Regional Storage  
Management Office Area of Responsibility

SUBJECT: **Non-Temporary Storage (NTS) of Boats and Boat Trailers.**

1. Effective August 1, 1988 the Joint Federal Travel Regulation (JFTR) was revised authorizing the shipment and storage of boats and/or boat trailers (boat/trailer) as personal property. Please note this entitlement applies to **Military** personnel only. The Joint Travel Regulation (JTR) does not entitle **Civilians** to either ship or store boats/trailers of any kind.
2. According to the JFTR, any weight additive assessed should be charged against the member's weight allowance, and the cost of any special packing, crating and special handling must be paid by the member. If the member is in a pay status, the Government may initially pay for the services and then subsequently collect from the member. If the member is not in a pay status, payment must be made in advance by the member. It is possible that the member may be held liable for any additive weight cost. It is suggested that the customer's Service Headquarters be contacted to determine their policy regarding this entitlement.
3. Recommended guidelines for booking NTS lots containing boats/trailers are:
  - a. Contractors must be informed at the time the oral offer is made that the lot contains a boat/trailer, including the length and width of the boat/trailer. The "Service Order for Personal Property" (DD Form 1164) should be annotated indicating that, the lot contains a boat/trailer. The remarks section (item 6) should state that a "Weight Additive of pounds is authorized for a boat/trailer" if the boat is over fourteen (14) feet in length or contains a boat trailer of any kind.
  - b. Contractors may refuse lots containing boats/trailers fourteen feet in length or longer, or any boat trailer, with no penalty, if their facilities are such that they cannot be accommodated without interfering with routine warehousing operations.
  - c. Contractors accepting boats/trailers will be paid for the net weight of the shipment including Items I, III, IV, V, VI plus a weight additive, as described below, based on the type of the boat/trailer. The total weight of the shipment will apply to all rate items that are authorized on the DD Form 1164.
  - d. Weight additives **DO NOT APPLY** to boats without trailers less than 14 feet in length, and for dinghies or sculls of any size.

WEIGHT ADDITIVES: When a lot includes any of the following Item(s), the charges will be based on the net scale weight of the lot, plus a weight additive calculated in accordance with the table shown on the next page:

CANOES, SKIFFS, LIGHT ROWBOATS AND KAYAKS: 14 ft. and over in length, 40 pounds per linear foot of total length,

BOATS: 14 ft. and over in length: 115 pounds per linear foot of total length.

BOAT TRAILERS: any length - 75 pounds per linear foot of total length.

SAILBOATS: 14 ft. and over in length: 125 pounds per linear foot of total length.

4. The Guidelines for the proper storage of these items while in NTS are found in paragraph C-6 b. (11), page 21 of 58 in the Contractor's Basic Ordering Agreement (BOA) as well as paragraph g-6 Page –IV 412-5 in the Defense Transportation art IV (DTR) , DoD 4500.9-R. These standards are:

a. The member should be counseled to drain the gas and winterize the engine. If the estimated storage period exceeds one year, the battery cannot be stored. Batteries remaining in the boat must be disconnected and both cable ends taped. The member should remove the drain plug and either secure it to the boat or have it packed.

b. Everything in the boat not permanently attached must be packed with the household goods, except the gas tank and battery.

c. The inventory must contain a complete description of the boat/trailer to include size, make, color, and accessories. A separate inventory may be used.

d. If the boat has a finished surface (i.e. painted or fiberglass), the top must be covered with plastic or paper.

e. Boats on trailers will be stored on the trailer. Small boats not on trailers can be stored in racks or a separate area in such a manner as to prevent damage.

£ Boats/trailers are considered outdoor items, and do not require elevation but are required to be stored inside of the contractor's approved warehouse.

5. When the lot is scheduled to be released make sure you contact the booking section notifying them that the lot contains a boat/trailer, furnishing them with the dimensions of the boat/trailer. This will preclude additional excess cost to the member and provide the time required if a One Time Only request has to be submitted to SDDC or if shipment has to be effected using the Direct Procurement Method (DPM) Contract.

6. Generally, there is a tendency to be confused on the limits of this entitlement and the procedures needed to correctly execute the storage of boats/trailers. We recommend that the following key points be kept in mind:

a. If the member or anyone has questions regarding this entitlement or the potential cost to the customer, contact the customer's Service Headquarters for clarification/guidance.

b. If the member stores the boat/trailer at their expense, they will not get reimbursed until the boat/trailer is removed from storage.

c. The military service involved may not automatically authorized full reimbursement for the cost to the member for storage. They may limit the amount of reimbursement and if the customer has further questions regarding this, contact their command.

d. Members should be made aware that, presently, there is a one-thousand dollar (\$1,000.00) limitation on a claim for a boat/trailer. If this is insufficient to cover the member's boat/trailer additional insurance procedures need to be initiated to obtain additional insurance at the customer's expense.

7. In the event you have problems or additional questions, you should call your REGIONAL STORAGE MANAGEMENT OFFICE for assistance. The Western Regional Storage Management Office can be contacted at 1-800-852-8242. Also, copies of this pamphlet "GUIDE TO THE STORAGE OF BOATS AND TRAILERS" may be downloaded from the SDDC web site.

## FORWARD

This pamphlet will clarify procedures for non-temporary storage of boats/trailers to include determination of weight additives, payment and storage.

Key points to keep in mind are;

-If the boat/trailer requires special packing, crating and handling, the member must pay for such accessorial service.

-If the member stores the boat at his expense, he will not be reimbursed until the boat is released.

-The military service involved may not automatically authorize full reimbursement.

## POLICY

Contractors will be, informed by the ordering officer at the time a shipment is offered that it contains a boat and/or trailer 14 feet in length or over. The Service Order for Personal Property (DD Form 1164) will also be annotated to indicate the shipment contains a boat/trailer.

Contractors are not required to accept a NTS shipment that contains a boat 14 feet in length or over if their facilities can not accommodate these items without interfering with their routine warehouse operations. They will not be penalized for refusals.

Extra charges should not be authorized in other than extreme cases. The weight additive covers special handling and equipment necessary to pick-up, store, and deliver these items.

Pick-up of a boat and trailer can be made by any contractor's vehicle if a towing hitch is properly secured to the vehicle.

It is the owner's responsibility to drain gasoline and remove the batteries (except batteries in boats stored for 1 year or less may remain, provided the cables have been disconnect and ends taped). Other servicing such as repacking the wheel bearings and servicing the motor is also the owner's responsibility. The owner will also remove the drain plug and if not permanently attached to the boat, place it in a cloth bag, or equivalent and tie it to the boat.

## WEIGHT ADDITIVES

When a shipment includes any of the following item(s), the charges will be based on the net scale weight of the shipment, plus the weight additive calculated in accordance with the following table:

CANOES, SKIFFS, LIGHT ROWBOATS AND KAYAKS; 14 feet and over in length:  
40 pounds per linear foot of total length.

BOATS; 14 feet and over in length: 115 pounds per linear foot of total length.

BOAT TRAILERS; any length -- 75 pounds per linear foot of total length.

SAILBOATS; 14 feet and over in length: 125 pounds per linear foot of total length.

NOTE 1: This weight additive WILL NOT APPLY to boats, canoes, skiffs, light rowboats, kayaks or sailboats of less than 14 feet in length; nor on dinghies or sculls of any size.

NOTE 2: When the shipment contains two or more articles subject to the weight additive, the total weight additives for that shipment will be the sum of the individual additives for each article calculated separately.

NOTE 3: In determining lengths, all fractions of a foot will be disregarded.

NOTE 4: The length of boats, canoes, skiffs, light rowboats, kayaks or sailboats shall be determined by the straight center line distance between the top center point of the transom and a point perpendicular with the foremost part of the bow. Manufacturer's "length overall" or "center line length" shall apply as the correct length in lieu of physical measurement.

NOTE 5: The length of boat trailers shall be the straight center line distance from a point equal to the rearmost part of the trailer to foremost part of the trailer tongue. Manufacturer's "length overall" shall apply as the correct length in lieu of physical measurement by the contractor.

NOTE 6: Unless otherwise specifically provided, the weight additive **WILL APPLY** for any of the articles contained in this paragraph either whole or in a disassembled or partially disassembled condition. Weight additives will be based on the longest applicable disassembled part. Refer to Notes 4 and 5 above for proper measurement of specific articles.

**IMPORTANT NOTE:** When obtaining the length of a boat and trailer **ALWAYS** obtain the overall width of the trailer. The width of the trailer may exceed the width of the door opening in your facility.

## PAYMENT

Contractors who do accept boats and trailers will be paid for the net weight of the shipment including Items I, Packing; III, Drayage; IV, Handling-In; V, Storage; VI, Handling-out plus the weight additive as described above which is based on the type and length of the boat/trailer. The total weight of the shipment will apply to all rate items that are authorized on the DD Form 1164.

## STORAGE PRACTICES

1. Boats and trailers will be stored **only within** NTS approved warehouses.
2. Items will have an identity tag reflecting the owner's name, lot number, and item number. This tag will be fastened to the item by rustproof wire, string, or plastic.
3. Boats on trailer's will be stored on trailers.
4. All items not permanently affixed to the boats shall be removed and packed to include inventorying and tagging as appropriate.
5. Small boats not on trailers can be stored in racks or a separate area in such a manner so as to prevent damage.
6. Finished surfaces of wood or fiberglass will be covered.