



Standard Practice Instruction (SPI) 1091 Rev 002 Control and Maintenance of Private Boat Storage Lots, Kwajalein and Roi-Namur

Brief Summary and Purpose

To establish procedures for the assigning, administration and maintenance of private boat storage lots on Kwajalein and Roi-Namur

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Supervisor, Small Boat
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Theresa Holbrook
Originator's Signature

6-23-11
Date

CONCUR:

Torrey Landers
Manager, Community
Services

Torrey Landers
Manager's Signature

6-23-11
Date

CONCUR:

Jimmie L. Willman
DPM, Business Services

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25 JUN 11
Date

APPROVED:

Cynthia L. Rivera
KRS President

Cynthia Rivera
KRS President's Signature

26 Jun 2011
Date



SPI 1091	Rev 002
Description Control and Maintenance of Private Boat Storage Lots, Kwajalein and Roi-Namur	
Originating Department Community Services	Date 28 June 2011
Summary of changes Verification of seaworthiness of vessels, repair extensions for vessels based upon size, boat lot transfer process, addition of KRS Safety to participate in annual boat lot inspection, assignment of temporary boat lots and creation of process map for Boat Lot Custodian process.	

I. SCOPE AND APPLICABILITY

To establish procedures for the assigning, administration and maintenance of private boat storage lots on Kwajalein and Roi-Namur.

II. GENERAL

- A.** Purpose of private boat storage lot areas is for:
 1. Storage of boat and boat related equipment.
 2. Provide a functional space for routine maintenance and/or repair of boat.
 3. All boats that occupy a boat lot must be registered with the Small Boat Marina (SBM).
- B.** USAKA reserves the authority to revoke use of or eliminate any or all boat storage lots at any time.
- C.** SBM Supervisor, at the direction of KRS, has the authority to move boats and/or re-assign boat lots as deemed necessary for the control and maintenance of the private boat storage lots.
- D.** Existing Structures – Structures (boat lot sheds, covers, containers) in place as of October 1, 1996 will be considered existing structures.
 1. Existing structures will be accepted without the proper documentation that is normally required (building permits) for boat lot structures.
 2. All existing structures must come into compliance with this SPI. That includes rectifying any deficiencies noted in the quarterly and annual inspections and coming into compliance by the time line noted in the inspection form.
 3. Any modifications or repairs to existing structures is strictly for the purpose of maintaining the structural integrity for safe use and must comply with this SPI, including the execution of a repair permit.
 4. Any sheds, covers or containers that are in a location under temporary conditions are not considered existing structures.
 5. New construction is not permitted.
- E.** Approval for ownership of a boat at USAKA is granted by Community Services.
 1. Approval is dependent upon the availability of private boat storage lots.
 2. Approval for ownership must be obtained prior to the arrival, with an anticipated arrival date, of a new vessel to USAKA (Attachment C).
 3. Transferring ownership of a vessel that already resides at USAKA must be approved prior to the transferring of boat lot to the new owner (Attachment C).

4. There is a limit of two vessels per person, excluding dinghies, kayaks and sunfish.
 5. All powered (motor and/or sail) vessels must demonstrate they are able to proceed under their own power to SAR/South Pass and return to SBM at a minimum of once every two years. Failure to comply will result in the owner being requested to remove the vessel from USAKA.
 6. Vessels must comply with all safety requirements set forth by Small Boat Marina (Attachment N) for the specific type of vessel.
 7. Owners of vessels, dry-docked and trailered, with repairs in progress have a period of 12 months to complete repairs, see Twelve Month Boat Repair Plan (Attachment J)
 - a. If repairs cannot be completed within the 12-month time period to make vessel compliant with Section II.D.5,6 and 7, the Boat Lot Custodian may submit a program of repairs to the SBM Supervisor for a one time extension. Approval by KRS SBM supervisor and USAKA Directorate of Community Activities is required.
 - 1) Vessels less than 18 feet are eligible for a one-time 6 month extension.
 - 2) Vessels greater than 18 feet are eligible for a one-time 12 month extension.
 - b. Vessel ownership transfer does not restart time frame for completion of repairs.
 8. Owners of Transferred Vessels
 - a. if repairs cannot be completed within the original 12-month time period to make vessel compliant with Section II.D.5, 6 and 7, the Boat Lot Custodian may submit a program of repairs to the Supervisor for a one time extension. Approval by KRS SBM supervisor and USAKA Directorate of Community Activities is required.
 - 1) Vessels less than 18 feet are eligible for a one-time 6 month extension.
 - 2) Vessels greater than 18 feet are eligible for a one-time 12 month extension.
 - b. Ownership transfer does not restart time frame for completion of repairs.
- F.** All requests for obtaining a boat lot must be initiated through the respective SBM at Kwajalein or Roi-Namur.
1. All Boat Lot Custodians must be a resident of USAKA, have the appropriate USAKA boat license and have current registration for the vessel.
 2. Transferring of boat lots:
 - a. Boat lots are property of USAKA and cannot be sold.
 - b. SBM must be contacted prior to the change in custodianship of any boat lot. Failure to comply may result in loss of boat lot.
 - c. SBM must receive a Community Services approved Permission to Own a Boat to be Operated in Controlled Waters of USAKA (Attachment C) and Release and Reimbursement Agreement (Attachment D) from the new owner of the boat that occupies associated boat lot.
 3. Approval of a Boat Lot transfer is given after passing a Boat Lot Transfer Inspection by a Public Works Building Inspector. All deficiencies found during inspection must be corrected at the custodian's expense prior to the transfer of a boat lot. Boat lots with deficiencies that have not been corrected cannot be

- transferred until noted deficiencies have been resolved, or it will be the responsibility of the current custodian to remove the property in violation.
4. When a vessel is sold, the new owner takes custodianship of the boat lot that the vessel currently occupies. Exception: If the seller of the vessel is in process of purchasing a new vessel, the seller is entitled to stay at his/her existing lot, providing that a new Permission to Own a Boat to Operate in Controlled Waters of USAKA (Attachment C) is approved. The new buyer of the initial vessel will be assigned another lot or placed on the "boat lot waiting list".
 5. A Boat Lot Custodian who removes his/her registered vessel from USAKA and does not replace it with another vessel within 90 days relinquishes the boat lot to the SBM for re-assignment.
 - a. The exiting custodian is responsible for removing all existing structures from boat lot prior to completion of transfer.
 - b. If next eligible person on the waiting list is interested in retaining existing structure(s), then the transaction is considered a transfer subject to the requirements of this Procedure.
 6. A Private Boat Storage Lot Registration Form (Attachment E) must be on file with the SBM to assume responsibility for a newly assigned lot.
- G.** Boat lot areas and specifications:
1. Boat lots are not uniform in size.
 2. All boat lots have an identifying number assigned by the SBM.
 3. Boat lots will be assigned by the SBM based on size of vessel and lot availability.
 4. There are five designated areas for boat storage based on type and size of vessel and equipment requirements.
 - a. Large Lot: Space designated for powerboats, sailboats; that are greater than 15 feet and that do not fall in any of the below listed categories.
 - b. Small Lot: Designated lots of smaller proportion intended for the storage of power boats, sailboats less than 15 feet. Kayaks and canoes cannot be the primary vessel to occupy a lot.
 - c. Hand Launch area: Space designated for dinghies, small sailboats, row boats, kayaks, canoes, windsurfers and other small craft.
 - d. Shed Only Lot: Space designated for the purpose of storage of equipment for vessels that are on a permanent mooring.
 - e. Temporary Lot: Space designated by SBM personnel on an "as available" basis for vessels for a maximum of 12 months. Temporary lots will be assigned by SBM personnel.
- H.** Maintenance, placement of sheds, containers and covers on boat lots.
1. Placement of a container must have a building permit from the KRS Public Works Building Inspector and approval from USAKA. (Attachment B)
 2. Building Inspector will verify site location with the Fire Inspector to ensure fire easements.
 3. A digging permit must be obtained for any project that involves digging (SPI 1310 Dig Permit).
 4. Any structures that encroach on adjoining lots or unassigned open space will be removed by owner or at owner's expense.

5. Boat Lot Custodians who erect structures on boat lot without first obtaining a building permit will be liable for the cost of removal and disposal of those structures.
 6. An extension of up to 30 days may be granted if there are mitigating circumstances.
 - a. The Boat Lot Custodian must submit a written request to the Building Inspector for an extension.
 - b. Boat Lot Custodian must file the approved extension with the SBM.
 7. Repair materials must be stored on boat lot, ensuring that there is no encroachment onto adjoining boat lots or open space.
 8. Lots adjacent to the Water Plant fence line must maintain three-feet (36") clearance of all materials from the fence at all times.
 9. Lots adjacent to the Roundhouse must maintain three-feet (36") clearance of all materials from the Roundhouse at all times. All wooden structures must be painted, preferably white, to promote uniformity.
 10. All sheds, containers and covers must be clearly identified with the Boat Lot Custodian's first and last name, boat number, lot number and phone number. Markings must be on the front of the structure and stenciled with letters and numbers at least two-inches tall. Markings must be in a color that clearly contrasts with the base color.
- I. Storage and disposal of hazardous waste and scrap materials.
1. Hazardous materials must be properly stored by the Boat Lot Custodian.
 2. Hazardous waste and scrap materials must be properly disposed of in accordance with applicable USAKA and KRS policies and procedures.
 - a. Disposal of hazardous waste is the responsibility of the Boat Lot Custodian.
 - b. Hazardous materials satellite collection areas are located outside the front entrance to the Roundhouse and adjacent to lots 56 and 57.
 - 1) The satellite collection area supervisor for this site is the Environmental Department.
 - 2) Separate containers are available for the disposal of fuel, oil and batteries.
 - 3) Record logs located on top of each container must be filled out with the approximate quantity of each item and the date of disposal.
 - 4) For items not specifically noted on the containers such as resins and epoxies, the Boat Lot Custodian must call the SBM supervisor for instruction.

III. RESPONSIBILITIES

A. SBM Supervisor is responsible for:

1. Overall management and administration of the private boat lot storage area.
2. Assigning boat lots and maintaining a boat lot “wait list” if no lots are currently available.
3. Maintaining records and ensuring that Boat Lot Custodians have all valid paperwork on file including:
 - a. Boat registration form.
 - b. Boat lot registration form.
 - c. Copy of building and digging permits (if needed).
 - d. Valid operator’s license.
 - e. Electrical Affidavits.
 - f. Temporary Use of Assigned Boat Lots (if needed).
4. Forwarding invoices to KRS Finance for any work that was done by Public Works or the Fire Department on behalf of a Boat Lot Custodian who is in violation of this SPI.
5. Conducting quarterly housekeeping inspections of all lots.
Housekeeping Inspections: If deficiencies are found, Boat Lot Custodian will be given 15 days to rectify the deficiency. The custodian may request in writing an extension to the SBM and if just cause exists they may receive another 15 days.
6. Processing completed boat lot inspection forms from the Fire Inspector and Building Inspector and Safety and generating correspondence to Boat Lot Custodians.
7. Building permits and lot transfer inspection records shall be maintained by the SBM supervisor.
8. Enforcing administrative action against those custodians who are in violation of this SPI.
9. Oversight of hazardous waste pickup.

B. Safety is responsible for:

Inspection of the lots and the interior and exterior of boat lot structures will be performed annually.

1. Submit a completed inspection form for each boat lot to the SBM Supervisor within five working days after the inspection.
2. The custodian will be given 30 days or less in the case of extreme hazards or violations, to remedy all noted deficiencies.

C. Public Works Building Inspector is responsible for the following:

1. Inspecting all construction, interior and exterior, on boat lots on an annual basis to ensure compliance with this SPI.
 - a. Submitting a completed inspection form for each boat lot to the SBM Supervisor within five working days after the inspection.
 - b. The custodian will be given 30 days or less in the case of extreme hazards or violations, to remedy all noted deficiencies. The custodian may request an extension in writing and the Inspectors may extend the 30 day period by granting an extension if just cause exists.
2. Processing and issuing approval for Private Boat Lot Building Permit Requests (Attachment B).
3. Ensure compliance of all repairs to structures.

4. Inform the SBM Supervisor of any charges to a Boat Lot Custodian resulting from work performed by Public Works such as but not limited to: the demolition of a structure, removal of unassigned or unapproved construction, etc.

D. Fire Prevention is responsible for the following:

1. Inspection of the interior and exterior of boat lot structures will be performed annually. Inspections will determine if any fire code violations exist.
 - a. Submit a completed inspection form for each boat lot to the SBM Supervisor within five working days after the inspection.
 - b. All violations will be re-inspected within a specific timeframe as required by fire codes. This time will be noted on inspection form.
2. Review all requests for a Private Boat Lot Repair Permit (Attachment B) including structural design and building site, prior to the issuance of repair permit. Upon approval, Fire Department will sign off on permit.
3. Inform SBM Supervisor of any charges to a Boat Lot Custodian resulting from work performed by Public Works or the Fire Department at the direction of the Fire Department. This work would be necessary due to immediate fire danger to life and/or property or identified fire hazards that have gone un-corrected by the Boat Lot Custodian.

E. Boat Lot Custodians are responsible for:

1. Establish a liaison with the SBM Supervisor or designated personnel to initiate the process to obtain and/or maintain a boat lot.
2. Fulfill all requirements to obtain a boat and a boat lot as stated in this SPI and remain in compliance with this SPI for the duration of boat lot custodianship.
3. Participate in the boat lot annual inspection that includes safety, fire prevention, structural, electrical and housekeeping.
4. Correct any deficiencies noted during annual inspections within allotted time as noted in III A.5. And III B.1.b.
5. Responsible for scheduling re-inspection with Safety, Building Inspector or Fire Prevention of noted deficiencies found during annual inspections.
6. Maintain good housekeeping at all times to include painting of all structures, cutting ground cover, disposal of rubbish in a timely/proper manner, and safe storing of vessel and related equipment.
7. Correct any deficiencies noted during quarterly housekeeping inspections within allotted time as noted in III A.5.
8. Noncompliance with annual and quarterly inspection violations and deficiencies.
 - a. Failure to correct noted deficiencies by the Boat Lot Custodian in the allotted time, will result in suspension of all SBM privileges. A final warning will be sent to the custodian to correct noted deficiencies within seven SBM business days.
 - b. After the seven day final warning period, if corrective actions have not been implemented, Community Services will submit a Letter of Revocation of Boat Ownership Privileges at USAKA (Attachment G) to the custodian, which includes:
 - 1) Revocation of permission to own a boat at USAKA and removal of the boat(s) from USAKA within 30 days.
 - 2) Loss of associated boat lot.

- 3) Suspension of SBM privileges until the private boat has been removed from USAKA.
- 4) Ineligibility for said custodian to re-apply for another boat lot or be granted permission to own a boat at USAKA for a period of one year.
- c. Any costs incurred to rectify or remove structures or vessels in violation of this SPI are the responsibility of the Boat Lot Custodian.
9. Obtain proper approval for any construction repair done on boat lot (Attachment B).
10. Provide copy of approved building permits to the SBM prior to the commencement of construction repair.
11. Remove all structures that are erected without proper approval.
12. Ensure storage of vessel, materials and structures on boat lot do not extend beyond respective boat lot boundaries and encroach on adjacent boat lots or open space.
13. Have 90 days after selling a vessel to obtain a new vessel or clear lot at the custodians' expense.

F. Finance Manager will be responsible for:

1. Billing for boat lots and utility fees on a semiannual basis.
2. Collection of Boat Lot Custodian payments for billable work necessitated as a result of Boat Lot Custodian's failure to comply with this SPI.
 - a. SBM Supervisor will take the information provided by the Fire Inspector and Building Inspector and initiate the billing process with the Manager of Finance.

IV. INITIATING CUSTODIANSHIP PROCESS

A. USAKA Resident

1. Decide to become a boat owner.
2. Complete form Permission to Own a Boat to Operate in Controlled Waters of USAKA (Attachment C), and submit it to SBM.

B. Small Boat Marina (SBM)

3. Check availability of boat lot and/or mooring.
 - a. If yes, skip to step 5.
 - b. If no, continue to step 4.
4. Notify the resident, add to wait list.
5. Does SBM approve?
 - a. If yes, skip to step 8.
 - b. If no, continue with step 6.
6. Notify resident.

C. USAKA Resident

7. Notify SBM 20 business days prior to vessel's arrival.

D. Small Boat Marina (SBM)

8. Assign boat lot or mooring.
9. Provide boat lot storage registration form to custodian.
10. Perform safety inspection.
11. Forward billing to KRS Finance.

V. MAINTAINING CUSTODIANSHIP PROCESS – Quarterly Inspections

A. Boat Lot Custodian/Small Boat Marina (SBM)

12. Conduct quarterly boat lot housekeeping inspection for items such as cut ground cover, painted wood structures, encroachment onto adjoining property, clearly displayed name of Boat Lot Custodian and boat lot number, overall neat appearance.

B. Small Boat Marina (SBM)

13. Determine if deficiencies are discovered during the inspection.
 - a. If yes, skip to step 16 in the process.
 - b. If no, continue with step 15.
14. Notify the custodian of outcome of inspection.
15. Enforce Administrative Action.

C. Boat Lot Custodian

16. Resolve deficiencies.
17. Is deficiency fire related?
 - a. If yes, continue to step 20.
 - b. If no, skip to step 22.
18. Schedule fire inspection within specified time frame.
19. Report results to SBM.

D. Small Boat Marina (SBM)

20. Perform inspection 15 days after housekeeping inspection notification.
21. Determine if deficiencies are discovered during the inspection.
 - a. If yes, continue to step 24.
 - b. If no, skip to step 27.
22. Send seven days non-compliance notice.
23. After seven days has there been compliance?
 - a. If no, continue to step 26.
 - b. If yes, skip to step 27.
24. Initiate revocation of custodianship.
25. Record results.

E. Safety/Public Works/Fire Department – Annual Inspections

26. Conduct annual Boat Lot Inspection.
27. Determine if deficiencies are discovered during the inspection.
 - a. If yes, skip to step 31.
 - b. If no, continue to step 30.
28. Submit completed inspection form to SBM within five business days.

F. Small Boat Marina (SBM)

29. Notify boat lot custodian of results of annual inspection

F. Boat Lot Custodian

30. Resolve deficiencies within allotted timeframe.
31. Schedule Safety and/or Public Works and/or Fire for re-inspection.

G. Safety/Public Works/Fire Department

32. Notify SBM results of re-inspection.

H. Boat Lot Custodian

33. Resolve deficiencies.
34. Schedule SBM Fire inspection.

I. Small Boat Marina (SBM)

35. Enforce administrative action.

36. Record results.

J. KRS Finance

37. Bill boat lot and utility fees semi-annually.

K. Boat Lot Custodian

38. Pay boat lot and utility fees.

VI. REPAIR PERMIT PROCESS

A. Boat Lot Custodian

1. Determine if repair permit is required.
 - a. If yes, continue with the next step.
 - b. If no skip to the change of ownership process in Section VII.
2. Complete the request for repair permit.

B. Public Works

3. Approve or Disapprove repair permit.

C. Boat Lot Custodian

4. Receive approved permit.
5. Complete work.
6. Schedule inspection.

D. Public Works

7. Perform inspection.
8. Determine if there are deficiencies found during the inspection.

E. Boat Lot Custodian

9. Resolve deficiencies if found during the inspection and revert to step 5 in the process.

F. Public Works

10. If no deficiencies were found during the inspection, submit inspection results to SBM.

VII. CHANGE IN OWNERSHIP PROCESS

A. USAKA Resident

1. Decision to become boat owner.

B. USAKA Resident/Boat Lot Custodian

2. Complete form Permission to Own a Boat to Operate in Controlled Waters of USAKA (Attachment C) and submit to SBM.

C. Small Boat Marina (SBM)

3. Determine approval of Permission to Own a Boat to Operate in Controlled Waters of USAKA (Attachment C) form.
4. If disapproved, notify the Boat Lot Custodian.
5. If approved, boat lot of purchased vessel is assigned to new boat owner/boat lot custodian.
6. Add to waiting list if not approved.
7. Provide Private Boat-Lot Storage Registration form to custodian.
8. Perform safety inspection.

VIII. REFERENCE DOCUMENTS

- A. USAKA Regulation 385-9, Water Safety
- B. SPI 1090, Small Boat Marina Recreational Boating Procedures
- C. SPI 1534, Dispensing and Collecting Hazardous Materials/Waste
- D. SPI 1141, USAKA Fire Regulations
- E. SPI 1310, Mechanical Digging Permits
- F. PWS Line Item 10.C.4.c

IX. ATTACHMENTS

- A. Maintaining Custodianship, Repairs Permit Process, and Change in Ownership Process Maps
- B. Private Boat Lot Repair Permit
- C. Permission to Own a Boat to Operate in Controlled Waters of USAKA
- D. Release and Reimbursement Agreement
- E. Private Boat – Storage Lot Registration Form
- F. Certificate of Boat Transfer
- G. Letter Revoking Boat Ownership Privileges at USAKA
- H. Temporary Use of Assigned Boat Lot
- I. Boat House – Power User Affidavit
- J. Twelve Month Boat Repair Plan
- K. SBM Temporary Lot Usage Agreement
- L. Map of Boat Lots
- M. Private Boat Safety Checklist

X. GLOSSARY OF TERMS

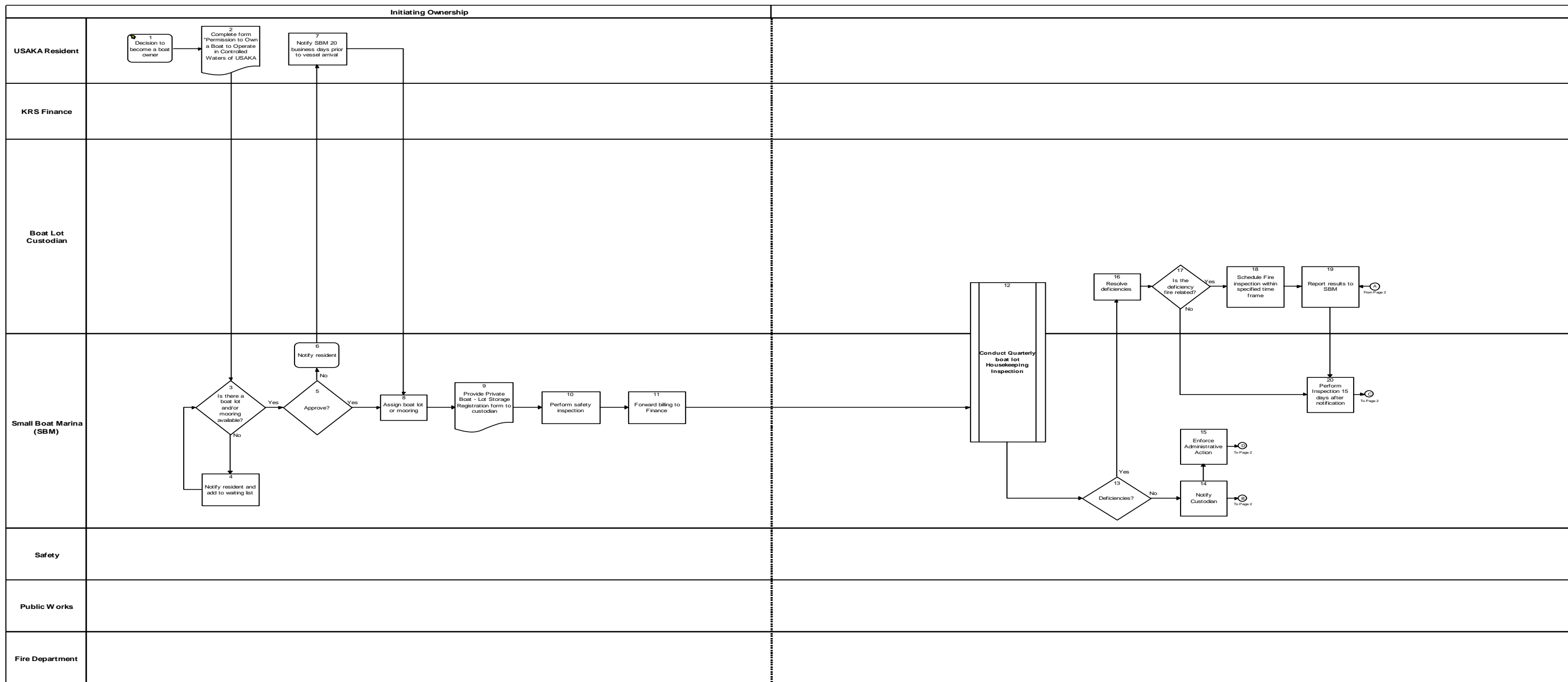
- A. **Private Boat Storage Area:** Space designated by USAKA/RTS for the storage and maintenance of private boats (Kwajalein). See Attachment L
- B. **Boat Lot:** Individual space assigned by the SBM Supervisor to a particular boat owner for the storage and maintenance of his/her vessel.
- C. **Boat Lot Custodian:** Individual who is registered with the SBM as the responsible party for assigned boat lot space.
- D. **Roundhouse Storage Area:** Private boat storage area around facility 987 (old ZAR receiver Antenna Dome), Kwajalein.
- E. **Round House:** Facility 987 (old ZAR Receiver Antenna Dome) that is maintained and controlled by the Kwajalein Yacht Club (Kwajalein).
- F. **Hand Launch Storage Area:** Area near the launching ramp (south end of Marina) at the Marina that has been designated for the storage of smaller, hand-pulled vessels. The sheds are assigned boat lots but the vessel storage area is shared space, not divided into personal lots (Kwajalein)
- G. **Hand Launch Area Sheds:** Private boat storage sheds next to the sea wall by the launching ramp (south end of the Marina). The sheds are assigned boat lots utilized for the storage of equipment and materials for vessels stored in the hand launch area (Kwajalein).
- H. **Boat Yard:** Space designated by USAKA/RTS for the storage and maintenance of private boats (Roi-Namur).
- I. **Temporary Lots:** Lots assigned by the SBM for boats on the waiting list or boats that require specific, short-term repairs (Roi-Namur).



- J. Quarterly Boat Lot Inspection:** Housekeeping inspection that occurs four times per year to address general housekeeping, organization and cleanliness of boat lot.
- K. Annual Boat Lot Inspection:** Yearly inspection of boat lots that is executed by KRS SBM personnel, Safety personnel, Public Works building inspector and Fire prevention.
- L. Personal Water Craft (PWC):** Vessels such as jet skis and wave runners.
- M. Existing Structures:** For the purposes of this SPI, Existing Structures are those that will be accepted without proper documentation that is normally required (building permits) for boat lot structures. These are mostly those in place as of October 1, 1996.
- N. Transfer inspections:** Inspections required of the outgoing custodian with Public Works in order to transfer the custodianship of a lot. The lot must pass inspection before any transfer can be made.

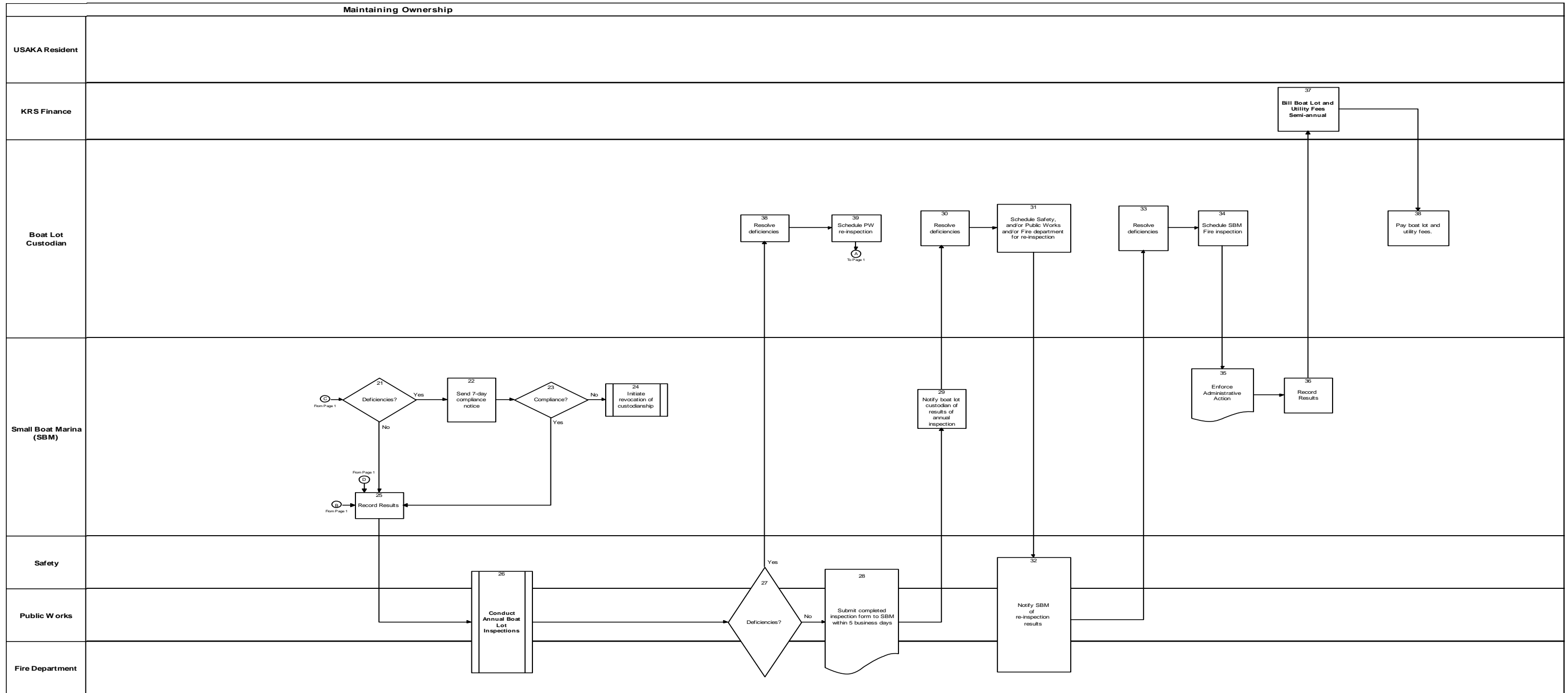


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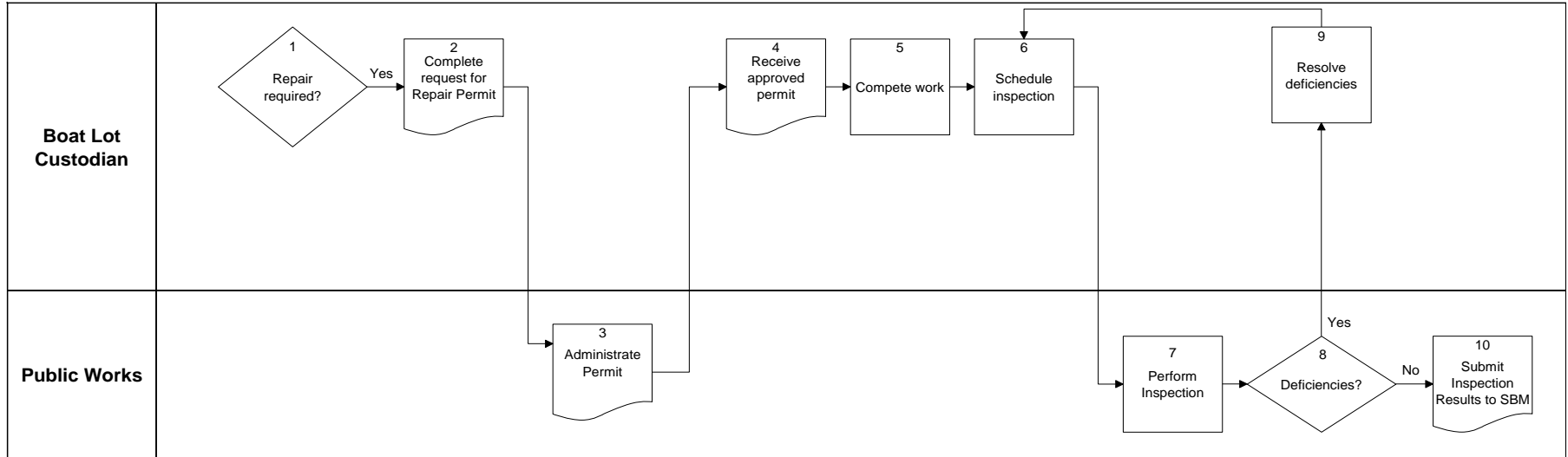
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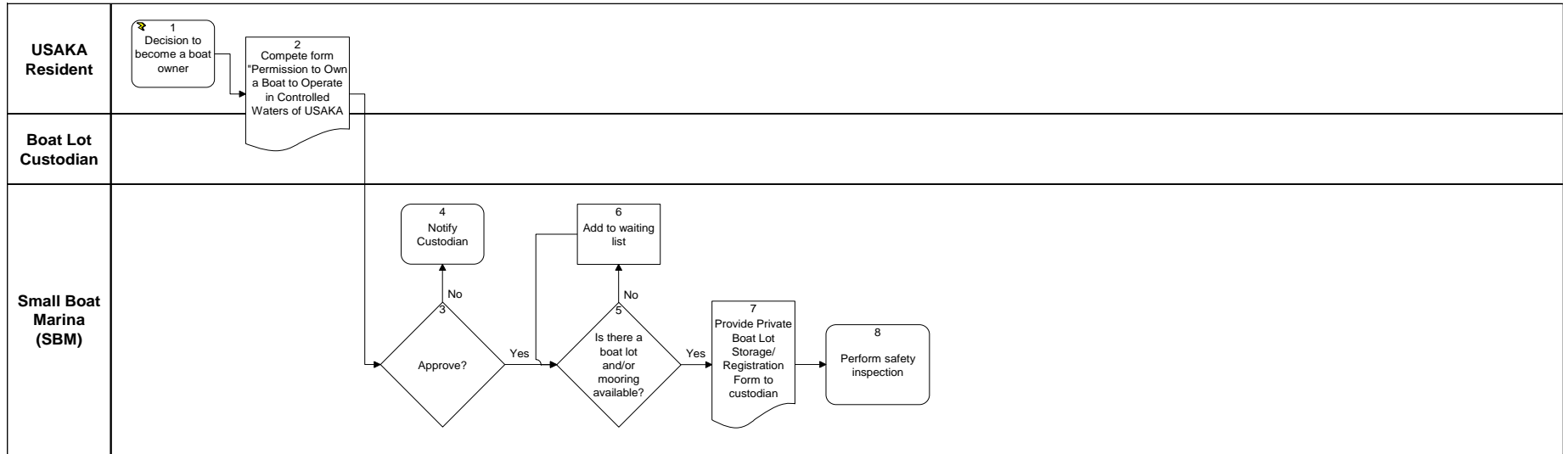
Attachment A SPI 1091 Rev 002 Repairs Permit Process Map





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Attachment A
SPI 1091 Rev 002
Change of Ownership
Process Map



Boat Owner: _____
 Boat #: _____
 Boat Name: _____
 Registration: _____



Private Boat Lot Repair Permit

Primary Boat Owners Name: _____

Registration Number: _____

Boat Lot #: _____

Work Phone: _____ Home Phone: _____

Permit #: _____ Permit Type: _____

Permit Issued By: _____ Issue Date: _____

Description of Structure: _____

Note: You must provide a plan, including the view of the sight and utilities to be installed before repair.

Materials:

- Slab _____ Floor Structure _____
- Column _____ Beam _____
- Roof Structure _____ Roof _____
- Utilities & size of each _____
- Other _____

Stipulations: (submit plans to Public Works Dept. for approval)

Boat Lot Custodian Statement:

I understand that the repairs approved on this permit are for my personal use. I further understand and agree that I cannot deviate from the approved plans in any manner without first obtaining approval of such deviation. I have read and understand the provisions of SPI 1090 & SPI 1091 and agree to be bound thereby. I also understand that upon separation from this boat lot, I am responsible for the removal of this structure unless the incoming custodian assumes responsibility.

Boat Owner: _____
Signature *Date:*

Approvals:

SBM Supervisor: _____
Printed Name *Signature* *Date*

Fire Inspector: _____
Printed Name *Signature* *Date*

Building inspector: _____
Printed Name *Signature* *Date*



Permission to Own a Boat to Operate in Controlled Waters of USAKA

1. Date of Application: _____

2. Personal Information – Primary Boat Owner:

- a. Name _____
b. Company _____
c. Local PO Box _____ Email _____
d. Phone Number Home _____ Work _____
e. Stateside Contact Info _____

3. Boat Information (check one):

- a. [] Power boat [] Sailing boat [] Dinghy [] PWC [] Boat Lot [] Mooring License # _____
b. Name of Boat (if applicable) _____ Boat Number _____
c. Manufacturer & Size (feet) _____
d. Construction Material _____
e. Year built _____
f. Propulsion type/specs _____
g. How acquired
[] Brought in (Please state where from) _____
[] Purchased from USAKA resident (Go to Section 4)
[] Custom Built on USAKA/RTS
h. Serial #/Documentation#: _____

4. Previous Owner Information (See other side of this form for boat transfer information):

- a. Name _____
b. Local Address _____
c. Local Phone Number _____

I understand that I must register the vessel every twelve (12) months. It is further understood that the vessel will be subject to safety inspection by the Marina Supervisor or designated representative at any time, and any unsafe condition will be corrected prior to the boat being operated.

I understand that approval of this request does not signify any responsibility or liability on the part of USAKA, the U.S. Army, or any other agency.

I understand that USAKA and KRS will provide temporary docking and mooring on a first-come-first-served basis. Contact the Small Boat Marina Supervisor for an approved dry-docking and storage area. All responsibility for this vessel and/or its equipment rests entirely upon me.

I understand that approval on this form is only for ownership of the above described vessel. I must comply with all applicable Standard Practice Instructions and USAKA Regulations before and during actual operation of this vessel.

Printed Name: _____ Signature: _____ Date: _____
(Boat Owner)

RECOMMEND APPROVAL: [] YES [] NO Signature: _____ Date: _____
Lead, Small Boat Marina

APPROVED: [] YES [] NO Signature: _____ Date: _____
Manager, KRS Community Services



Release and Reimbursement Agreement

For and in consideration of the privilege of operating my private boat and/or windsurfer / kite board (“vessel” herein) and government equipment in USAKA controlled waters/lands, I, the undersigned, being of lawful age, hereby fully and forever release, discharge, and promise to indemnify and hold harmless the Kwajalein Range Services, LLC, its subcontractors, and their employees, successors and assigns, and the United States Government and its employees (together “indemnified parties”) for any liability, damages, injuries and losses arising out of my usage of said private vessel and government equipment.

I understand that the following activities are prohibited in USAKA/RTS waters:

- a) Using a powerboat Oceanside with only one engine.
- b) Using a powerboat/sailboat without proper safety equipment.
- c) Using a powerboat/sailboat at night without proper lights.
- d) Windsurfing/kite boarding without a buddy or shore watch.
- e) Windsurfing/kite boarding Oceanside.

I understand that the following activities are ultra-hazardous, and the conduct of which constitutes gross negligence:

- a) Using a powerboat/sailboat during small craft warnings.
- b) Using the SAR Pass when winds exceed fifteen (15) knots.

The undersigned, based upon the consideration stated above, promises to reimburse the United States Government for all expenditures required in the event that I need emergency assistance while operating my private boat or windsurfer or while on mooring. I will be liable for any damage to USAKA/RTS property arising from operation or mooring my boat. I release the indemnified parties from any damage to my property while being recovered or rescued. I further authorize my employer to deduct from my paycheck all such amounts due to the United States Government in the event that I fail to pay same within sixty (60) days from receipt of demand therefore.

This release shall bind my heirs, successors, and assigns. I hereby represent and declare that I have read and understand the terms of this agreement, and that I freely and voluntarily consent to be bound hereby.

Type of Craft

Printed name of Releaser

Signature of Releaser

Witness my hand this _____ day of _____, 20_____.

Printed name of Witness

Signature of Witness

Registration Information

- 20_____ Reg. # _____
- 20_____ Reg. # _____
- 20_____ Reg. # _____
- 20_____ Reg. # _____
- 20_____ Reg. # _____



Attachment E
SPI 1091 Rev 002
Private Boat – Storage Lot
Registration Form

Private Boat – Lot Storage Registration Form

Primary Boat Owners Name: _____

Boat Lot Number (if already assigned): _____

Boat Number: _____ **License #** _____

Work Phone: _____ **Home Phone:** _____

PO Box Number: _____ **Email:** _____

Type of vessel: _____

Size of vessel: _____

I understand that custodianship of a private boat lot is privilege granted by USAKA/RTS for the storage of recreational vessels and related equipment. As custodian of the boat lot, I agree to abide by all regulations as stated in SPI 1091, "Control and Maintenance of Private Boat Storage Lots - Kwajalein and Roi-Namur".

I have read and understand the above statements.

Signature

Date

Small Boat Marina Use Only

Date or Request: _____

Lot # assigned: _____

Approved by: _____

Comments: _____



Certificate of Boat Transfer at USAKA/RTS

I, _____, owner of boat _____
(Printed name of releasing owner) *(Name of boat/ boat #)*

Registration No. _____ do hereby transfer said boat to _____
(Printed name of new owner)

Signature of Seller *Date* *Signature Witness* *Date*

I, _____ agree to fulfill boat ownership requirements in accordance with
(Printed name of new owner)

Kwajalein Range Services (KRS) SPI 1090 and 1091.

Signature of Buyer *Date* *Signature Witness* *Date*

I, _____ have been notified of and witness this transaction.*
(Printed name of SBM Supervisor)

Signature, Small Boat Marina Supervisor *Date*

If parties are unknown to the Small Boat Marina, an ID may be requested.

Requirements:

1. Must have a valid USAKA boat operators license
2. Must obtain approval via "Permission to own a boat and operate in controlled waters of USAKA/RTS" form, signed by designated USAKA Representative.
3. Must complete a "Private boat registration" form for file at Small Boat Marina.
4. Must sign "Release and reimbursement" form for file at Small Boat Marina.
5. Must not have more than one boat registered (for a maximum of two (2) boats per individual.
6. Must have completed "Certificate of Safety Inspection"



Letter Revoking Boat Ownership Privileges at USAKA/RTS

To: KRS Community Services Manager
From: Lead, Small Boat Marina
Subject: Revocation of Boat Ownership Privileges at USAKA/RTS
Date: _____

Due to non-compliance with SPI 1091, "Maintenance and Control of Private Boat Storage Lots - Kwajalein and Roi-Namur", KRS Community Services is revoking boat ownership privileges for the below named individual(s).

Name of boat owner(s): _____

Boat lot number: _____

Registration number: _____

Name / No. of boat: _____

Details pertaining to revocation:

Loss of boat ownership privileges will result in the following:

- The revocation of permission to own a boat at USAKA/RTS
- The required removal of boat from USAKA/RTS within thirty (30) days.
- The loss of associated boat lot.
- The suspension of Small Boat Marina privileges until the boat has been removed from USAKA.
- The ineligibility for said custodian to re-apply for another boat lot or be granted permission to own a boat at USAKA/RTS for a period of one year.

Reviewed by:

Supervisor Small Boat Marina: _____
Printed Name *Signature* *Date*

Concurrence
Manager Community Services: _____
Printed Name *Signature* *Date*



Perm. Owner:	_____
Temp User:	_____
Lot #:	_____
Temp Boat Name:	_____
Temp Boat Reg. #	_____

Temporary Use of Assigned Boat Lot

Primary Lot Custodian Name: _____
 Boat Lot #: _____
 Work Phone: _____ Home Phone: _____ Box #: _____

Temporary User/Boat Owner Name: _____
 Registration Number: _____ Boat Lot #: _____
 Boat Name: _____ Boat #: _____
 Work Phone: _____ Home Phone: _____ Box #: _____

Storage Begin Date: _____ Storage End Date: _____
 SBM Comments: _____

Stipulations:

- The temporary user/boat owner must comply with all boat lot storage regulations outlined in SPI 1091. However, the primary boat lot custodian remains responsible for adhering to all boat lot storage regulations.
- In the event that the primary boat lot custodian vacates said lot, the temporary user must vacate the lot at the same time. The boat lot does NOT transfer to the temporary user.
- Should the primary custodian wish the temporary user to vacate his/her lot, a written request must be submitted to the Small Boat Marina. Upon receipt of said request, the Small Boat Marina will serve notice to the temporary user that they have 15 days or a reasonable amount of time as agreed upon by all parties involved to vacate the lot. Refusal to vacate the lot within the allotted time frame may incur administrative actions beginning with temporary revocation of boating license and marina privileges and up to and including Revocation of Boat Ownership Privileges.

I have read the above and will abide by the above stipulations

Primary Boat Lot Custodian: _____
Signature *Date:* _____

Temporary User/ Boat Owner: _____
Signature *Date:* _____

Approvals:

SBM Supervisor: _____
Printed Name *Signature* *Date*



Boat House - Power User Affidavit

I, the undersigned, do hereby certify that I have the following appliances in my Boat House:

- Yes My boat house has electrical services.
- No My boat house does not have electrical services.

(Enter total quantity of each appliance below)

	Qty	Fee Total
Basic Electrical Fee	Rate: \$ 3.00/mo	\$ <u>3.00</u>
Small Refrigerator (up to 5.6 cubic ft.)	Rate: \$ 5.00 ea/mo x _____ = \$ _____	
Refrigerator/Freezer (larger than 5.6 cubic ft.)	Rate: \$ 8.00 ea/mo x _____ = \$ _____	
Freezer	Rate: \$10.50 ea/mo x _____ = \$ _____	
Air Conditioner	Rate: \$32.50 ea/mo x _____ = \$ _____	
TOTAL Monthly Charges \$ _____ x 6 Months = _____		

I understand that I will be charged for electrical service to the Boat House semi-annually in advance, based on rates established by USAKA and tied to the number and type of appliances listed above. I understand that it is my responsibility to re-submit this form when changes are made to the above inventory. I understand that random inspections may be conducted by USAKA. If the records above do not match their spot check inspections then this may lead to loss of the privilege of using the Boat Lot.

I have read and understand SPI 1091 Control and Maintenance of Private Boat Storage Lots – Kwajalein and Roi-Namur and the foregoing statement, and I am responsible to resubmit this form with any additions/reductions made to the above listing in the event of transfer of ownership.

Statements of amounts due under this agreement for each 6 month period will be mailed to your assigned post office box the first week of the billing period. I understand that it is my responsibility to assure that all amounts due and owing under the terms of this agreement are paid within 30 days of the normal statement date. Should I not receive a statement, it is my responsibility to inquire concerning the outstanding balance on the account amounts, and to assure all amounts due are paid within 30 days of the normal statement date. If I fail to pay amounts due under this agreement, within the 30 day period after the normal statement date, I understand that USAKA may revoke my privilege of using the boat house, and may remove the contents of the boat house and dispose of them. I further understand that the use of this boat house is privilege granted by USAKA and is revocable by USAKA at any time, for any reason.

Name: _____ Boat Lot/Facility Number: _____
 PO Box: _____ Phone: _____
 Signature: _____ Date: _____



Bechtel National • Lockheed Martin • Chugach

Twelve Month Boat Repair Plan

Boat Lot Custodian: _____

Boat Name: _____ **Boat #:** _____ **Lot #:** _____

Phone (work/home): _____ **P.O. Box #:** _____

Start Date for repairs: _____ **End Date for repairs:** _____

General Description of Repairs:

Detailed Description of Repairs

- Tasks should be listed in SEQUENTIAL order and must be detailed, thorough, and accurate.
- All items require a start and finish date (“on-going” is not an option).
- Small Boat Marina management only approves forms if completely filled in and done in good faith.
- In accordance with SPI 1091, boats must be operational unless they have a 6 or 12-month repair plan. Lack of progress and a non-functioning boat are grounds for revocation of boat ownership privileges. This form will be used to ensure progress is made.
- Repair of a vessel at USAKA is a TEMPORARY condition.
- All materials and equipment must be stored in a safe, neat, and orderly manner at all times during repair process.
- Compliance with SPI 1091 is required at all times.
- The detailed description of repairs below must be completed in the timeframe agreed upon at the start of this plan.
- Each vessel is allowed one plan extension (approval depending on progress and size of vessel). After one 12 month plan has been submitted and repairs are still needed to make vessel operational a request for extension must be made to USAKA Community Services for approval.

Task	Start Date	Completion Date	Major materials required	Completed Yes / No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Approval:

Printed Name	Signature	Date:
Small Boat Marina Supervisor/ Lead		



SBM Temporary Lot Usage Agreement

Boat Owner's Name: _____

Boat Name: _____ **Boat #:** _____ **Lot #:** _____

Phone (work/home): _____ **P.O. Box #:** _____

__ month period Starting: _____ **Period Ending:** _____

Requirements for use of the SBM's temporary lots:

- **SBM temporary haul out lot provides space to conduct boat maintenance and repairs that cannot be completed in the water, i.e. bottom/hull painting, rudder/shaft repair, engine maintenance. Temporary lots are for general routine repairs only, not lengthy overhaul of entire vessel.**
- **This form must be completed by the boat owner and approved by SBM Representative prior to use of the assigned temporary lot. Billing will be processed consistent with semi-annual Boat Lot fees.**
- **Responsibility for equipment or material in the boat, on the lot, or in the shed rests solely with the boat owner. The SBM, USAKA, the U.S. Army, or any other agency takes no responsibility for said items.**
- **Check out keys at Community Activities main office (bldg 805) and return keys upon expiration of this agreement. There is a fee for failing to return keys, including the cost to re-key the facility.**
- **Boat owners must abide by all regulations governing boat lots (ex. USAKA reg. 385-9, SPI 1091). Specifically, in accordance with SPI 1091, boats must be operational within 12-months when using a temporary haul out area. Lack of progress and a non-operational boat are grounds for revocation of boat ownership privileges.**
- **After project completion, temporary lot custodian has two weeks to clean the storage unit and temporary haul out area. If unit/area is not clean, custodian will be billed for clean up costs.**
- *Should extenuating circumstances require that the boat remain on the lot for longer than twelve months, boat owner may apply for an exception to policy. Marina Supervisor will review the request on a case by case basis.*

Detailed Description of Repairs

- **Fill in the chart below with a complete and detailed description of repairs expected to be completed during haul out.**
- **List tasks sequentially in order of completion and ensure the list is thorough and accurate.**
- **A start date and completion date are needed for all tasks ("on-going" is not an option). Items need to be completed in agreed upon time.**
- **Housekeeping requirements:** All material and equipment must be stored in a safe and orderly manner at all times. Ground cover must be cut, rubbish must be properly disposed of, and scrap metal, hazardous material and fuel/oil must be safely stored and/or disposed of.

Task	Start Date	Completion Date	Major materials required	Completed Yes/No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

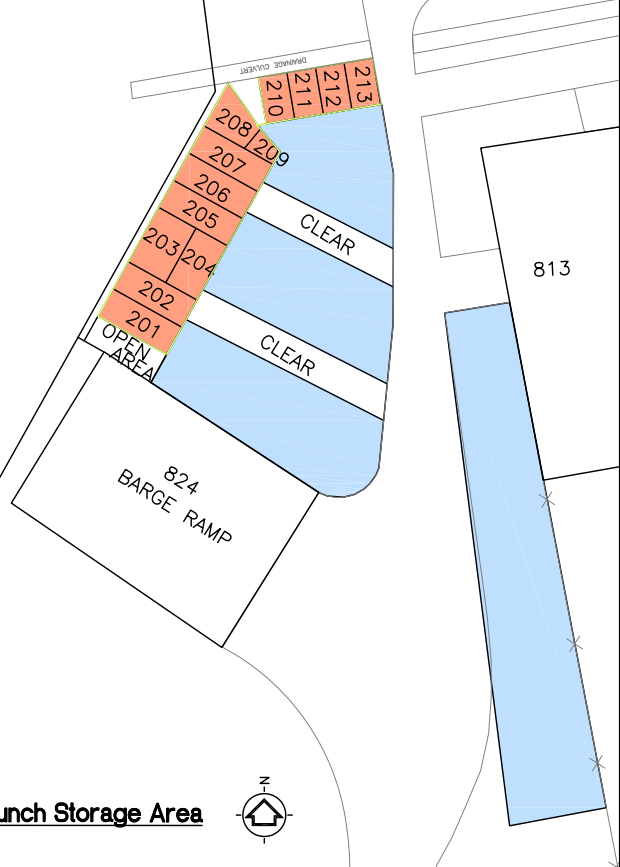
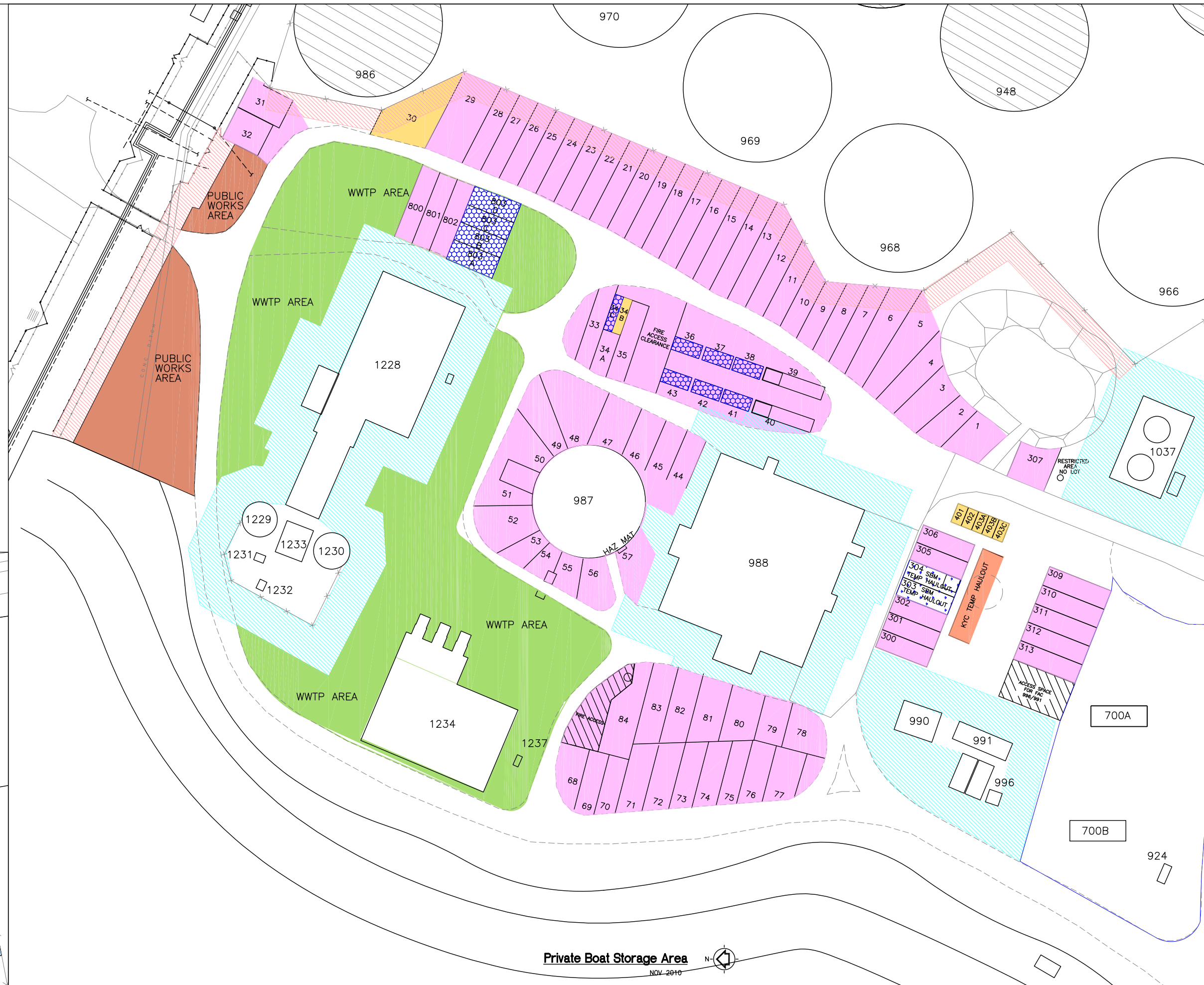
Boat Owner's Signature: _____ **Date:** _____

Approval:

Printed Name	Signature	Date:
Small Boat Marina Supervisor/Lead		

LEGEND:

-  CLEAR ZONE 33' - MIVA
-  CLEAR ZONE 20'
-  KYC TEMPORARY HAULOUT ONLY
-  PUBLIC WORKS AREA
-  WASTE WATER TREATMENT PLANT AREA (WWTP AREA)
-  LARGE LOT, WITH OR WITHOUT SHED (\$250)
-  SMALL LOT, WITH OR WITHOUT SHED (\$120)
-  MOORING LOT, SHED ONLY (\$80)
-  HAND LAUNCH SHED/SMALL LOT (\$120)
-  HAND LAUNCH AREA-BOAT ONLY (\$50)



Hand Launch Storage Area

Private Boat Storage Area

NOV 2010



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Vessel Owner		Vessel Name	
Vessel Number	Vessel Type	Length	Lot Number

Vessel Types

Powerboat	All Requirements
Keelboat	All Requirements
Jetski	PFDs, 1st Aid Kit, Fire Extinguisher, Flares, alternate propulsion
Beach Cat	PFDs, 1st Aid Kit, flares
kayak	PFDs, 1st Aid Kit, flares
Tenders (in harbor only)	PFDs
Sailing or Power Dinghy	All Requirements

Requirements

Yes	No		Yes	No	
		General			Suitable means of producing sound
		Papers are in order			Anchor #1
		Boat #/name are visible & proper size			Type
		PFDs			Enough Line
		Approved Type			Anchor #2
		Good Condition			Type
		Easily Accessible			Enough Line
		Sufficient in #			VHF Radio - must be easily accessible
		Fire Extinguisher			heard by captain of vessel
		Approved Type			Manual Dewatering Device
		Good Condition			Alternate method of propulsion
		Easily Accessible			Operate at Night?
		Adequate Size			Navigation Lights in working order
		1st Aid Kit			Inboard Engine
		Day and Night Distress Signal			Ventilation in Bilge
		(if flares, then w/ expiration date)			Backfire Flame Arrester
		Boarding Ladder			
		Chart of Boating Area			