

NAVAL AIR STATION JRB FORT WORTH,
MWR AUTO SKILLS SHOP
1145 HERCULES DR
FORT WORTH, TX 76127

MWRSOP # _____
18 JUL 2024

NAS FORT WORTH JRB MWR STANDARD OPERATING PROCEDURE (SOP) #54C

Subj: Auto Skills Shop

Ref: (a) OPNAVIST 4060.3
(b) NAVMILPERCOMINST 5890.1
(c) NAVMILPERCOMINST 7510.2
(d) NAVCOMPT MANUAL, SEC 075500
(e) BUPERSINST 7510.1
(f) NAVSO P3520

Encl: (1) Employee Authorization Personal Vehicle Maintenance/Repair Request
(2) Auto Skills Resale Lot Form
(3) Auto Skills Overnight Indoor/Outdoor Parking Form
(4) Auto Skills Long Term Project Parking Form

1. Purpose. To establish guidelines and procedures for MWR personnel responsible for the operation and maintenance of the Auto Skills Shop.
2. Scope. This SOP pertains to all MWR Auto Skills staff and patrons utilizing the Auto Skills facility.
3. Changes. SOP MWRSOP #54B has been changed in its entirety. New SOP is MWRSOP #54C.
4. Background. The following guidelines are to ensure proper procedures are understood and followed to maintain safety, cleanliness, and function of the Auto Skills facility and all its equipment, its personnel, and its patrons.
5. Policies. These policies are for Auto Skills Rules and Regulations, Auto Skills Personnel, Patrons, and Safety for all of MWR Auto Skills facility.
 - a. Auto Skills Shop Rules and Regulations. MWR Auto Skills Shop is to provide a quality facility, equipment and technical guidance for self-help automotive work for authorized patrons to perform on their vehicles.
 - (1) The MWR Department is not responsible for POV's and personal property left in or around the Auto Skills Shop facilities.
 - (2) All patrons shall check in with shop personnel prior to any maintenance being performed or occupying any stall/lift. Valid identification will be required. Active Duty/Reservist, Retired, and DOD/BOP and their dependents with proper ID are authorized use of the MWR Auto Skills facility. The duty attendant will assign a working space in accordance with the type of maintenance to be performed.

- (3) Cars leaving the Auto Skills Shop are subject to search if suspected of containing Auto Skills Shop tools and/or equipment that has not been properly checked out.
 - (4) A form (attachments 2-3 where applicable) will be filled out for any vehicles that are to remain overnight or longer inside or outside the facility. The applicable form will be completed at least 30 minutes prior to closing time. MWR Department is not responsible for any tickets for vehicles parked out in the front parking lot if the vehicle is not properly up to date with its registration, or for any towing fees for unauthorized parked patrons.
 - (5) All charges and fees for services and storage shall be paid in full upon completion of work or when event occurs.
 - (6) Auto Repairs will be limited to the designated areas. Repairs will not be done in the parking lot.
 - (7) Lifts and stalls for repairs will be on a first come first serve basis to authorized patrons. This requirement ensures that all patrons have access to the limited space within the facility.
 - (8) Shop equipment and lifts will be operated by shop personnel only. For the safety of the patron, operations of equipment and lifts by the patron is not authorized.
 - (9) Shop personnel are not authorized to do any form of maintenance on a patron's vehicle. Auto Skills is a self-help maintenance facility only.
 - (10) The Auto Skills Shop is a "smoke free facility" to include tobacco dipping. Smoking/dipping will not be permitted in any part of the facility and only allowed in the designated marked smoking areas.
 - (11) Reckless driving or horseplay will not be permitted in or around the Auto Skills Shop facility. Safety precautions for the facility, equipment, and maintenance being performed will be adhered to at all times by the patrons and its employees.
- b. Auto Skills Personnel. Auto Skills Shop attendants are on duty to assist authorized patrons in an advisory capacity. They shall:
- (1) Report for duty in a neat, clean, sober, and presentable condition. They are prohibited from consumption of any alcoholic beverages while on duty.
 - (2) Before clocking in must be wearing MWR shirt, steel-toed shoes and name tag.
 - (3) Perform a daily inspection of all lifts, flat stalls, the oil filter / oil waste area, tools and materials.
 - (4) Make sure point of sale equipment is in operational mode before facility opens. If employee is required to leave point of sale, employee must log off.
 - (5) NO contract work to be performed for patrons or payments received. No work on patron's vehicles by employee is allowed including off duty hours.
 - (6) Employees may not work on POV's unless that employee is in a non-work status and has the permissions of the Auto Skills manager to do so. Normal fees and charges will apply.
 - (7) Ensure that the Auto Skills Shop is opened and closed at designated hours of operation.
 - (8) Ensure that the maintenance and upkeep of the buildings are kept at the highest level. Perform general housekeeping duties to include; sweeping, mopping, taking out the trash,

cleaning restrooms/hallway as well as maintaining the outside appearance of the facility to include yardwork.

(9) At the end of your shift follow proper procedures for end of day at the POS system, put the cash from the sales into a drop bag at the designated location. Place changed fund in a bag and place it in assigned safe. Make sure your lock box is secured before you leave.

(10) Maintain security of the facility at all times. All doors, bays, and gates will be properly secured and locked at close of business.

c. Patrons. Authorized patrons with valid military ID will follow all rules and safety of the Auto Skills Shop.

(1) Any person who willfully misuses or abuses the tools and/or equipment will be evicted from the Auto Skills Shop and his/her privileges will be revoked. Privileges may be restored by the MWR Director. Said person shall pay for any missing or abused tools and reported to security as situation deems it necessary.

(2) Shirts, trousers, and closed toed shoes shall be worn at all times in the Auto Skills Shop compound. Shower Clogs, sandals, toe shoes or any type of open-toed shoes will not be permitted in the shop at any time.

(3) Vehicles may be left in the building overnight if unable to move vehicle outside due to repairs. Vehicles left inside will be subject to hourly charges following the next business day during hours of operation. Vehicles remaining in or on the facility will be authorized only at the discretion of the Auto Skills manager and discussed with patron prior to end of day and proper forms (enclosures 3 and 4) filled out where applicable.

(4) Vehicles left in parking lot and not registered with the MWR Auto Skills facility are subject to being towed at owner's expense.

(5) Vehicles in the front parking lot if not removed in 14 days, vehicle will be removed by security or wrecker service at the owner's expense. Long term project vehicles if left past due or left unattended due to lack of repair or lack of contact with patron 30 days or more will result in being considered abandoned. Vehicle will then be disposed of by security or towed at the owner's expense.

(6) Patrons will clean up entire working area, tools, toolboxes and floors of debris, oils and all other trash to include mopping when done with repair for assigned stall/lift.

d. Safety. The following safety regulations shall be adhered to:

(1) It is the responsibility of all patrons and personnel to correct and/or report hazards to the Auto Skills Manger.

(2) Safety stands will be used all times whenever vehicle is off the ground. Assistance by employee is required when driving onto vehicle lifts or backing off of the lifts. Assistance will be required for placing a vehicle on or taking a vehicle off of the lifts. The use of the jacks on a vehicle located on the vehicle lift is prohibited.

(3) Battery caps shall be removed prior to charging the battery.

(4) Power tools will be grounded and safety goggles will be worn at all times while operating the portable grinder, sanding, and chiseling. Proper ear protection will be worn.

(5) Electrical extension cords will not be permitted outside the building during foul weather.

- (6) When grease, oil, or water is spilled on the floor of the shop or on the concrete slab stall area, it shall be cleaned up immediately with a mop or absorbents supplied by the Auto Skills Shop.
 - (7) Gasoline will not be used for cleaning purposed or transferred in open containers.
 - (8) There will be no work performed on fuel tanks without permission of the Auto Skills Manager.
 - (9) There will be no work performed on the HVAC (high volume air conditioning) system, to include venting of refrigerant.
 - (10) Oily rags, oil filters, waste materials will be stored in the proper containers in the Auto Skills Shop at all times. All fire hazards must be eliminated prior to close of business.
 - (11) No children under the age of 16 are permitted in the Auto Skills Shop area. No exceptions. Children must be accompanied by an adult and remain in the hallway/break room at all times. Children are never to be in the maintenance areas, or in or around the stalls or lifts.
 - (12) No vehicle or component part thereof will be allowed on unapproved jacks or dolly lifts. Only approved jacks, stands or steel construction will be used for this purpose.
 - (13) All combustibile liquids will be stored in a flammable locker.
6. Administration. The Auto Skills Manager will provide oversight for the SOP program and can be contacted at (817) 782-6375 or (817) 782-6376.

DAPHNE SALINAS
MWR Director
NAS JRB FORT WORTH

MWR Auto Skills

Bldg. 1145 Hercules Dr., Naval Air Station JRB Fort Worth 76127
Phone (817) 782-6375 / (817) 782-6376 Fax (817) 782-5316

Employee Authorization Personal Vehicle Maintenance/Repair Request

Permission to work on personal vehicle during non-work status. Receipt for stall/lift and copy of work schedule required and must be attached to an approved request.

Employee Name: _____

Date Submitted: _____

Date of use: _____

Time of Use: _____

Approved: _____

Auto Skills Manager/ Supervisor

Date

ENCLOSURE (1) Employee Authorization Personal Vehicle Maintenance/Repair Request

MWR Auto Skills Resale Lot

Information and Release of Liability / Contract

Bldg. 1145 Hercules Dr., Naval Air Station JRB Fort Worth 76127

Phone (817) 782-6375 / (817) 782-6376 Fax (817) 782-5316

Name _____ Rate/Rank _____
Address _____ City _____ State _____
Zip _____ Phone (____) _____ - _____ Command / Bldg. # _____
Work Number (____) _____ - _____

- The undersigned agrees that the displaying of a vehicle to sell is contingent on specific conditions as described. The resale lot is designated for patrons (with valid military ID) to proceed with private sales of cars, boats, and trailers.
- Seller (owner) agrees to keep current insurance and registration on vehicle. _____ **(initial)**
- Seller (owner) agrees to pay MWR Auto Skills \$20.00 per month for use of the resale lot, not to exceed 60 days. Vehicle may not be returned to lot for a period of one year. Charge is due and payable upon first day of placement. _____ **(initial)**
- Seller (owner) understands only privately owned vehicles are allowed on the resale lot. Dealership cars are not authorized and upon request will have the ability to show proof of ownership. _____ **(initial)**
- Seller (owner) understands that the vehicle being sold will only be parked in the designated area of the parking lot. Parking lot is specifically marked and signage is up to direct patrons where to park vehicles on the resale lot. _____ **(initial)**
- If vehicle is abandoned, it will be towed at owner's expense to privately owned storage facility. If not claimed at that facility it will become their property for discard. _____ **(initial)**
- I understand that in leaving my personal property, this in no way obligates the Auto Skills Shop, MWR Department, U.S. Government, including all its subdivisions, offices, military personnel, employees, and agents for owner/patron's safety or security or any damage to vehicle listed below or loss of any items in the vehicle. _____ **(initial)**

NOTICE Remove all valuables from vehicle. This is not a secured area. _____ **(initial)**

Vehicle Information

Make _____ Model _____ Color _____
Year _____ License Plate # _____ State _____ Engine Size _____
Transmission _____ Selling Price _____
Extras _____

Date Entered ___ / ___ / _____ Expiration Date ___ / ___ / _____

Owner/Patron's Name (Signature) _____

MWR Representative Name _____ Date ___ / ___ / _____

ENCLOSURE (2) Auto Skills Resale Lot Form

MWR Auto Skills Outdoor/ Indoor Overnight Parking
Information and Release of Liability / Contract

Bldg. 1145 Hercules Dr., Naval Air Station JRB Fort Worth 76127
Phone (817) 782-6375 / (817) 782-6376 Fax (817) 782-5316

- I fully understand that overnight parking outside or inside the facility is only for vehicles that require additional repairs. Patron will discuss length of stay and charges with duty personnel. ____ **(initial)**
- I understand that if the vehicle is left inside due to lack of ability to move vehicle, hourly charges will resume commencing next day's business hours of operation while vehicle occupies the facilities lift/stall. ____ **(initial)**
- I understand that if vehicle is left outside in the facilities front parking lot it will not exceed 14 days. Any vehicle left after 14 days or otherwise discussed with facilities' Manager, Patron's vehicle can and will be towed at owner's expense. ____ **(initial)**
- I understand that in leaving my personal property, this in no way obligates the Auto Skills Shop, MWR Department, U.S. Government, including all its subdivisions, offices, military personnel, employees, and agents for owner/patron's safety or security. ____ **(initial)**

Vehicle Information

Make _____ Model _____ Color _____

Year _____ License Plate # _____ State _____

Cell Phone (____) _____ - _____

Command / Work # _____ / (____) _____ - _____

Date Entered ____ / ____ / _____ Expiration Date ____ / ____ / _____

Owner/Patron's Name (Printed) _____

Owner/Patron's Name (Signature) _____

MWR Representative

Print Name _____ Date ____ / ____ / _____

Signature _____