



DEPARTMENT OF THE AIR FORCE
66TH SECURITY FORCES SQUADRON
HANSCOM AIR FORCE BASE MASSACHUSETTS

MEMORANDUM FOR LONG TERM PARKING LOT USERS

FROM: 66 SFS

SUBJECT: Hanscom AFB Long Term Parking Lot Policy/Instructions

1. This memorandum establishes policy IAW 66 ABG manual 31-116 3.4.5. For personnel leaving the base for an extended period of time may park their vehicles in the long term parking lot located adjacent to building 1103. Vehicle owners will bring in completed form or report to BDOC and complete a HAFB long term parking policy letter prior to parking in the long term parking lot.
2. Vehicles in long term parking lot are required to maintain valid vehicle registration, insurance and must have the parking pass visible in front or rear window of the vehicle . Failure to comply with this policy may result in the vehicle being cited or towed at the owners expense.
3. The 66th Security Forces Squadron is not liable for any damages that may occur while your vehicle is parked in the long term parking lot located adjacent to building 1103.
4. Please provide the following **required** vehicle owner information:

Rank/Name: _____ DOB: _____ DOD# _____
DL#: _____ State: _____ Unit: _____ Cell Phone: _____
Return Date: _____ Plate# _____ State: _____ Year: _____ Make: _____
Model: _____ VIN#: _____ Color: _____
Local POC Rank/Name: _____ POC Cell Phone: _____

I have read the terms of the use of the long term parking lot and will comply with all requirements.

Vehicle owner's signature & Date

Approving SF member signature & Date

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