



WASHINGTON MILITARY DEPARTMENT PROCEDURE

Security Procedure 04-001-05

INSTALLATION VEHICLE REGISTRATION

The procedures in this document outline the requirements to register vehicles and also describe the driving requirements for individuals while on Washington Military Department (WMD) property. These procedures supersede all previous WMD procedures of the same or similar name or topic prior to the effective date of these procedures. This specifically includes WMD Administrative Services Procedure 00-019-02, dated 15 October 2002.

1. ABBREVIATIONS:

- a. Department of Defense (DoD)
- b. Federal Human Resource Office (HRO)
- c. Privately Owned Vehicle (POV)
- d. State Administrative Services (SAS)
- e. State Human Resource Office (HR)
- f. The Adjutant General (TAG)
- g. Washington Air National Guard (WAANG)
- h. Washington Army National Guard (WAARNG)
- i. Washington National Guard (WNG)
- j. Washington Military Department (WMD)

2. TERMS AND DEFINITIONS:

Active Duty Personnel: Military personnel, including members of any military service of the United States, both active and reserve components, who are on active duty under the provisions of Title 10, United States Code.

Active Guard Reserve: National Guard members on full-time National Guard Duty (FTNGD) under provisions of Section 502(f), Title 32, United States Code.

Controlled Gate Access: Installation entry points monitored on a 24-hour basis to allow access to authorized personnel/visitors.

Driver: Any person who drives or is in physical control of a motor vehicle. A driver is in physical control when in position to control the motor vehicle, whether to regulate or restrain its operation or movement. The word "driver" is interchangeable with the word "operator."

Driver's License: A license to operate a motor vehicle under the laws of a state, the District of Columbia or a U.S. territory. Also, a vehicle operator's permit issued by an agency of the U.S. Government, or an overseas command.

Driving Privilege: The privilege extended by an installation commander to a person permitting the operation of a motor vehicle within the limits of the installation.

Installation Commander: For the purposes of the Installation Vehicle Registration Policy and this implementing procedure, installation commander is defined as the WNG Joint Chief of Staff. For any other military installation, the installation commander is defined as the commander of the predominant local military unit.

Installation Registration: The process by which individuals complete applications with the Security Office or other appropriate offices to obtain DoD vehicle registration decals for their vehicles.

Motor Vehicle: Any vehicle driven or drawn by mechanical powers, and manufactured primarily for use on public streets, roads, and highways.

Motor Vehicle Registration: The process of issuing a registration certificate and vehicle license plates for motor vehicle in accordance with the laws of a State.

Motorcycle Endorsement: The certification issued by the Washington State Department of Licensing allowing individuals to be licensed to drive motorcycles.

Revocation of Driver's License: Action taken by the state of Washington that revokes a person's driver's license. Re-application is required by the State after the revocation period has expired.

Revocation of Driving Privileges: For the purposes of this procedure, action taken by an installation commander to terminate driving privileges on a military installation.

Security/Law Enforcement Personnel: Persons who are authorized to direct, regulate and control traffic, and to detain violators of laws or regulations are identified as security. Persons who are authorized to apprehend or arrest violators of laws are identified as local/state law enforcement officers.

Suspension of Driver's License: Formal action taken by the state to temporarily withdraw a person's driver license or privilege to operate a motor vehicle on public highways.

Suspension of Driving Privileges: For the purposes of this procedure, the temporary withdrawal by an installation commander of a person's privilege to operate a motor vehicle on a military installation for up to 12 months. Privileges normally are automatically restored the day after the suspension ends.

Traffic Laws: All laws, ordinances, and regulations concerning roadway traffic, including regulations on weight, size, type of vehicle, and vehicle cargo.

3. DRIVING RESPONSIBILITIES:

Driving a vehicle on a military installation, any DoD property, or WMD property is a privilege granted by the installation commander. Persons using this privilege must:

- a. Comply with laws and regulations governing motor vehicle operations.
- b. Comply with the installation vehicle registration requirements specified in sections 5 and 7 of this procedure, as applicable.
- c. While operating a motor vehicle on the Camp Murray installation, possess and produce on demand to security/law enforcement personnel the following:
 - (1) Proof of state vehicle registration. (Title 46.12 RCW)
 - (2) Proof of insurance. (Title 46.29 and 46.30 RCW)

- NOTE: Motorcycles, motor-driven cycles, and mopeds are not required by law to carry insurance.
(Title 46.04.330 RCW)
- (3) A valid driver's license. (Title 46.20 RCW)
 - (4) A valid military, state, WMD, or civilian identification card, if applicable.

4. VEHICLE REGISTRATION:

Vehicle operators **MUST** register their vehicle(s) on the Camp Murray installation in accordance with WMD Security Policy 04-001-05 and these procedures unless otherwise exempt in accordance with the guidelines established in section 11 below, or as established by another competent authority.

Automobile (cars, trucks, etc.) Operators:

- a. Must possess a state-issued vehicle certificate of registration issued in the operator's name. If certificate is not in the operator's name, a current Lease (or Letter of Agreement) must be provided from the registered owner stating that the vehicle operator is authorized to operate the vehicle. At any given time, each member is allowed to obtain a DoD registration decal for only one "leased" vehicle in this manner and the decal's expiration date will not exceed one year. Military "dependents" will have their vehicles registered in the name of their qualified sponsor as defined in paragraph 7b below.
- b. Must possess proof of insurance documentation showing that the member is insured to drive the vehicle. This can be satisfied either by the insurance policy showing the member as the owner of the vehicle or by the insurance document showing the member as an authorized driver on the registered owner's policy.

Motorcycle Operators:

- a. Must show a motorcycle endorsement on their Washington driver's license. Without such an endorsement, decals will not be issued.
- b. Must wear, as a minimum, a motorcycle helmet at all times when operating a motorcycle on the installation. Operators must also wear eye protection in the form of glasses, goggles, or face shields if the motorcycle is not equipped with a windshield.

Other registration information:

- a. Vehicles intended for construction and material handling or used solely for off-road purposes will not be registered.
- b. Registration of vehicles with other DoD installations throughout the state is allowable. Unexpired installation vehicle registration decals (DD Form 2220 -- Department of Defense Registered Vehicle) issued by one DoD installation are honored as proof of registration by other military installations, including Camp Murray.

5. REGISTRATION LOCATIONS:

The following locations are available for WMD vehicle registration:

- a. Camp Murray, Security Office (Building 33):
 - (1) Monday through Friday, 0800-1630.
 - (2) On the WNG Joint Force Headquarters drill weekends, except not on State and Federal holidays.
- b. Yakima Training Center Maneuver Area Training Equipment Site (MATES) Security Office, daily upon request.

6. PERMANENT REGISTRATION:

Upon presentation of the documents listed in paragraph 6b below, vehicle operators will be authorized to receive permanent vehicle registration on Camp Murray. No exceptions will be made to meeting the listed requirements.

- a. Permanent registration is authorized for the following personnel:
 - (1) Current Washington National Guard members and eligible dependents.
 - (2) Retired Washington National Guard member and eligible dependents.
 - (3) Civilian and State employees of the National Guard and Military Department.
 - (4) Washington State Guard members.
 - (5) Retired military personnel from any branch of service (with ID card).
 - (6) Tenant activity employees; e.g., American Lake Credit Union, National Guard Association,
- b. Documents required for permanent registration:
 - (1) Valid driver's license and appropriate military/civilian employee identification card. National Guard members must present current military identification.
 - (2) Current state-issued certificate of registration as required by the state in which the vehicle is registered.
 - (3) Current proof of insurance as required by Washington State law.
 - (4) The operator must also complete a WMD vehicle registration form (MIL FORM 119) (See Figure 1). The form can be used to register up to three vehicles.

7. TEMPORARY REGISTRATION:

Temporary Vehicle Registration, MIL FORM 119-2 (See Figure 2), will only be granted to individuals who are eligible for permanent DoD registration but who lack proof of a current state-issued certificate of vehicle registration (due to the recent purchase of the vehicle or transfer of vehicle title from another state). Temporary registration is granted for up to 30 days at one time.

Visitor Passes. Visitor passes (MIL FORM 120) will be issued for up to 13 days. Only one visitor pass will be issued per vehicle. Only the Security Supervisor or the Security Manager can extend the visitor pass. No other exceptions will be allowed

- a. Eligible Personnel:
 - (1) Personnel in TDY status who have a leased, rented, or loaned vehicle shall be issued a visitor pass or temporary registration for the duration of the period specified on the TDY orders.
 - (2) Personnel using on-post facilities, classrooms, conference rooms, etc., shall be issued visitor passes on an individual basis.
 - (3) Personnel who have a rental car shall be issued a temporary pass or allowed to pass security with department picture identification.
- b. Documentation Requirements. In order to obtain a Camp Murray visitor pass, the vehicle operator will be required to produce the three documents listed above (in paragraph 6b 1-3).

8. CONTRACTOR REGISTRATION:

Contractor and sub-contractor employees will be issued a DoD decal with a black tab for up to one year. Completion of MIL FORM 119-1 (See Figure 3) provides the name of the contractor, the name(s) of employee(s), the identification of business vehicle(s), and the period of the contract. All contractor vehicles will be required to provide proof of vehicle registration, proof of insurance, and a valid individual driver's license in order to receive Contractor decal.

9. AMERICAN LAKE CREDIT UNION (ALCU) DECAL:

A Camp Murray vehicle registration decal will be issued to ALCU members who have no military affiliation or civilian employment with the National Guard but who require access to the installation. Vehicles registered in this manner will have an expiration date not to exceed one year. To receive an ALCU decal, credit union members must present the following documents, without exception:

- a. A valid driver's license and verification of ALCU membership (authorized signature on a completed MIL FORM 119-3) (see Figure 4).
- b. A current state vehicle registration certificate issued from the state where the vehicle is registered.
- c. Proof of insurance as required by Washington State law.
- d. Completion of a vehicle registration form (MIL FORM 119-3), obtained from ALCU or the Security Office.

NOTE: Vehicle information must be in the ALCU member's name (registration/insurance) or the member must have a current NOTARIZED Lease (or Letter of Agreement) with the registered owner showing that the ALCU member is authorized to drive the vehicle. Insurance documentation must show the ALCU member is authorized to drive that vehicle either by the member having his/her own policy or by an insurance document showing the ALCU member as an authorized driver on the registered owner's policy.

10. EXCEPTIONS TO VEHICLE REGISTRATION:

Under the following circumstances, vehicles are not required to have an installation registration decal or temporary visitor pass to access the installation:

- a. Taxis -- passengers will be checked for identification.
- b. Commercial delivery vehicles with scheduled pick-up and/or delivery appointments on post (see NOTE below).
- c. Commercial tow truck operators will be stopped upon entry and their business logged-in. When leaving the installation the driver must stop at the gate to be logged-off post.
- d. Law enforcement personnel operating a law enforcement vehicle and/or in possession of law enforcement credentials.
- e. Mail delivery vehicles.
- f. Emergency vehicles.
- g. Other military vehicles or government vehicles displaying official "GSA" or Washington State "exempt" license plates.
- h. Special events where a list of invitees has been given to WMD Security in advance of the event in accordance with section 11 below.

NOTE: All commercial vehicles will be required to provide proof of vehicle registration, proof of insurance, and a valid individual driver's license in order to access the installation.

11. MASS GUEST LIST/EVENT PLANNING:

- a. When special events are being planned for Camp Murray facilities where there will be numerous guests arriving by vehicle, the guidelines established in WMD Policy and/or Procedure 04-002-05 titled Installation Access Control will be followed for the purposes of coordinating and expediting the visitors' access onto the installation.
- b. As defined in the above-referenced Installation Access Control guidelines, the "sponsor" or "POC" for the special event should also remind attendees to have present in their vehicle the documents listed above (in paragraph 7a 1-3) required to obtain a Camp Murray visitor pass.

When attempting to enter the installation, the vehicle operator will need to produce those three required documents.

12. DECAL SPECIFICATIONS:

- a. Department of Defense Registered Vehicle Decal (DD Form 2220), installation identification decal, and expiration decals will be issued for each registered vehicle.
NOTE: The decal is a controlled form and will **not** be issued through the mail.
- b. Decal will be placed permanently on the front windshield, driver's side – lower corner, or center at the uppermost part of the windshield, clearly visible from the front of the vehicle (see Figure 5).
- c. For motorcycles, the decal may be placed on the left front fork or other clearly visible location.
- d. Camp Murray identifiers will be issued in five colors:
 - (1) Blue – Commissioned and Warrant Officers
 - (2) Red – Enlisted personnel (Specialist (E4) and below)
 - (3) Green – Civilian employees of the National Guard or the State Military Department
 - (4) Gold – Noncommissioned Officers: Army/WAARNG (Corporal (E4) and above), and Air Force/WA ANG (E-5 and above)
 - (5) Black – Contractors and subcontractors employed on Camp Murray
- e. Expiration tabs identifying the month and year (e.g., 6-00) will be abutted to the decals as shown in Figure 5. For identification purposes the date of expiration will be shown in bold block numbers.
- f. The normal term for registration is three years. For Guard members, decals will be issued up to the expiration date on their military identification, if less than three years.
- g. Retired National Guard and retired military personnel, with an expiration date of "INDEFINITE" on their military identification, will be issued a year and month tab extended out four years. All retired personnel with an expiration date will be issued year and month tabs not to exceed three years.
- h. The decal and expiration date is theft resistant when applied to glass after full adhesion has developed and is manufactured to "tear" or "self-destruct" when any attempt to remove it is made with a sharp instrument or chemical.

13. ALCU DECAL SPECIFICATIONS:

- a. Decal will be imprinted with ALCU and a six-digit number (see Figure 6). The ALCU decal will be 4" x 2 ½" with white lettering and a green background (one color issued for everyone).
- b. Expiration date will be year tab only and will be abutted to the decal as shown in Figure 6. Normal term for registration is three years.

14. TERMINATION OR DENIAL OF REGISTRATION:

The Adjutant General/Designee may terminate an installation vehicle registration or deny initial registration under the following conditions (**decal and expiration tabs will be removed from the vehicle and returned to WMD Security when registration is terminated**):

- a. The operator fails to comply with the registration requirements.
- b. The operator sells or disposes of the vehicle.
- c. Operator is released from active or reserve duty.
- d. Operator is separated from the service.
- e. Operator is transferred to a new duty station.

- f. Owner terminates civilian employment with the WNG or WMD. It is the owner's responsibility to ensure the decal is removed from the vehicle and the remnants of the decal are returned to the WMD Security's Vehicle Registration Office. The decal is non-transferable.
- g. When the owner is other than an active duty military or civilian employee and regular operation of their vehicle on Camp Murray or other DoD activities is discontinued.
- h. The owner's state driver's license has been suspended or revoked, or the installation driving privilege has been revoked. When vehicle registration is terminated in conjunction with revocation of the installation driving privilege, the affected person may register the vehicle after the revocation expires. Registration should not be terminated if other family members require installation-driving privileges.

15. DECAL RENEWAL:

Renewal of a permanent registered vehicle will be granted under the following conditions:

- a. Vehicle operators requesting a renewal to a previously registered vehicle will comply with installation requirements as stated in section 4 above.
- b. Registration will not be authorized without all of the listed documentation as stated in section 4.
- c. All specified vehicle information must be in the requesting individual's name -- as with all permanent registrations, no exceptions will be allowed.

16. WINDSHIELD REPLACEMENTS:

Persons who have had the windshield replaced on a vehicle with a DoD registration decal issued from Camp Murray will use the following process to replace the decal:

- a. Vehicle operators requesting a DoD decal re-issuance due to a replaced windshield will comply with installation requirements as stated in section 6 above.
- b. Since DD Form 2220 (the decal) is an accountable form, all vehicle operators are required to return their previous decal or any decal remnants prior to re-issuance. Vehicle operators will be held accountable for all decals issued until such time as they are returned to the place of issue. If the decal is not returned following a windshield replacement, it is the responsibility of the owner to provide proof (show a bill or receipt) that the windshield has been replaced.

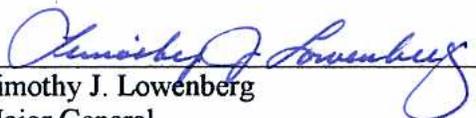
17. VEHICLE REGISTRATION FORMS:

- a. DD Form 2220, Vehicle Registration Decal
- b. MIL FORM 119, Vehicle Registration Form
- c. MIL FORM 119-1, Contractor Vehicle Registration Form
- d. MIL FORM 119-2, Temporary Vehicle Registration Form
- e. MIL FORM 119-3, ALCU Vehicle Registration Form
- f. MIL FORM 120, Visitor Pass
- g. MIL FORM 120-1, Campground Pass
- h. Form completion and retention requirements. All versions of the 119-series Registration Forms will be prepared as follows:
 - (1) Prepared in single copy.
 - (2) Retained on file in the Security Office for one year after the expiration date and destroyed unless renewed.

18. FORMS OF IDENTIFICATION:

Acceptable forms of identification to meet the requirements in these procedures are:

- a. AF Form 354, Civilian Identification Card
- b. DA Form 1602, Civilian Identification Card
- c. DD Form 2A (Act), Active Duty Military ID Card
- d. DD Form 2A (Res), Armed Forces of the United States Identification Card (Reserve)
- e. DD Form 1173, Uniformed Services Identification and Privilege Card
- f. U.S. Armed Forces Common Access Card (CAC) (Active and Reserve)
- g. Military Department Identification Card
- h. State Identification Card
- i. Washington State Driver's License



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Date

APPENDIX A

Forms

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