

**25 June 1998**

**Security**



**MOTOR VEHICLE REGISTRATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFR 31-2, *Law Enforcement*. It establishes responsibilities and procedures for the base motor vehicle registration program. This includes administration of vehicle registration, driver performance, and traffic supervision. It applies to all individuals assigned or attached to General Mitchell IAP-ARS, Milwaukee WI.

**SUMMARY OF REVISIONS**

All references made to AFR 125-14 were replaced with AFI 31-204, paragraph 4.4. and 7. Organizational designations and titles updated throughout instruction. Paragraph 2.5 added rental vehicle information. Specific decal placement for two-wheeled vehicles changed, paragraph 3.1.1., and 3.1.2. Paragraph 5.2. added information on AF Form 75. A (I) indicates revisions from previous edition.

**1. Liability Coverage.** The minimum limits of liability coverage for financial responsibility required by the State of Wisconsin are:

- 1.1. Bodily injury liability each person - \$25,000.00.
- 1.2. Bodily injury liability each accident - \$50,000.00.
- 1.3. Property damage liability each accident - \$10,000.00.

**2. Registration Requirements .** All individuals who operate a privately owned motor vehicle on this base will comply with the following:

- 2.1. Military and civilian personnel assigned to the 440<sup>th</sup> Airlift Wing will register their privately owned vehicles with the 440 Security Forces, Pass and Registration Section. All privately owned motor vehicles, which are driven on this base, will be registered when applicable. Individuals will

maintain valid state registration tags, DD Form 2220, **Department of Defense**, GMIAP-ARS Base Installation tag and AF Form 2219, **Registered Vehicle Expiration**.

2.2. Each registrant will have available and provide, upon request by base law enforcement personnel, the certificate of state registration as required by the state in which the vehicle is registered along with a valid state driver's license and a valid military or civilian identification card.

2.3. When registering privately-owned motor vehicles, report to the Security Forces, Pass and Registration Section, read and complete an AF Form 533, **Certificate of Compliance-Private Motor Vehicle Registration** and receive a DD Form 2220, **DoD Registered Vehicle** and AF Form 2219.

2.4. Personnel who are authorized to register vehicles on GMIAP-ARS will be permitted to register only two vehicles. Additional vehicles (motor scooters, motorcycles, seasonal vehicles etc.) must be justified in writing by the individual and forwarded to the individual's commander for approval. The individual will provide the approved request to the Pass and Registration Section.

2.5. Rental vehicles, when used for official business by DOD or military personnel, will be treated as a government vehicle. Personnel requesting to register a leased vehicle when leased for other than official business, will have available and provide, upon request by base law enforcement personnel, the following:

2.5.1. The lease agreement and/or certificate of registration as required by the state in which the vehicle is registered.

2.5.2. A letter prepared on company letterhead from the lessee authorizing the registrant to drive the vehicle.

2.5.3. The AF Form 2219 will be issued for the length of the lease agreement. The leased vehicle must meet state requirements of liability insurance coverage required by the State of Wisconsin as listed in Paragraph 1. Upon termination of the lease, the registrant is responsible to remove and surrender DOD decals to the Pass and Registration Section.

2.6. In accordance with AFI 91-207, *USAF Traffic Safety Program*, individuals who register their privately owned motorcycle on this installation are required to have completed an approved motorcycle safety course. This course must include both hands-on training and an evaluation. The individual must present a current civilian operator's license and proof of satisfactory completion of the motorcycle course. For individuals licensed by the State of Wisconsin, this requirement is completed in licensing procedures. Individuals licensed by states other than Wisconsin must provide successful completion of a motorcycle safety course prior to registering and/or re-registering their motorcycle on base. Licensed operators having initially registered their motorcycle on base prior to 1 July 1998 are not required to show proof of course completion upon re-registration.

2.7. Individuals reporting to General Mitchell IAP-ARS with decals from other military activities after permanent change of station may be honored. Each registrant shall report to the pass and registration section to properly register decals and vehicles and obtain the GMAIP-ARS installation tab.

2.8. Due to accountability and control of DD Form 2220, active duty military personnel such as recruiters, guidance counselors, etc., residing in and around the Milwaukee area but not assigned to GMIAP-ARS, will not be issued a DOD decal. A visitor pass may be issued, not to exceed six months for authorized personnel as listed above.

**3. Registrant Responsibility.** It is the responsibility of each vehicle registrant to ensure the DD Form 2220 and AF Form 2219 are properly affixed to the registered vehicle.

3.1. Vehicle decals will be affixed as follows:

3.1.1. Prominently affix registration decals to the windshield (exterior of the windshield, the extreme lower left corner, on the driver's side). The back portion of each decal will be removed, and the decals firmly secured to the window and shall be visible to the officer when entering the base. Decals will not be placed at any other location on the windshield. Decals should not block vehicle identification number (VIN). To prevent pilferage, no decals will be allowed to lay loose within the vehicle.

3.1.2. Motorcycle or Moped decals will be placed on the extreme lower left corner of the windshield, or in cases where no windshield is present, position the decal on the left fork of the motorcycle or the front fender of the moped. On two-wheeled vehicles, place registration decals on conspicuous front-facing surface.

3.2. Vehicles currently registered with existing decals affixed to metal plates or bumpers will continue to be honored for base entry until expired or replaced.

3.3. Each individual will be responsible for removing all Air Force vehicle decals from the vehicle when registration terminates or expires for any reason stated in Paragraph 4. Decals shall be returned to the 44O SF Pass and Registration Section within 24 hours after removal, or upon final termination of military service or civilian employment.

**4. Termination of Registration.** The installation commander or a designated representative may refuse or terminate the registration of a motor vehicle when:

4.1. The owner fails to comply with registration requirements to include conditions required on the AF Form 533, **Certificate of Compliance-Private Motor Vehicle Registration**.

4.2. The owner knowingly permits the use of the motor vehicle on base by an unauthorized driver.

4.3. The base driving privilege of the vehicle registrant or only authorized, principal driver is suspended or revoked.

4.4. The vehicle has been determined unsafe for continued operation. The right is reserved under AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, to perform a safety check of any vehicle registered on this base.

**5. Issuance and Control of Visitor Passes.** The AF Form 75, **Visitor/Vehicle Pass**, will be utilized for visitors requesting access to the base for interviews or other official business in a temporary status. Prior to issuance of a visitor's pass to civilians not employed by a base agency, confirmation of the visit will be verified by law enforcement personnel. The following conditions apply to the AF Form 75:

5.1. The visitor will be required to show valid identification, either military or civilian, and a valid civilian driver's license.

5.2. Normally, the AF Form 75 will be issued for a 24-hour period. The length of time will be determined on an individual basis for periods longer than 24 hours. AF Form 75 will be issued for a period not to exceed three months to traditional reservists while they obtain the necessary items required in Paragraph 2.2. for base registration.

- 5.3. Contractor personnel will be issued an AF Form 75 based on the length of the contract.
- 5.4. The AF Form 75 is prominently displayed on the dashboard while the vehicle is on base.
- 5.5. When departing the base, the AF Form 75 will be deposited in the receptacle designated for that purpose or handed to the officer on duty at the main gate.
- 5.6. Visitors with current registration decals from other military services or Air Force bases, and having proper identification, will be exempt from obtaining the above visitor pass.

**6. Vehicle Control.** Security Forces will conduct periodic, unannounced vehicle checks for compliance with base vehicle registration procedures and other appropriate regulations as directed by the 440 Support Group Commander. Operators of vehicles determined to be in noncompliance with Paragraph 4 of this instruction may have their vehicle registration terminated for on base driving.

**7. Removal and Temporary Impoundment.** The 440 AWI 31-204, *Installation Traffic Code*, and AFI 31-204 provide for the removal and temporary impoundment of private motor vehicles parked illegally or in violation of the 440 AW Base Snow and Ice Control Plan. Any vehicles left unattended for an unreasonable period or disabled by an accident will also be subject to removal and temporary impoundment. Removal and impoundment will be at the owner's expense and reimbursement for the towing and storage costs will be made to the United States Air Force.

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Commander