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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000
and
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OPNAVINST 5560.10B CH-1
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CMC (PSL)
24 Sep 2002

OPNAV INSTRUCTION 5560.10B CHANGE TRANSMITTAL 1

From: Chief of Naval Operations
Commandant of the Marine Corps
To: All Ships and Stations

Subj: STANDARD PROCEDURES FOR REGISTRATION AND MARKING OF
NON-GOVERNMENT OWNED MOTOR VEHICLES

Encl: (1) Revised page 3 of enclosure (1)

1. Purpose. To change the placement of vehicle registration grade insignia decals from right of the expiration decal on the vehicle to movable placards, thereby allowing senior officers to reduce their visibility and minimize the risk of their being targeted for assassination and kidnapping by terrorist organizations.

2. Action. Remove enclosure (1) page 3 and replace with enclosure (1) of this change transmittal.

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DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, D.C. 20350
and
Headquarters
United States Marine Corp
Washington, D.C. 20380

OPNAVINST 5560.10B
Pers-84/NMPC-84
CMC (Code MPH)
5 September 1981

OPNAV INSTRUCTION 5560.10B

From: Chief of Naval Operations
Commandant of the Marine Corps
To: All Ships and Stations
Subj: Standard procedures for registration and marking of non-Government owned motor vehicles
Ref: (a) OPNAVINST 11200.5B/MCO 5110.1B (NOTAL)
(b) SECNAVINST 1740.2C
(c) 18 U.S. Code 499, 506, and 701 (NOTAL)
(d) Civilian Manpower Management Instruction 751 (NOTAL)
(e) SECNAVINST 5822.1 (NOTAL)
Encl: (1) Specifications and procedures

1. Purpose. To establish standard simplified procedures and forms for registering and marking privately owned motor vehicles of military and civilian personnel, or of individual and corporate members of the public, for such vehicles to be operated on board installations of the Department of the Navy.

2. Cancellation. OPNAVINST 5560.10A.

3. Standardization. This instruction establishes the Department of the Navy standards for:

- a. Non-Government Vehicle Registration Form.
- b. Non-Government Vehicle Registration Decal.
- c. Non-Government Vehicle Registration Expiration Decals.

- A) d.** Non-Government Vehicle Registration Activity Tab.
 - e. Non-Government Vehicle Registration Grade Insignia Decals.
 - f. Implementation procedures.

4. Policy

a. All non-Government owned motor vehicles authorized to operate on board Department of the Navy in-

stallations will be registered in accordance with the provisions of this instruction and references (a) and (b).

b. Registration procedures shall provide for maximum use of personal certifications, as contrasted with official examination of documents.

c. Except as otherwise limited herein, decals valid at the place of issue also will be honored at all other installations of the Department of Defense. (R)

d. Each motor vehicle (and motorcycle) registrant or driver must follow policies and procedures on vehicle registration and operation. (A)

e. Eligible vehicle registrants include active duty military personnel and civilians working on base (reference (a)); retired military personnel (authorized use of base facilities); Reserve personnel assigned to a unit or attached for training to an active Navy installation, or Reserve facility; survivors of deceased active duty and retired military members (authorized use of base facilities); and bona fide dependents whose military sponsors are assigned elsewhere. (A)

f. Recreational vehicles used solely off the roadway and bicycles with fractional horsepower engines (mopeds) are not usually registered as motor vehicles, unless state registration is required. When state registration is required for these vehicles, onbase registration must be according to reference (a). When state registration is not required, the registration and operation of such vehicles on government property is according to the installation commander's policy. (A)

5. Action

a. As early as practicable, addressees, or designated issuing authorities exercising jurisdiction over a base, station, area, or complex which requires controlled access, will commence the utilization of the standard forms and procedures established herein, in accordance with the provisions of this instruction and enclosure (1).

b. The commanding officer must set up and operate a simplified and convenient uniform Navy vehicle registration system. (R)

c. A local procedure must be setup to inform each registrant that registration and operation privileges are (R)

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based on the principal operator's knowledge of, and required compliance with, individual responsibilities outlined below, in reference (a), and on the registration form.

D) d. Each registrant must fill out a vehicle registration form (OPNAV 5560/1) upon initial vehicle registration and upon arrival at the gaining installation of a permanent change of station (PCS) or transfer. The commanding officer may also require a new registration form from each registrant when registration is renewed. These forms are kept until the end of the registration or until the files are disposed of after a registrant's PCS.

A) e. If a vehicle to be registered is a motorcycle, the base commanding officer should require the following before permanent registration:

A) (1) Each registrant or operator and other authorized onbase operators must have a valid state motorcycle operator's license or an endorsement to the state motor vehicle license.

A) (2) If licensed by a state that does not require either a motorcycle operator's license or an endorsement on the motor vehicle license, the registrant or operator and other authorized operators must produce a valid state motor vehicle license and must demonstrate to a qualified examiner (selected from base resources) the ability to properly handle the motorcycle.

A) f. Privately owned vehicle registration identification media consists of:

(1) DD Form 2220, DOD Registered Vehicle.

A) (2) The use of an installation tab and registration expiration tab with the decal is required and must be prepared according to enclosure (1) paragraph 1d. The installation commanding officer must design and setup administrative procedures for the use of the installation tab and registration expiration tab. Tabs are to be procured through the local Navy Publications and Printing Service Office in accordance with the specifications outlined in this directive.

R) (3) Visitor/Vehicle Pass supports base entry requirements and is used to control personnel and vehicles in a temporary status. Temporary registration may be issued for a period not to exceed 30 days. Use of the pass for temporary registration of contractor vehicles and personnel must not exceed 1 year.

(a) The form is used to issue an identification pass to base visitors who do not possess valid federal, state, or local identification credentials. It is also used as a temporary registration for vehicles that do not display vehicle registration decals.

(b) The installation commanding officer determines the degree of control needed over visitors entering the base, based on local conditions and threats. Therefore, procedures covering issuance of the pass are determined locally. **(R)**

(c) No other evidence of compliance with state insurance laws and regulations is required. If there is evidence of or reasonable grounds to suspect non-compliance, an official inquiry may be made. The registrant must make an official statement regarding the name of his or her insurance company and the expiration date of the policy. For suspected violations of reference (a), the registrant must verify compliance with state or host nation insurance requirements. Insurance requirements of the state or host nation should not be exceeded. **(A)**

6. Termination of Registration

a. The installation commanding officer terminates the registration or refuses to register a privately owned vehicle: **(A)**

(1) When the registrant fails to comply with conditions specified in the registration form. **(A)**

(2) When the registrant is transferred to an overseas area. However, the installation commanding officer may permit registration by the spouse or other dependents who continue to reside in the geographic area near the installation. **(A)**

(3) When the registrant is transferred, separated, placed on appellate leave or upon sale of the registered vehicle. The activity maintaining the service records shall establish procedures to insure compliance prior to the issuance of orders. **(A)**

b. When the commanding officer terminates registration because of serious infractions of registration procedures, the applicant must wait at least 30 days to requalify for registration, except in cases that could cause a potentially adverse impact on the command mission or an unusual family hardship, as determined by the commanding officer. **(A)**

c. This instruction neither abridges the authority, nor dilutes the responsibility, of commanding officers for security, traffic management, and related matters. Commanding officers may determine the need for the issuance of additional or ancillary stickers.

d. Tenant activities will utilize the system of the host activity responsible for the installation security and traffic management.

e. At those activities where reservists perform active duty for training, specific provisions will be established to permit ready access to the installation by dependents of such personnel for the purpose of meeting arriving ships and aircraft on which the sponsor is performing active duty for training.

7. Exemptions

a. Registration and marking on non-Government vehicles are not required where the commanding officer determines that gate or perimeter control is neither necessary nor desirable.

D) b. Exempted activities shall maintain the capability to issue the standard Department of Defense decals to those personnel requiring them for periods of temporary duty or transfer to new permanent duty assignments, or who require access to controlled installations.

8. Violations. Use or possession of a vehicle registration decal, except as prescribed in this instruction and in reference (a), is unlawful, and will make the offender subject to penalty under the provisions of references (c), (d), or (e), as applicable.

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9. Forms. Except as indicated, the following forms will be available in the Navy supply system approximately 1 May 1981:

a. Non-Government Vehicle Registration Form, OPNAV 5560/1, Stock No. 0107-LF-055-6005. (R)

b. Non-Government Vehicle Registration Decal, DD Form 2220, Stock No. 0102-LF-002-2205. (Available approximately 30 July 1981.)

c. Non-Government Vehicle Registration Installation Tab. (Procured through the local Navy Publications and Printing Service Office.)

d. Non-Government Vehicle Registration Expiration Tab. (Procured through the local Navy Publications and Printing Service Office.)

e. Non-Government Vehicle Registration Grade Insignia decals Navy 07-10, OPNAV 5560/4, Stock No. 0107-LF-790-2601.

f. Non-Government Vehicle Registration Grade Insignia decals Navy 06, OPNAV 5560/6, Stock No. 0107-LF-790-2620.

g. Non-Government Vehicle Registration Grade Insignia decals Marine Corps 07-10, OPNAV 5560/7, Stock No. 0107-LF-790-2650.

h. Non-Government Vehicle Registration Grade Insignia decals Marine Corps 06, OPNAV 5560/8, Stock No. 0107-LF-790-2680.

T. J. HUGHES
Deputy Chief
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SPECIFICATIONS AND PROCEDURES

SEP 5 1981

1. Issue, Display, Disposition, and Accountability of Navy Vehicle Registration Identification Media

(R)

a. For each qualified vehicle, issue a DD Form 2220, an installation tab, and a registration expiration tab.

(R)

(A)

b. The decal is one and one half by four inches, printed in white reflective sheeting with tamper-proof feature. Across the top is the wording "Department of Defense." At the bottom is an alphabetical/numerical serial number. In the center are the words "Registered Vehicle" and the Department of Defense seal centered in the right side of the decal. Dark blue is the single color used for borders, legend, and serialized identification.

(R)

(A)

c. The standard decal is intended only for gate or perimeter control; it does not necessarily serve as personal identification, or for other purposes, such as parking or admittance to security or limited access areas.

d. Unissued DD Forms 2220 must be protected as accountable forms.

(A)

e. Remove previously issued decals, if possible. Place DD Form 2220 on the left front bumper on conventional four wheeled motor vehicles, facing forward and slightly upright. If the vehicle has no front bumper (or the bumper is painted, plastic, rubberized, or laminated), attach the decal to the most logical place on the front of the vehicle. On two wheeled vehicles, place it on a conspicuous front facing surface or the front fender.

(A)

f. The installation tab is used to identify the installation at which the vehicle is registered. The following color coding and specifications apply to installation and registration expiration tabs:

(A)

(1) The reflectorized installation tab must bear the name of the installation in solid color letters (see (4) below). The installation tab must be one half by three and one half inches in size. The expiration tab is positioned at the right end of the installation tab. The expiration tab must be one half by one half inch in size, and the expiration date reflected with bold block numbers (for example, "6/83" or "83" depending on frequency of renewal), using a background-high-lighting color, such as traffic yellow or lime.

(A)

Enclosure (1)

SEP 5 1981

- A) (2) Installation and registration expiration tabs must be positioned underneath and abutting the DD Form 2220, so that altogether they form a four by two inch horizontal rectangle.

Vehicle owners must be instructed as to the exact placement of the decal and tabs.

(3) The letters "NS", "NAS", "NAF", "NDW", etc, or "MCB", "MCRD", etc, may be included on the tab.

- R) (4) The color for each category of registrant is:

(a) Officers. Blue background with white legend.

(b) Enlisted. Red background with white legend.

(c) Civilians. Green background with white legend.

(d) Contractors. White background with black legend

- R) (5) Material specification for installation, expiration tabs must be reflective plastic sheeting, L-S-300A, type one, class four, reflectivity two.

- R) (6) When the registrant is assigned PCS or transferred, new installation and expiration tabs are required at the gaining installation.

2. Non-Government Vehicle Registration Form. This is an eight by five inch form, with a three fourths inch perforated typing tab designed for vertical or visible index filing. It serves as an application for a vehicle identification decal, including appropriate certifications, and is suitable for recording the history of subsequent authorizations and reviews. Use is not required wherever a locally designed system, such as a mechanical one, represents a management improvement.

D)

- A) 3. Special Control Procedures

a. To insure the integrity of this registration program and to encourage maximum voluntary compliance with registration procedures, law enforcement personnel should conduct periodic checks of base traffic.

Spot checks should be combined with law enforcement checks for other official purposes, for driving while intoxicated (under the influence of alcohol or drugs), or for other traffic violations.

b. When an active duty military registrant is transferred to another base and registration is continued for an unaccompanied dependent, the registration form must be annotated and the dependent advised of pertinent base registration responsibilities.

4. Non-Government Vehicle Registration Grade Insignia Decals

a. With each registration decal issued to officers of grade 06 and above, the appropriate grade insignia decal(s) also shall be issued.

b. Available for Navy officers for this purpose are one and one half by one and one half inch decals, printed on white plastic sheeting. The Navy 07-10 insignia shows a white star or stars on a blue field; 06 shows a black eagle on a white field.

c. Available for Marine Corps officers for this purpose are one and one half by one and one half inch decals, printed on white reflective sheeting. The Marine Corps 07-10 insignia shows a white star or stars on a red field; 06 shows a white eagle on a red field.

d. Grade insignia will be affixed on placards, approximately 5 inches by 8 inches in size, and placed on the driver's side dashboard. Placards should be removed from view when the vehicle is not located on a military installation.