



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY INFANTRY CENTER
FORT BENNING GEORGIA 31905-5000

Policy Memorandum 190-5-2

IMSE-BEN-ESD (190)

16 AUG 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Vehicle Registration Requirements Policy for Fort Benning

1. PURPOSE: To establish policy for proper Privately Owned Vehicle (POV) and non-tactical vehicle registration requirements at Fort Benning. This policy is in compliance with AR 190-5 and designed to provide guidance on proper procedures for registration, identification (ID), and accountability of all above mentioned vehicles.
2. POLICY: All vehicles entering Fort Benning will require proper registration in accordance with AR 190-5. In addition, all personnel entering Fort Benning will provide proper ID in accordance with FRAGO 1-18, 18 Nov 04. Types of various ID requirements are identified in Enclosure 1, including definitions of personnel requiring IDs on this installation. Vehicle registration requirements are as follows, and summarized in Enclosure 2.
 - a. Soldiers, Family Members, Civilians, Government Agencies: A valid Government issued ID to receive a DOD decal.
 - b. Partners:
 - (1) POV: ID Card issued by the Partner and receives a DoD decal (DD Form 2220).
 - (2) Work Vehicle – On Post: ID Card issued by the Partner and receives a DoD decal (DD Form 2220).
 - (3) Work Vehicle – Off Post: ID Card issued by the Partner and receives a Fort Benning Medallion.
 - c. Contractors:
 - (1) Less than 30 Days: Contractor ID Card or Contractor verification memorandum (Enclosure 3) and receive a 30-day pass. Contractor verification memorandum must be on issuing agencies' letterhead, include beginning and end dates of contract, location and description of work, and contract number.
 - (2) Greater than 30 Days: Contractor ID Card or Contractor verification memorandum and receive a decal with the contract expiration month.

IMSE-BEN-ESD

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d. Vendors: Require an MWR, AAFES, GSA, or DECA sponsor letter. Vendor receives a Fort Benning Medallion for each vehicle.

e. Special Case:

(1) Personal Service Contractors: Driver's license with sponsor letter. Personal service contractor receives a 30-day pass. An example of the Personal Service Contractor letter is at Enclosure 4.

(2) University Faculty: Letter from the University stating their position and receive a DoD decal (DD Form 2220).

(3) University Students: Letter from the University to the Directorate of Emergency Services stating the names of each student for the term or semester. Students present their driver's license and receive a pass for the duration of the term or semester.

(4) Senior Level Visitors: All passes for senior level visitors will be coordinated through Protocol.

f. Visitors:

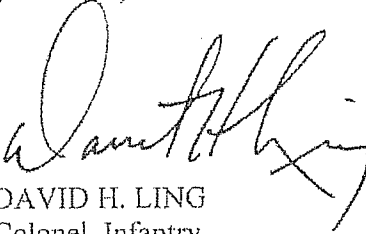
(1) Single Day: Individual will present driver's license, current vehicle state registration, and state reason for installation visit. Individual will receive a single day pass.

(2) Multi Day: Individual will present driver's license, current vehicle state registration, and TDY orders, letter of visit verification, or other verifiable document. Individual will receive a pass for duration of the visit not to exceed 30 days.

3. SUPERSESSION: This policy memorandum supersedes USAIC policy memorandum 190-5-1, 8 Apr 05, same subject.

4. PROPONENT: Directorate of Emergency Services, Law Enforcement Division, 545-4412.

FOR THE COMMANDER:


DAVID H. LING
Colonel, Infantry
Chief of Staff

4 Encls

DISTRIBUTION:
Dir's & Admin Lists

Excerpt from FRAGO 1-18, 18 NOV 04

Personal Identification Validation - Security personnel will inspect and verify the identity of all personnel entering Fort Benning, GA. 100% inspection of the following authorized identification cards will be conducted on a 24/7 basis:

- DoD Active Duty Military and U.S Armed Forces Geneva Conventions Identification Card [DoDCIO /OUSD(P&R)]
- DoD Active, Retired, Reserve, National Guard and DAV family members, transitional, and Civilians assigned overseas, Identification Card [DD Form 1173]
- DoD Reserve and National Guard Military Identification Card [DD Form2]
- DoD Reserve and National Guard Family Members Military Identification Card [1173-1]
- U. S. Army Physical Security Inspectors [DA Form 4261-1]
- U. S. Army MEDDAC Identification Card
- Defense Commissary Agency Employees Identification Card [DeCA FORM 30-76]
- U. S. Armed Forces Exchange Services Patron Identification and Privilege Card [DD Form 2574]
- DoD Retired Duty Military Identification Card [DD Form 2 (Retired)]
- DoD Civilian Employee Identification Cards [DoDCIO /OUSD(P&R), DA Form 1602, Optional Form 55]
- Geneva Conventions Civilian Accompanying Armed Forces Identification Card
- DoD Retired Civilian Employee Identification Card [DA Form 5003]
- DoD Contractor Employee Identification Card [DA Form 1602, Optional Form 55,
- U. S. Valid Driver's License
- U. S. State Identification Card
- VISA/Passport of Country of Origin
- Federal Police Credentials
- State Police Credentials

Encl 1¹

Definition

Partners:

Contractor with extended (more than one year) recurring contracts. Current Fort Benning Partners are RCI, Columbus Water Works, ATMOS, Flint Energy, Omega, Shaw Infrastructures Inc., CB&T, Time Warner, SSSC, Wachovia.

Contractors:

Contractors with limited (one year or less) service agreements. Subcontractors of partners and contractors.

Vendors:

Recurring delivery service providers working specifically for MWR, AAFES, DECA, or GSA.

Personal Service Contractors:

Contractor hired specifically for personal services. Examples include personal residence cleaners, lawn care, child or family member care.

Encl 1²

VEHICLE REGISTRATION REQUIREMENTS

	Registration Requirements		Access Control Point Requirement		Comments
	ID (need)	Vehicle (get)	Vehicle	Person	
Soldiers / Families/ Civilians/					
Government Agencies	CAC Card or Govt ID	DOD Decal	DOD Decal	CAC Card / Drivers License / ID Badge	
Partners					
POV	Partner ID card	DOD Decal	DOD Decal	Drivers License / ID Badge	
On post work vehicle	Partner ID card	DOD Decal	DOD Decal	Drivers License / ID Badge	
Off post work vehicle	Partner ID card	Medallion	Medallion	Drivers License / ID Badge	
Contractors					
30 days or less	Contractor ID card or Contractor verification letter	30 day pass	30 day pass with letter attached	Drivers License / ID Badge	Letter issued by government agency, partner, or long term contractor
Greater than 30 days	Contractor ID card or Contractor verification letter	Decal good up to one year	Decal of expiration month	Drivers License / ID Badge	
Vendors					
	MWR, AAFES, DECA Sponsor letter	Medallion	Medallion	Drivers License / ID Badge	
Special Case					
Personal service contractors	Driver's License	30 day pass with letter attached	30 day pass with letter attached	Drivers License / ID Badge	
University					
faculty	Letter from University	Decal	Decal	Drivers License / ID Badge	
students	Letter from University listing all students enrolled and D.L.	30 day renewable pass or one term (10 week) pass	Pass	Drivers License / ID Badge	
Senior level visitors	Coordinated through Protocol	Type and tag #	Medallions / Decal	Drivers License / ID Badge	

Encl 2'

	Registration Requirement		Access Control Point Requirement		Comments
	ID (need)	Vehicle (get)	Vehicle	Person	
Visitors					
One day	Driver's License	Single day pass	Single day pass	Drivers License / ID Badge	
Multiday	Driver's License	Pass for duration of visit (NTE 30 days)	Pass	Drivers License / ID Badge	

Encl 2



DEPARTMENT OF THE ARMY
(SPONSORING GOVERNMENT AGENCY LETTERHEAD)
FORT BENNING, GEORGIA 31905

REPLY TO
ATTENTION OF

(Sponsoring government
agency office symbol)

(Date)

MEMORANDUM FOR Vehicle Registration Office, Directorate of Emergency Services,
Fort Benning, GA 31905

SUBJECT: Contracting Status for Vehicle Registration

1. This memorandum serves as evidence of current contracting status at Fort Benning for the sole purpose of obtaining vehicle passes. The prime contractor and employee(s) named below are contracted by the (sponsoring government agency) to perform work at Fort Benning, GA:

Prime Contractor: _____
Employee(s): _____

Contract Number: _____
Description of Work: _____

Location of Work: _____

Start Date: _____
Projected End Date: _____

If applicable: _____ / _____ is a
(Subcontractor) (Individual)
subcontractor to this contract and is to perform their work from _____ to
(start date)
_____ (end date)

2. The information above is certified as true and accurate _____
(Contractor's signature)

3. Sponsoring government agency representative:

(Contracting Officer/Phone Number/Date)

NOTE: Vehicle state registration and the individual's state driver's license are to be made available to the Vehicle Registration Office at the time of application for a decal or medallion.

Requestor's Name
Street Address
Fort Benning, GA 31905
Date

Mr. James Webster
Admin Supervisor
Military Police Division
Directorate of Emergency Services
Fort Benning, GA 31905

Dear Sir:

I am requesting a personal services contractor for _____ be allowed
(Contractor's Name)
to enter Fort Benning for 30 days to provide _____ service for the
undersigned individual. (Type of Service)

Requestor's Name
Requestor's Phone Number