



NAF MWR VEHICLE/SPECIAL PURPOSE EQUIPMENT PROGRAM FAQ'S

1. How do I get an USN registration number assigned to a newly acquired MWR vehicle and/or special purpose equipment?

Contact PERS-656A at DSN 882-6670 or (901) 874-6670. Be ready to provide your activity name, year, make and model of vehicle. An USN registration number will be issued for that particular vehicle. You must follow-up by filling out a DD Form 1342 (DOD Property Record) and faxing to DSN 882-6824 or (901) 874-6824 for validation. **IT IS VERY IMPORTANT TO PROVIDE DD Form 1342 FOR ACCOUNTABILITY AND INSURANCE PURPOSES.**

2. Where do I find a DD Form 1342 (DOD Property Record) and what needs to be filled out on this form?

It can be found on FormFlow software or you may click on this hyperlink <http://web1.whs.osd.mil/icdhome/DD1000-.htm> to access DOD forms. The Adobe Acrobat 4.0 Reader is free software that lets users view, fill and print filled in Adobe Acrobat PDF files on all major computer platforms. You may also use Adobe Acrobat 3.0 to fill and print the forms. The full version of Adobe Acrobat 4.0 allows you to save your data and/or e-mail your completed form.

You are required to fill in the following blocks: 1, 3 (USN Registration No.), 6, 8, 14, 16, 17 (VIN), 26, 28A (command name & mailing address), 29 (UIC), 54 (if applicable) and 55. The remaining blocks may be filled out if you have the applicable information available. After completion of this form, fax to DSN 882-6824 or (901) 874-6824. This DD Form 1342 will be validated and mailed back to you at the address listed in block 28a. You will also receive two MWR logo decals (for optional use).

3. What is considered special purpose equipment which require a USN registration number?

Any piece of rolling equipment such as golf carts, trailers, forklifts, campers, aerators, portable cookers/grills, tractors, riding mowers, trucksters, snowmobiles, go-carts, etc. which may be towed or transported on a highway system.

4. Do boats need USN registration numbers?

Boats/canoes/kayaks owned by MWR and used as part of outdoor recreation programs are not normally assigned USN registration numbers. In accordance with the Federal Boat Safety Act of 1971, boats should be registered in the state in which they are principally used. If the state requires registration of U.S. Government boats, then a USN registration number will be assigned. Otherwise, it is not necessary to obtain a USN number.

5. Where do I get license plates?

License plates for Navy NAF MWR vehicles (includes sedans, trucks, vans, trailers -- not for items such as golf carts, tractors, etc.) may be ordered through PERS-656A. Submit your completed "Request for License Plates" form (please see attachment) to PERS-656A via fax or e-mail. Upon receipt, the plates will be ordered at a cost of approximately \$5.50 per pair plus FEDEX shipping costs. A minimum of ten sets of plates is required for an order. Orders will be filled and shipped from UNICOR directly to your MWR office within fourteen business days of receipt. MWR Headquarters will forward the expense for these license plates to the requesting field activity via RAMCAS.

Please keep in mind that ordering plates from UNICOR is optional. You may still choose to obtain plates through local Public Works Departments, MWR departments, sheet metal and sign shops (weatherproof plastic).

6. Who is the point of contact for insurance inquiries?

Policy & Management Assistance Branch:
PERS-658D1 at DSN 882-6810 or (901) 874-6810

7. If a vehicle or piece of special purpose equipment is sold via sealed bid, what do we provide to the buyer in order for him to apply for state title and tags?

Upon request, PERS-656A will provide the command with Standard Form 97 (U.S. Government Certificate of Release of a Motor Vehicle). This is a controlled form so the command must fill it out according to directions on back of form before transferring it to the buyer. After form is completed, make a copy for your command files and a copy to be faxed or mailed to PERS-656A.

8. May we use an e-mail address to conduct NAF MWR vehicle business such as requesting assignment of USN registration numbers, requesting deletion of USN registration numbers, etc.?

Certainly, p656a@persnet.navy.mil

9. How can we dispose of an excess vehicle and/or special purpose equipment?

If vehicle and/or special purpose equipment was originally obtained from DRMO, then it **must** be turned back into DRMO.

If purchased with NAF dollars, you may use one of the following:

- a. Report to Echelon II for possible redistribution within the command.
- b. Redistribute to other Navy activities within an immediate area or region.
- c. Trade-in for purchase of like property.
- d. Sell through sealed bid procedure.
- e. Turn into local DRMO.

10. What references may I use concerning procurement and disposal of NAF MWR vehicles and special purpose equipment?

- a. BUPERSINST 1710.11C (Enclosure 1, pages 5-1 through 5-19) of 25 July 2001

http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/INSTRUCT/171011c.pdf

- b. NAVFAC P-300 of September 2003

http://www.lantdiv.navfac.navy.mil/pls/lantdiv/docs/FOLDER/BL_BA_SEOPS/TEMC/PUBLICATIONS/SEPTEMBER2003UPDATEP-300.PDF

- c. DOD 4500.36-R of March 1994

<http://web7.whs.osd.mil/dodiss/directives/dir2.html>

REQUEST FOR LICENSE PLATES*

POC NAME: _____

TELEPHONE NO. (DSN & COMMERCIAL): _____

FAX NO. (DSN & COMMERCIAL): _____

E-MAIL ADDRESS: _____

FEDEX MAILING ADDRESS: _____

ACTIVITY/COMMAND NAME (I.E., NAVSTA NORFOLK, WPNSTA CHARLESTON)

ACTIVITY/COMMAND UNIT IDENTIFICATION CODE (UIC): _____

ACTIVITY/COMMAND MWR FUND NO.: _____

USN NUMBERS REQUESTED: _____

PLATE PRICING: 1 - 50 plates @ \$5.50 pair (SOLD ONLY IN PAIRS)

51 - 500 plates @ \$5.00 pair

SHIPPING COSTS: 1 - 5 pairs of plates = \$10.00

6 - 10 pairs of plates = \$15.00

11 - 20 pairs of plates = \$20.00

21 - 50 pairs of plates = \$40.00

51 -100 pairs of plates = \$75.00

*LICENSE PLATES ONLY SOLD IN PAIRS

MINIMUM ORDER OF 10 PAIRS

Attachment