11240

 3/5PMO

 17 OCT 16

From: SSgt Doe, John A., EDIPI 123456789

To: Provost Marshal’s Office, Joint Service Vehicle Registration

 Office

Via: Commanding Officer, Unit

SUBJ: REQUEST TO REGISTER AN ADDITIONAL VEHICLE

REF: (a) MCIPAC-MCBBO 11240.1

 (b) MCIPACO 5560.2A

1. Justification and number of days requesting: (Reason for request) I am requesting to register an additional vehicle because (explain). I am requesting (XX) days this will allow me time to (justify).

Note: Days granted maybe less then requested. Please provider supporting documentation.

2. Member Information: Rank, Last Name, First Name MI, DODID, UNIT, Camp/Base

3. Spouse Information: Last Name, First Name MI

4. Additional Vehicle Information: Blue 1987 Honda Fit, serial# ABCD23-1234567.

5. Command POC: (E-8/E-9/Civilian Supervisor) Rank, Last Name, First Name, Work Extension.

6. Additional vehicle waivers will only be granted as an exception, not the rule. Waivers will not be granted for recreational vehicles or for personal/private business. Waivers will only be granted when unusual or exceptional circumstances are present and will not exceed one year in duration. INT\_\_\_\_\_\_\_\_\_\_.

7. I understand that to remain in compliance with the above references I must present my dependents SOFA driving permit and identification card to JSVRO before the expiration of this waiver. If the requested documentations are not presented to JSVRO before the above expiration date, my SOFA driving privileges maybe temporarily suspended until I am in compliance with reference (a). INT \_\_\_\_\_\_.

 //Signature Here//

 A. V. JONES

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FIRST ENDORSEMENT

From: Commanding Officer/Supervisor (Battalion Level/Civilian Equivalent),

 Unit

To: Provost Marsha’s Office, Marine Corps Installations Pacific Marine

 Corps Base Camp Butler

Subj: REQUEST TO REGISTER AN ADDITIONAL VEHICLE

1. I Rank, Last Name, First Name, MI recommend the approval/disapproval of this additional vehicle waiver.

 //Signature//

 Typed Initials Last name

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From: Provost Marshal’s Office, Joint Service Vehicle Registration Office

To: Registered Owner

Subj: ADDITIONAL PERMANENT VEHICLE REQUEST

1. Your request to register an additional vehicle for a period of days was carefully reviewed. Upon review, the request provided solid justification for granting a waiver. Plate Number:

2. Per the reference, the enclosed request is approved/disapproved for an additional vehicle waiver for the above member and vehicle.

3. This additional vehicle authorization will expire on \_\_\_\_\_\_\_\_\_\_\_\_.

JSVRO STAFF SIGNATURE DATE:

