

Non Operational Extension	Transfers of Non-Operational Vehicles	3rd Temporary Plate (only good for 1 day)	Excess Vehicle Authorization	
SM / Employee	SM / Employee	SM / Employee	SM / Employee	
Completes Request Template (includes repairs completed so far, parts ordered, action plan for bringing vehicle up to code) - requires unit cdr signature (Co-grade)	Completes Request Template (includes repairs completed so far, parts ordered, action plan for bringing vehicle up to code) - requires unit cdr signature	Completes Request Template (includes repairs completed) - requires unit cdr signature	Completes Request Template (includes listing of all vehicles, their utilization, and all associated sponsored drivers) - requires unit cdr signature	
Attaches Last Vehicle Inspection checklist (must be within last 75 days); repair receipts; parts ordered documents	Attaches Last Vehicle Inspection checklist (must be within last 75 days, 30 days if off post German inspection); repair receipts; parts ordered documents	Attaches Last Vehicle Inspection checklist (must be within last 75 days); repair receipts; parts ordered documents	Completes AE Form 190-1AG Request for Waiver to the Limits of POVs Authorized to Register	
Delivers complete package to MP Station, Vilseck	Delivers complete package to MP Station, Vilseck	Delivers complete package to MP Station, Vilseck	Delivers complete package to MP Station, Vilseck	
MP Station (Traffic)	MP Station (Traffic)	MP Station (Desk / Traffic)	MP Station (Desk / Traffic)	
Traffic section validates total period of Non-Operation (1 yr only)	Traffic section validates total period of Non-Operation (1 yr only)	Traffic section validates total number of consecutive temporary registration requests	Traffic section validates current registration status of all vehicles and license status of all drivers	
Prepares final approval memorandum and submits packet to DES Director or designee	Prepares final approval memorandum and submits packet to DES Director or designee	Forwards package to DES Director or designee	Forwards package to DES Director or designee for review	
DES Director or designee	DES Director or designee	DES Director or designee	DES Director or designee	
Reviews package & approves / disapproves request	Reviews package & approves / disapproves request	Reviews package & approves / disapproves request	Reviews package & approves / disapproves request	
Returns complete package to Traffic Section	Returns complete package to Traffic Section	Returns complete package to requester via email or hard copy (if at MP Desk)	Returns complete package to requester via email or hard copy (if at MP Desk)	
MP Station (Traffic)	MP Station (Traffic)			
Notifies Employee via Email	Notifies Employee via Email			