

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1620.4C

Date: May 16, 1990

Material Transmitted:

1. Management Instruction, MMI 1620.4C, subject: Registration of Privately Owned or Leased Motor Vehicles.
2. This Instruction has been revised in order to:
  - a. Adapt the Instruction to the current format as prescribed in MM 1410.2;
  - b. Provide for the issuance of an MSFC Contractor decal instead of the Army Contractor decal;
  - c. Provide that Off-site contractors will only be issued decals if they demonstrate frequent and repeated access; and
  - d. Require that individuals return decals to the office of issue in lieu of certifying their destruction, unless return of decal is impossible.

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Filing Instructions:

Remove MMI 1620.4B and Change 1 and replace with the attached  
MMI 1620.4C.

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Originating Organization: CN01	Effective Date:	MMI:
	May 16, 1990	1620.4C

Subject: REGISTRATION OF PRIVATELY OWNED OR LEASED MOTOR VEHICLES

1. PURPOSE

To prescribe the procedure for registering privately-owned or leased motor vehicles operated within the Center.

2. APPLICABILITY

This Instruction is applicable to all MSFC employees, visitors, and contractor employees who operate privately owned or leased motor vehicles in areas under the jurisdiction of MSFC. Instructions that reflect the policy of this directive may be issued at MSFC component installations.

3. DEFINITIONS

- a. MSFC Employee - NASA Civil Service personnel and military and Civil Service personnel of other agencies whose duty station is MSFC
- b. MSFC Retiree - A retired MSFC employee who resides in the Huntsville commuting area and has been issued an MSFC Form 1590 (Retired NASA Badge) for the purpose of visiting the Center to attend MARS or Retiree Association activities on a recurring basis
- c. MSFC Contractor - A contractor employee who works full-time at MSFC and has been issued an On-site Contractor Badge or who does not work full-time at MSFC and has been issued an Off-site Contractor Badge
- d. MSFC Visitor - Any person badged for access to MSFC who is not an MSFC employee, MSFC retiree, MSFC contractor, or Army personnel

4. POLICY

- a. A maximum of four decals may be issued to each MSFC employee.

MSFC - Form 2911 (Rev. October 1981)

- b. A maximum of two decals may be issued to each MSFC retiree.
- c. A maximum of four decals may be issued to each contractor. Individuals signing for decals for company vehicles may sign for more than four decals.
- d. Off-site contractors must demonstrate frequent and repeated access to the Center to perform their mission to be issued a decal. Abuse of this privilege could result in the Chief, Security Division revoking company decal approving authority.
- e. An MSFC Form 932 (Temporary Vehicle Pass) will not be issued for longer than 30 days, unless issued to non-permanent employees working at MSFC for 90 days or less.
- f. MSFC decals may not be used on commercial vehicles, taxis, or for-hire vehicles.

5. INDIVIDUALS WITH DECALS will:

- a. Have a valid state driver's license in their possession at all times while driving on U.S. Government property;
- b. Assure that their motor vehicle meets the safety standards prescribed by the statutes of the state in which registered;
- c. Maintain public liability insurance coverage for their motor vehicle of not less than \$10,000 per person, \$20,000 per accident, and \$5,000 property damage for each vehicle registered at MSFC in Alabama, and not less than \$5,000 per person, \$10,000 per accident, and \$5,000 property damage for each vehicle registered at MAF and Slidell in Louisiana;
- d. Immediately report any unauthorized removal of MSFC decal from their vehicle to the appropriate Security Office; and
- e. Follow the procedures set forth in the Attachment and any special instructions issued by the MSFC Security Division to obtain and display replacement decals.

6. CANCELLATION

MMI 1620.4B, dated May 13, 1983 and change 1 thereto

(Orig signed by)

T. J. Lee  
Director

Attachment

Distribution:  
SDL 2

## PROCEDURES

### 1. MSFC Employees and Retirees will:

- a. For the personally owned or leased vehicles they intend to operate on the Center, submit an MSFC Form 1309 (Application for Employee Vehicle Registration Decals) to Identification and Registration, Building 4312.

NOTE: Active or retired military personnel may elect to obtain RASA decals in lieu of the MSFC decals.

- b. At the time of registration, present a valid state driver's license, proof of ownership (bill of sale, license registration, or title), and NASA ID-Badge Card or Retiree NASA Badge. If the vehicle is not owned or leased by the registrant, the registrant must present written justification describing why the vehicle must be used and an expiration date, and a letter from the owner authorizing registration, proof of ownership and certification that the owner has liability insurance that meets the requirements of paragraph 5.c.

MSFC Form 932 (Temporary Vehicle Pass) in lieu of a decal.

- c. Obtain an MSFC Form 932 (Temporary Vehicle Pass) from Identification and Registration, Building 4312, in lieu of MSFC decal whenever possession of the motor vehicle is not expected to exceed 30 days.
- d. Display MSFC decal on the inside of the lower left corner (driver's side) of the windshield of the motor vehicle for which it was issued, or the MSFC Form 932 on the windshield of the motor vehicle for which it was issued.
- e. Return MSFC decal to the office of issue upon (1) disposition of motor vehicle; (2) separation from employment; or (3) recall by the Security Officer. When instances occur where return of the decal is impossible, the employee shall certify its destruction.

### 2. MSFC On-Site Contractors will:

- a. For the personally or company owned or leased vehicles they intend to operate on the Center, submit an MSFC Form 4125 (Application for Contractor Vehicle Registration Decals) to Identification and Registration, Building 4312.

NOTE: Retired NASA personnel may elect to obtain MSFC Retiree decals and retired military personnel may elect to obtain RASA decals in lieu of the Contractor decals.

- b. At the time of registration, present a valid state driver's license, proof of ownership (bill of sale, license registration, or title), and a Contractor Badge. If the vehicle is not owned or leased by the registrant, the registrant must present written justification describing why the vehicle must be used and an expiration date, and present a letter from the owner authorizing registration, proof of ownership, and certification that the owner has liability insurance that meets the requirements of paragraph 5.c.

NOTE: If the vehicle is not owned by the registrant, the Security Officer may elect to issue an MSFC Form 932 (Temporary Vehicle Pass) in lieu of a decal.

- c. Obtain an MSFC Form 932 (Temporary Vehicle Pass) from Identification and Registration, Building 4312, in lieu of Contractor decal whenever possession of the motor vehicle is not expected to exceed 30 days.
- d. Display Contractor decal on the inside of the lower left corner (driver's side) of the windshield of the motor vehicle for which it was issued, or the MSFC Form 932 on the windshield of the motor vehicle for which it was issued.
- e. Return Contractor decal to the office of issue upon (1) disposition of motor vehicle, (2) separation from employment; (3) expiration of contract; or (4) recall by the Security Officer. When instances occur where return of the decal is impossible the employee shall verify its destruction.

3. MSFC Off-Site Contractors will:

- a. Only be issued decals if they have demonstrated a need for frequent and repeated access (several times a week) to MSFC. Decals will not be issued for convenience or to allow personnel access through the Arsenal. The sole justification for a decal will be to allow the individual access to MSFC to perform assigned duties.
- b. Take the MSFC Form 4125 (Application for Contractor Vehicle Registration Decals) to their company Security Office that will certify that the individual does require frequent and repeated access to MSFC to perform his/her mission. The individual will then follow the same procedures as outlined in 2. above.
- c. Return Contractor decal to the office of issue upon (1) disposition of motor vehicle; (2) separation from employment; (3) expiration of contract; (4) when duties no longer require frequent and repeated access; or (5) recall by the Security Officer. When instances occur where return of the decal is impossible, the employee will certify its destruction.

4. MSFC Visitors, when issued an MSFC Visitor Badge, will also be issued an MSFC Form 932 for the duration of the visit.