

APPLYING FOR AN SOV PARKING PERMIT – GR

Step 1 – After selecting **Permits** on the GR homepage, click **Create SOV Permit Application**

Applicant Summary
Denise Jones

[UPDATE PROFILE](#)

CLEARANCES PERMITS

Agency: Chairman Joint Chiefs of Staff
Employee Type: CTR
Email: denise.r.jones38.ctr@mail.mil

Create SOV Permit Application (highlighted)

View Handicap Permit SOP

Your Tasks

Assigned, Accepted

Task	Status	Assigned To	Assigned On
Review Eligibility for: Jones	Assigned	RICHARD MICHAEL Denise Jones	Mar 15, 2024, 10:51 am

Create SOV Permit Application

Step 2 – Review the information on the **Request Permit Eligibility** page for accuracy. Make any necessary changes. Fields marked with an asterisk (*) are required fields.

Request Permit Eligibility

Select User | Select Permit Type | Select Vehicles | Review

[UPDATE PROFILE](#)

Affiliation CTR	DoD ID *****	Department Joint Chief Staff	Agency Chairman Joint Chiefs of Staff	Division Chairman Joint Chiefs of Staff (CJCS)
Last Name Jones	First Name Denise	Middle Name	Work Location Pentagon Building	Room Number na
Email Address denise.r.jones38.ctr@mail.mil	Phone Number (410) 562-6047	Home Zip Code 20001		

CANCEL **NEXT** (highlighted)

Select User

Step 3 – After reviewing and/or updating the information on the **Request Permit Eligibility** page, select **Next**.

Step 4 – Select the permit type: either **Car** or **Motorcycle**.

Request Permit Eligibility

Select User | **Select Permit Type** | Select Vehicles | Review

Car (selected) | Motorcycle

GO BACK CANCEL **NEXT**

Apply for an SOV Permit - GR

Select Permit Type

If **Car** is selected, the Vehicles on File* page for cars will display. Select the checkbox for each vehicle associated with this request. The vehicles displayed are vehicles from your profile.

Request Permit Eligibility

Select User | Select Permit Type | Select Vehicles | Review

Vehicles on File*

+ ADD A VEHICLE

<input type="checkbox"/>	Type	Make / Model	License Plate State	License Plate Number	VIN	Registration	Actions
<input type="checkbox"/>		Ford / Escape	Alabama	AR383848	F8494389384948		

Comment

Enter Comments Here

0/250

GO BACK CANCEL NEXT

Select Vehicle(s)

If **Motorcycle** is selected, the Vehicles on File* page for motorcycles will display. Select the motorcycle(s) associated with this request. The motorcycles displayed are vehicles from your profile.

Request Permit Eligibility

Select User | Select Permit Type | Select Vehicles | Review

Vehicles on File*

+ ADD A VEHICLE

<input type="checkbox"/>	Type	Make / Model	License Plate State	License Plate Number	VIN	Registration	Actions
<input type="checkbox"/>		Honda / X1	Alabama	UpdateX12345	THE123123413535	VIEW REGISTRATION	

GO BACK CANCEL NEXT

Select Motorcycle(s)

To add a new vehicle, select **+Add A Vehicle** in the **Select Vehicles** tab. The **Add Another Vehicle** dialog will display (Figure 75). Complete the **Add Another Vehicle** dialog. Click **Save**.

Apply for an SOV Permit - GR

The screenshot shows the 'Request Permit Eligibility' application interface. A modal window titled 'Add Another Vehicle' is open, allowing the user to input details for a new vehicle. The form includes fields for Make, Model, VIN, Color, License Plate State, License Plate Number, Type of Vehicle, and Vehicle Fuel Type. There are also radio button options for Vehicle Classification (Motorcycle, Van, Car, Bus, Truck, Unknown). The background shows the 'Select Vehicles' tab with a table of existing vehicles.

Figure 1 – Add Another Vehicle

If a vehicle edit is required, click the respective vehicle in the **Make/Model** column in the **Select Vehicles** tab. The Vehicle Record page for the selected vehicle will display. Click **Update Vehicle** and/or **Upload Registration as applicable**. Make updates as needed. You can also update a vehicle by selecting the appropriate option under the **Actions** column in the **Select Vehicles** tab.

The screenshot shows the 'Vehicle Record' page for an Alaska vehicle with license plate HBD1234. The page has tabs for Summary, Person, and Audit. The Summary tab is active, displaying the following vehicle details:

Field	Value
Make	Ford
License State	Alaska
License Plate Number	HBD1234
Type of Vehicle	Personal
Vehicle Fuel Type	Petroleum
Model	Mustang
VIN	JNKG342353454534
Color	Red
Vehicle Classification	Car
Number of Wheels	4-Wheeler
Last Updated On	5/23/2023 8:26 AM EDT

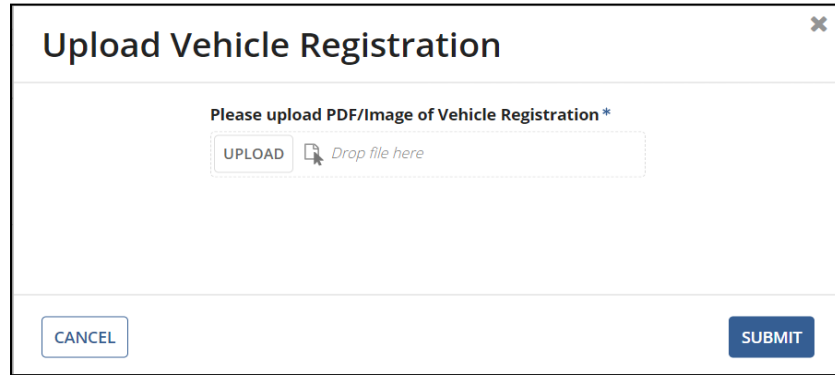
Buttons for 'UPDATE VEHICLE' and 'UPLOAD REGISTRATION' are visible in the top right corner.

Select Vehicle(s)

The screenshot shows the 'Update Vehicle' modal form. The user is updating the details for a Ford Escape. The form includes fields for Make, Model, VIN, Color, License Plate State, License Plate Number, Type of Vehicle, and Vehicle Fuel Type. There are also radio button options for Vehicle Classification (Motorcycle, Van, Car, Bus, Truck, Unknown). The 'Personal' type and 'Petroleum' fuel type are selected. The 'Car' classification is also selected.


Figure 2 – Update Vehicle

Apply for an SOV Permit - GR



Upload Vehicle Registration

Please upload PDF/Image of Vehicle Registration *

UPLOAD  Drop file here

CANCEL SUBMIT

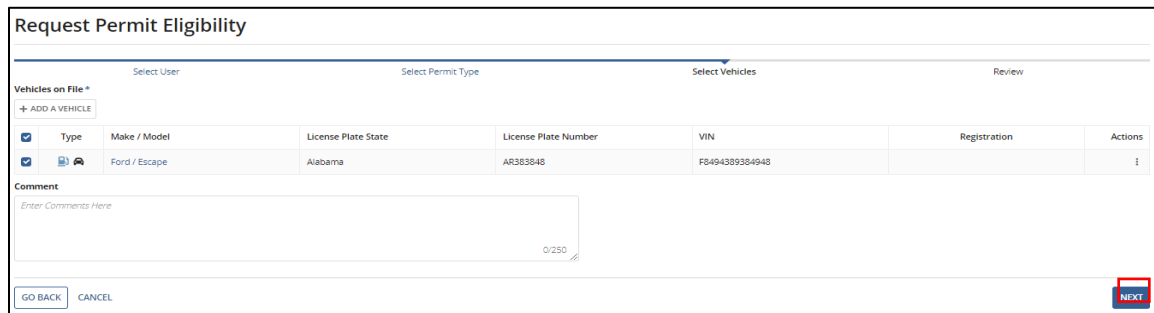
Upload Vehicle Registration



NOTE

A car is required to have a VIN number entered in the vehicle record to receive a parking permit. A motorcycle is required to have a VIN number entered in the vehicle record and a registration uploaded to the vehicle record to receive a parking permit.

Step 5 – After selecting the desired vehicle(s), click **Next**.





Request Permit Eligibility

Select User Select Permit Type Select Vehicles Review

Vehicles on File *

+ ADD A VEHICLE

<input checked="" type="checkbox"/>	Type	Make / Model	License Plate State	License Plate Number	VIN	Registration	Actions
<input checked="" type="checkbox"/>		Ford / Escape	Alabama	AR383848	F8494389384948		

Comment

Enter Comments Here

0/250

GO BACK CANCEL NEXT

Selecting Vehicles for Permit Request

Step 6 – At the Request Permit Eligibility page, review the parking permit request for accuracy. To edit the request, select **Go Back**. To cancel the request, select **Cancel**. To submit the request, select **Done**.

Apply for an SOV Permit - GR

Request Permit Eligibility

Select User: [Dropdown] Select Permit Type: [Dropdown] Select Services: [Dropdown] Review

Affiliation*: [Dropdown] DND ID*: [Text] Department*: [Dropdown] Agency*: [Dropdown] Division*: [Dropdown]

Last Name*: Huger First Name*: Christina Middle Name*: [Text] Work Location*: [Dropdown] Room Number*: [Text]

Email Address*: christina.huger.us@mail.mil Phone Number*: (757) 553-5551 Home Zip Code*: 23066

Car Motorcycle

Vehicles on File*

Type	Make / Model	License Plate State	License Plate Number	VIN	Registration	Actions
<input checked="" type="checkbox"/>	Ford / Mustang	Alaska	HD0125L	JYGG3235164554		[Info]
<input type="checkbox"/>	Jeep / Liberty	Arizona	WHY12B2			[Info]
<input checked="" type="checkbox"/>	Audi / S5	Colorado	CHG334211	JH4NF12393748937		[Info]
<input type="checkbox"/>	Porsche / Explorer	Alaska	HD03406			[Info]

GO BACK APPROVE

Permit Request Review

Upon successful submission, the permit eligibility request will be routed to the CPR for review.

Step 7 – The CPR receives a task to review the SOV request and determine eligibility.

Your Tasks

Assigned, Accepted [Dropdown]

Task	Status	Assigned To	Assigned On	Task Process Id	processId	Agency
Review Eligibility for: Huger	Assigned	Cory Ethridge CHRISTINA HUGER Tom Kirkwood Michael Nguyen MICHAEL NGUYEN	Sep 8, 2023, 9:45 am	11298	2053	

Review Eligibility for SOV

Step 8 – The CPR accepts the task, reviews the request, and determines SOV eligibility.

- Review the SOV Permit Application for accuracy.
- Make updates as needed (where applicable).
- The CPR can deny or approve the eligibility.
 - To deny the SOV Permit Application for eligibility, click **DENY**.
 - To approve the SOV Permit Application for eligibility, select an allocation, located under the **Select An Allocation** section, and click **APPROVE**.

Apply for an SOV Permit - GR

You must accept this task before completing it ACCEPT GO BACK

Review SOV Permit Application

DETAILS

Applicant Summary

Profile Details

Name	Huger, Christine	Department	Department of Air Force
Employee Type	CTR	Agency	Air Force
Rank	CTR	Division	AFIA2 (0012)
Location	Pentagon Building	Phone Number	7575555551
Email	christina.l.huger@af.mil	Room Number	NA

Active Permits

ID	Status	Permit Number	Type	Format	Permit Type	Location	Start Date	Exp. Date
201	DD1199 Created		Govt Occupancy Vehicle	Physical		Pentagon Building	6/28/2023	12/31/2024
268	Pending PMO Signature	PMO AP0001	Govt Occupancy Vehicle	Physical	PMO AP	Suffolk Building	8/4/2023	12/31/2024
305	Replacement Approved by CPR	CS40013	Single Occupancy Vehicle	Physical	CS#	Pentagon Building	8/17/2023	12/31/2026

Vehicle Information

Type	Make / Model	License State	License	Classification	Vehicle Type	Color	VIN
	Ford Mustang	Alaska	HBD1234	Car	Personal	Red	JHGG34292454534
	Audi S5	Colorado	CHG324211	Car	Personal	Red	JHJUN123983748937

Permit Details

Select An Allocation*

Total Allocated	Allocations Used	Allocations Remaining	Agency	Division	Permit Type	Location
300	78	222	Air Force		SOUTH C	Pentagon Building
70	17	53	Air Force	AFIA3	SOUTH C	Pentagon Building
100	29	71	Air Force	AFIA1 (0014)	CORRIDOR S	Pentagon Building
500	9	491	Air Force		SOUTH C	Pentagon Building

DENY APPROVE

Review SOV Permit Application for Eligibility

If the SOV eligibility is denied by the CPR, the GR will receive a confirmation email stating the eligibility was denied. If the CPR determines the GR is eligible for a permit and parking allocations are available, the GR will receive an email stating the eligibility was approved for a parking permit. A task will appear in the GR task grid with instructions to proceed with the SOV permit request.

Step 9 – If the GR is eligible for an SOV permit, the GR receives a task to sign and upload a DD1199 and Acknowledgement Statement.

Your Tasks

Assigned, Accepted Refresh

Task	Status	Assigned To	Assigned On	Task Process Id	processid	Agency
Sign/Upload ID#1035	Assigned	CHRISTINA HUGER	Sep 8, 2023, 10:23 am	11370	2058	

Figure 3 – SOV Permit GR Task – Sign/Upload

Step 10 – The GR digitally downloads, signs, uploads, and submits a signed DD1199 and Acknowledgment Statement.

DETAILS DOCUMENTS

Download DD1199 Download Acknowledgement Statement

Please Upload Signed DD1199 and Acknowledgement Statement. Your documents will not be uploaded until you press Submit.*

UPLOAD Drop file here

Please Upload Signed Acknowledgement Statement.*

UPLOAD Drop file here

SUBMIT

Apply for an SOV Permit - GR

Upload Signed DD1199 and Acknowledgment Statement (GR)

Step 11 – The CPR receives a task to review the SOV permit application.

Task	Status	Assigned To	Assigned On	Task Process Id	processid	Agency
CPR Review#1035	Assigned	Thomas Kirkwood Cory Ethridge CHRISTINA HUGER Tom Kirkwood	Sep 8, 2023, 10:35 am	536875138	536873368	

SOV Review Task (CPR)

Step 12 – The CPR accepts the task. (See Figure 87.)

- Review the SOV Permit Application for accuracy.
- Make updates as needed (where applicable).
- The CPR can deny or approve the eligibility.
 - To deny the SOV Permit Application, click **DENY**.
 - To approve the SOV Permit Application, click **APPROVE**.

ID	Status	Permit Number	Type	Permit	Permit Type	Location	Start Date	Exp. Date
201	Created	DD1199 Created	Govt Occupancy Vehicle	Physical		Pentagon Building	6/28/2023	12/31/2026
268	Pending PMO Signature	PMO AP0001	Govt Occupancy Vehicle	Physical	PMO AP	Suffolk Building	8/4/2023	12/31/2024
305	Replacement Approved by CPR	CMR015	Single Occupancy Vehicle	Physical	CM	Pentagon Building	8/17/2023	12/31/2026

Type	Make / Model	License State	License	Classification	Vehicle Type	Color	VIN
Car	Ford Mustang	Alaska	HSD1234	Car	Personal	Red	JN50342352454334
Car	Audi Y5	Colorado	CH0304211	Car	Personal	Red	96JN126867489E7

ID	Department	Agency	Division	Permit Type	Location	Total Allocated	Allocations Used	Allocations Remaining
871	Department of Air Force	Air Force	JAW3	SCUTM C	Pentagon Building	70	18	52

Figure 4 – CPR Review

If the SOV Permit Application is denied by the CPR, the GR will receive a notification email stating the application was denied. If the CPR approves the SOV Permit Application, the CPR will proceed with signing and uploading a DD1199.

Step 13 – The CPR digitally downloads, signs, uploads, and submits a signed DD1199.

REASSIGN

DETAILS DOCUMENTS

Download DD1199

Download Acknowledgement Statement

Please Upload Signed DD1199 and Acknowledgement Statement. Your documents will not be uploaded until you press Submit *

UPLOAD

SUBMIT

Apply for an SOV Permit - GR

Step 14 – The PMO receives a task to review the SOV permit application.

Task	Status	Assigned To	Assigned On	Task Process Id	processId	Agency
Review Permit 1035	Accepted	PMS PMO Staff	Sep 8, 2023, 11:02 am	268438802	268437844	

PMO Review Permit Application Task

Step 15 – A member of the PMO Staff accepts the task and reviews the SOV permit application.

- Review the Applicant Summary and Permit Details for accuracy.
- Update the application as needed (where applicable).
- The PMO Staff member has the option to **CANCEL** his actions, **DENY** the application, or **APPROVE** the application.
 - If the PMO Staff member denies the application, a rejection reason is required.

If the SOV Permit Application is denied by the PMO, GR will receive a confirmation email stating the application was denied. If the CPR approves the SOV Permit Application, the CPR will proceed with signing and uploading a DD1199.

You must accept this task before completing it. **ACCEPT** **GO BACK** **REASSIGN**

Review SOV Permit Application

Applicant Summary

Profile Details

Name: Huger, Chrissa
Department: Department of Air Force
Employee Type: Agency
CTR: Air Force
Rank: Division
CTR: AFA2 (0012)
Location: Phone Number
Pentagon Building: 7575935551
Email: general.huger.cr@mail.mil
Room Number: 1A

Active Permits

ID	Status	Permit Number	Type	Format	Permit Type	Location	Start Date	Exp. Date
201	DD1199 Created		Govt Occupancy Vehicle	Physical		Pentagon Building	6/28/2023	12/31/2024
268	Pending PMO Signature	PMO AP0001	Govt Occupancy Vehicle	Physical	PMO AP	Suffolk Building	8/4/2023	12/31/2024
305	Replacement Approved by CPR	CR#0013	Single Occupancy Vehicle	Physical	CS#	Pentagon Building	8/17/2023	12/31/2026

Vehicle Information

Type	Make / Model	License State	License	Classification	Vehicle Type	Color	VIN
🚗	Ford Mustang	Alaska	H8D1234	Car	Personal	Red	JHG0342301454334
🚗	Audi S5	Colorado	CH9324211	Car	Personal	Red	JH4Y12393748937

Permit Details

Permit Number: S-C0069
Start Date: 09/08/2023
Expiration Date: 07/11/2025
Permit Type: SOUTH C

Allocation Selected

ID	Department	Agency	Division	Permit Type	Location	Total Allocated	Allocations Used	Allocations Remaining
871	Department of Air Force	Air Force	AFA3	SOUTH C	Pentagon Building	70	19	51

CANCEL **DENY** **APPROVE**

Figure 5 – Review SOV Permit Application

Step 16 – The PMO digitally downloads, signs, uploads, and submits a signed DD1199.

Apply for an SOV Permit - GR

REASSIGN

DETAILS DOCUMENTS

Download DD1199

Download Acknowledgement Statement

Please Upload Signed DD1199 and Acknowledgement Statement. Your documents will not be uploaded until you press Submit *

UPLOAD

SUBMIT

Upon submission of the DD1199 from the PMO, a permit will be issued to the GR and the GR's Permits grid will update to reflect the status of the application.

1035	Huger, Christina	S-C0068	SOUTH C	Huger, Christina	Single Occupancy Vehicle	9/8/2023	7/11/2025	Pentagon Building	Approved	
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Figure 6 – SOV Application (Permits Grid)