



THE ADJUTANT GENERAL WYOMING MANUAL

WYMD-DJS (HRO)
DISTRIBUTION: A

WYTAGM 1300.01B
30 November 2022

SUBJECT: LICENSE PLATES - DISTRIBUTION PROCEDURES AND PROCESSING

1. References.

a. 2014 Wyoming Statute, Title 31 – Motor Vehicles, Chapter 2 – Title and Registration

b. Article 2 – Registration 31-2-217. Special Plates; Pearl Harbor survivors; National Guard Members; Armed Forces veterans; Purple Heart recipients.

2. Purpose. This manual outlines the process by which Wyoming National Guard license plates will be issued to current Wyoming National Guard members, retirees and surviving spouses. Rank and Date of Rank (DOR) will be used in determining distribution.

3. Cancellation. This manual supersedes and replaces WYTAGM 1300.1, 10 February 2022, License Plates – Distribution Procedures and Processing.

4. Applicability. This manual applies to all current members, retired members and surviving spouses of the Wyoming Military Department applying for State of Wyoming National Guard auto license plates.

5. Procedures.

a. The Adjutant General (TAG), the Wyoming National Guard Command Senior Enlisted Leader (CSEL), the Wyoming Army National Guard Command Sergeant Major, the State Command Chief, and the State Command Chief Warrant Officer positions will automatically have license plates reserved commensurate with their positions. Even numbered plates will be distributed to the Air and odd numbered plates to the Army.

b. Two rosters will be developed during the allocation of license plates for those that are eligible for Wyoming National Guard license plates. Current members of the Wyoming National Guard will comprise one roster, Wyoming National Guard retirees and surviving spouses will comprise the second roster. Retiree's and surviving spouse's license plates will be designated with an "R" at the end of their plate number.

c. The initial grouping of applications for National Guard plates will be collected through September 30 of the year prior to the issuance of newly designed license plates. Applications submitted prior to this date will be allocated IAW paragraph d. of this instruction. Any applications received after this date will be issued the next available license plate number available at the time of their application.

d. Allocation by Date of Rank. With the exception of the TAG, the State Command Chief Warrant Officer, and the three senior enlisted positions, Wyoming National Guard license plates will be issued to all eligible personnel based on rank and (DOR). Those members and retirees with the highest rank and earliest DOR, will receive the lowest license plate number available at the time of their application.

e. Example. The lowest numbered license plate, starting with number 2 for current members and 1R for retired members, will be issued to the highest-ranking individual with the lowest DOR. This process will be followed starting with the rank of O7 down through the rank of E1. Spouses of deceased military members will be issued a retiree plate with the lowest number being issued to the surviving spouse based on the rank and DOR of the deceased military member. This process will be followed for all applications received prior to September 30. For those applications submitted after September 30, the next available plate number will be issued at the time of application regardless of the individual's rank or DOR.

f. Exception. Plate number 1 will be reserved for the TAG regardless of DOR or service affiliation. The lowest plate number issued to the first E9 in the Air National Guard will be reserved for the Command Chief Master Sergeant regardless of DOR. The lowest plate number issued to the first E9 in the Army National Guard will be reserved for the Wyoming Army National Guard Command Sergeant Major regardless of DOR. The CSEL will receive the lowest plate number issued to enlisted members in either the ANG or the ARNG, depending on the service. The State Command Chief or State Command Sergeant Major will receive the next lowest following the CSEL. The remainder of the plates issued to E9s in both services will be based on rank and DOR.

g. Wyoming Department of Transportation will send out notifications for new license plate applications by mail in June of the year prior to the year new plates will be issued. The Wyoming Military Department will also send out notifications through various media channels to ensure widest dissemination.

6. Process. The process from application to approval is as follows:

- a. Obtain an application from one of the following resources: WY DOT Website, Veteran's website or Vehicle Registration Office
- b. Complete application and submit to County Vehicle Registration Office
- c. County sends the application to the Wyoming Department of Transportation (WYDOT) in Cheyenne
- d. Weekly, WYMD POC collects application from Cheyenne WYDOT Office
- e. WYMD POC verifies eligibility
- f. If eligible, license plate # is assigned

- g. Applications are returned to WYDOT
- h. WYDOT sends the verified applications to the County Vehicle Registration Office
- i. County notifies applicants

7. Summary of Changes. The WYMD POC has been changed from the Wyoming Veterans Commission to the Deputy Human Resources Officer (DHRO).
8. Releasability. This manual is approved for public release; distribution is unlimited. Obtain copies through the WYMD SharePoint.
9. Effective Date. This manual is effective upon publication, must be reviewed by the proponent annually, and must be revised, reissued, cancelled or certified as current every five years.
10. Point of Contact. The owner of this program is the Director of the Joint Staff (DJS) and the POC is the DHRO at (307) 772-5501.

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