

BAR TO THE INSTALLATION - APPEAL PROCESS FORT HAMILTON

- 1. If you do not know why you are barred from Fort Hamilton, contact Mr. Michael Guan at the Fort Hamilton Legal Office, 718-630-4664, M-F 0800-1600, for information.**
- 2. Once you receive the reason why you are barred, or if you already know why you are barred, proceed to Step 3 for instructions on how to file an appeal.**
- 3. Steps to file your appeal:**
 - a. Your appeal must be submitted in a formal, written request to the Commander, USAG, Fort Hamilton. The written request may be hand-written or typed.**
 - b. Include any relevant, supporting facts you wish the Commander to consider when deciding whether to lift your bar.**
 - c. Include your current mailing address in your written request.**
 - d. Sign and date your written request.**
 - e. Send your signed, dated, written request via mail or email.**

**Mail: Fort Hamilton Legal Office
ATTN: Criminal Law Division
117 John Warren Avenue
Brooklyn, NY 11252-5600**

Email: Attach your signed, dated and written request to an email and send to michael.guan.civ@army.mil
- 4. When received, the Commander will consider your appeal and any additional information you provide with your request prior to making a decision. You will then receive a letter of decision via certified mail at the mailing address you provided in your request.**
- 5. Understand that your bar from the installation remains in effect throughout the appeal process.**