



DEPARTMENT OF THE ARMY
Organizational Letter Head

REPLY TO
ATTENTION OF:

OFFICE SYMBOL

DATE

MEMORANDUM THRU Directorate of Emergency Services Access Control; ATTN: DBIDS and Vehicle Registration Office, USAG Humphreys, APO AP 96271

FOR Commander, USAG Humphreys, APO AP 96271

SUBJECT: Request Exception to Policy to register a 2nd / 3rd / vehicle (Car/motorcycle/moped)
Examples; 2nd vehicle (Car), 3rd vehicle (motorcycle), 3rd vehicle (Car), or 3rd vehicle (moped),

Justify your request by outlining the necessity/reasons for registering an additional vehicle.

Attach a copy (Front side only) of sponsor's and spouse's USFK Driver's License, DOD Identification Cards and supporting documents. *Example; spouse's letter of employment or documented volunteer services record)*

List the requestor's point of contact information; cell # 010- xxxx-xxxx, DSN xxx-xxxx.

REQUESTOR'S
SIGNATURE BLOCK

INFORMATION FOR THE REQUESTOR (SPONSOR):

- IAW USFK Regulation 190-1; In order to obtain an approval determination for additional vehicle registration, the sponsor must first obtain approval from the first O-6 in his/her chain of command in the form of a memorandum.
- After obtaining approval from the first O-6 in the sponsor's chain of command, submit ETP to the DBIDS Office for final processing (approx 5~7 working days). Final decision determination is made by the O-6 Area Commander in which the sponsor is assigned.
- IAW USFK Regulation 190-1 and USAG Humphreys Policy Memorandum #43, personal convenience is not a basis for approval of additional vehicle registration. The following situations are examples that may warrant approval for an additional POV:

-Spouse is community volunteer for more than 20 hours a week or is a part time or full time employee; Sponsor has a family member enrolled in the Exceptional Family Member Program or has a family member who is diagnosed with a serious health condition; There are compelling personal reasons that make an additional necessary (case-by case basis).