



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 for Vehicle Registration (SSG & Below)

Justify your request by clearly outlining the necessity/reasons for registering a vehicle. Please specify if your request includes obtaining a USFK Driver's License.

Attach a copy (Front side only) of your USFK Driver's License and DOD Identification Card.

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

REQUESTOR'S
SIGNATURE BLOCK

INFORMATION FOR THE REQUESTOR:

- IAW USFK Regulation 190-1, in order to obtain an approval determination for SSG & Below POV registration, the requester must first obtain approval from the first O-6 in his/her chain of command in the form 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.