DEPARTMENT OF THE ARMY
ORGANIZATIONAL LETTERHEAD

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: Exception to Policy (ETP) for Vehicle Registration (SSG & Below)

1. 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. Additionally, attach a copy (Front side only) of your USFK Driver's License and DOD Identification Card.

2. Point of contact for this memorandum is POC Info at DSN xxx-xxxx or email, xxx.xxxx@xxxx.mil.

REQUESTING OFFICIAL
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 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.