



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-ES

29 JUL 2014

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 5-2

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Exception to Policy (ETP) for Privately Owned Vehicles and Drivers Licenses

1. **REFERENCE:** United States Forces Korea (USFK) Regulation 190-1, Motor Vehicle Traffic Supervision, 10 May 2012.
2. **PURPOSE:** To establish guidelines to govern requests for an ETP for privately owned vehicles and drivers licenses.
3. **APPLICABILITY:** This memorandum applies to all individuals covered under the Status of Forces Agreement (SOFA) who work or reside within USAG-Y.
4. **GENERAL:** Only one privately owned vehicle (POV) may be registered with a USFK motor vehicle recorder, and only one duty-free POV may be owned by SOFA status personnel. Driving privileges and ownership of a POV fall into two categories: those in accordance with (IAW) USFK Regulation 190-1, and exceptions to USFK Regulation 190-1 granted by the Garrison/Area Commander. Personal convenience is not a basis for approval of a request for an exception.
  - a. Personnel granted the privilege of owning and operating a POV IAW USFK Regulation 190-1 fall into one of the following categories:
    - (1) Personnel in a Command Sponsored status regardless of grade. (Note: Personnel having partial Command Sponsorship are included, if authorized by sponsorship orders).
    - (2) Personnel in a Joint domicile status who are authorized a POV on orders. (Only one vehicle can be registered per family, even if both are military).
    - (3) A member of the U.S. Armed Forces in the grade of E-7/Sergeant First Class, (U.S. Army and U.S. Marine Corps); Master Sergeant (U.S. Air Force); Chief Petty Officer (U.S. Navy); or as otherwise stated above.

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(4) Department of the Army (DA) Civilians in the grade of GS5 or above, USFK technical representatives, and invited contractors.

(5) U.S. citizens or third country nationals employed by invited contractors, who have SOFA privileges.

(6) Any member of USFK or its Civilian component authorized shipment of a POV at government expense.

b. An ETP to own and operate a POV for individuals not authorized by the categories contained in paragraph 4(a) above, or individuals desiring a second POV or driver's license, will be reviewed and approved on a case-by-case basis. The following criteria will be used in evaluating requests:

(1) Extreme family hardship or medical condition that can only be solved through the ownership of a POV, second POV, or driver's license.

(2) Critical nature of the individual's work that substantially contributes to the accomplishment of the military mission. Individuals holding key positions as listed in Command Policy 5-10, Installation Parking, dated 05 September 2014, fall into this category.

c. While a motorcycle (50cc and larger) is treated as a POV, for the purpose of the one duty-free rule (Paragraph 4(a) above), motorcycles do not count. Thus, a person meeting all the requirements of this policy may register a motorcycle as a second POV without obtaining an Exception to Policy.

d. The following documentation must accompany ETP requests:

(1) Request in writing, detailing the reason(s) for the ETP request, and the Command Sponsorship status. Personnel requesting an ETP for a driver's license for E-6 and below (to include their Family members) will provide documentation as required IAW USFK Regulation 190-1.

(2) Endorsement(s) from the individual's Chain of Command (to include an O-6 commander) for POV and second POV. Endorsement(s) from the individuals' Commander (in the grade of O-5 or above) for ETP requests for driver's licenses for USFK service members in the grades of E-6 and below, to include their Family members, who are non-Command Sponsored.

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(3) Requests based on medical reasons must be accompanied by official medical documentation.

(4) For a request involving severe impairment of unit mission, it is necessary to document the past expenditure of TDY funds for use of the individual POV.

(5) ETP requests for a POV or driver's license will be limited to two submissions within a six-month period. Requests that are submitted without the proper documentation, to include a Chain of Command endorsement, will be returned without action.

e. Temporary ETP requests for Parking Status may be granted for individuals selling, buying or repairing their POV. Exceptions in this category authorize individuals to register a POV for parking only.

f. The USAG-Y Driver's Testing Office will ensure that only those service members in the grades of E-6 and below and /or their Family members who have an approved ETP, or an O-5 commander's approval for Command Sponsorship receive a POV operator's license.

g. Approved ETP requests are valid until the original DEROS. Individuals submitting for a DEROS extension will be required to submit another ETP NLT 30 days prior to their original DEROS. An ETP is a privilege and may be cancelled immediately upon violation of traffic laws. Approved ETP requests are not an authorization to ship a POV at government expense.

5. Requests for an ETP or questions regarding this policy should be addressed to the Commander, USAG-Y, APO AP 96205 ATTN: Directorate of Emergency Services (DES). For question or concerns contact DES at DSN 738-4361/4603.

  
MARIA P. EOFF  
COL, LG  
Commanding

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