



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

IMYN-ZA

09 OCT 2018

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 13

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Exception to Policy (ETP) for Privately Owned Vehicles and Driver's 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 driver's licenses.
3. **APPLICABILITY:** This memorandum applies to all individuals covered under the Status of Forces Agreement (SOFA) who work or reside within USAG Yongsan-Casey.
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 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.
 - (4) Department of the Army (DA) Civilians in the grade of GS5 or above, USFK technical representatives, and invited contractors.

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(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. 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 is 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. ETP 2nd Vehicle Immediate Criteria Approval:

(1) Grandfathered 2nd ETP from another Area in Korea (verified).

(2) Dual working couple and Spouse has full time employment on/off installation (verified).

(3) EFMP or medical documentation from Medical Provider (verified).

(4) COL (O6), CSM (E9) or GS15 above living on post with two Quarters parking spaces (work and home) (Command designated position).

(5) GS15 above with parking space on post (work) and 2nd vehicle remains primarily off post for spouse or significant other.

(6) COL (O6)/CSM (E9) with family residing in Yongsan, but required to commute to/from Area III for mission accomplishment more than four (4) days per week.

d. 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 count. Thus, a person meeting all the requirements of this policy MUST register a motorcycle as a second POV without obtaining an Exception to Policy.

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e. 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 documentations as required IAW USFK Regulation 190-1.

(2) Endorsement(s) from the individual's Chain of Command (to include an 0-6 commander) for POV and second POV. Endorsement(s) from the individuals' Commander (in the grade of 0-5 or above) for ETP requests for driver's licenses for USFK service members in the grade of E-6 and below, to include their Family members, who are non-Command Sponsored.

(3) Requests based on medical reasons must be accompanied by official medical documentation, 121st CSH/BAAH.

(4) For a request involving severe impairment of unit mission, must include documents of past expenditure of TDY funds mileage reimbursement program for use of the individual's POV.

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

f. Temporary ETP requests for Parking Status is granted for individuals selling, buying or repairing their POV for 30 days only, further requests are by exception. Exceptions in this category authorize individuals to register a POV for parking only in designated parking areas.

g. The USAG-Yongsan/Casey Driver's Testing Office ensures 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 0-5 commander's approval for Command Sponsorship receive a POV operator's license.

h. Approved ETP requests are valid until the original DEROS. Individuals submitting for a DEROS extension are approved grandfather when a previous ETP has been authorized by any USAG Commander in Korea. 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.

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5. Requests for an ETP or questions regarding this policy should be addressed to the Commander, USAG Yongsan - Casey, APO AP, 96205 ATTN: Directorate of Emergency Services (DES). For question or concerns contact DES at DSN 738-4361/730-4424.



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