ATZB-JA-HO

MEMORANDUM FOR Individuals Requesting On-post Driving Privileges

SUBJECT: Request for Reinstatement/Restricted Driving Privileges

1. Indicate in a memorandum to the Commanding General (for suspension resulting from a DUI offense) or the Garrison Commander (all other suspensions) (through your chain of command and the Hearing Officer) the circumstances of the incident, i.e. the date of the traffic violation, the type of traffic violation, and any other pertinent facts you desire to be considered.

2. If requesting restricted driving privileges, Indicate the location(s) you are requesting to drive (i.e., restricted driving privileges to and from work, MACH, and Main Mall, etc.). Provide the connecting street names you wish to travel en route to your destination and specify the building numbers.

3. If your privilege to drive a vehicle on Fort Benning is suspended as a result of driving with a suspended/revoked driver’s license, you must provide the circumstances that resulted in the suspension of your state driver’s license. You must provide your driver’s license number, the name of the state that issued the license, and your date of birth. Additionally, you must provide confirmation you currently possess a valid state driver’s license. A copy of your valid driver’s license must be provided.

4. Explain why the suspension of your privilege is a hardship rather than an inconvenience. Explain how you are currently getting to and from your place of duty and the other locations requested. Include your SSN, unit, and telephone number and sign the memorandum.

5. Your company commander needs to make a recommendation in a separate memorandum for approval or disapproval of your request. The commander’s recommendation should provide a detailed explanation as to why your request should be approved. Your commander should determine whether or not there are alternatives outside of restricted driving privileges such as moving you into the billets. In cases in which the suspension results from a violation of driving under the influence of alcohol, the commander’s recommendation should state whether you have been referred to the Alcohol and Drug Abuse Prevention and Control Program in accordance with AR 190-5, paragraph 2-9c.

6. You must also get an endorsement from your battalion and brigade commander (or equivalent), respectively. These endorsements should also be as detailed as possible. Your unit paralegal can facilitate the processing of your request through the chain of command.

7. An example of the proper format is included on the back of this memorandum.

8. Upon completion of the above, submit your request to your Brigade Legal Office. They will route your request along with all supporting documents through your chain of command in gears

9. It is your responsibility to ensure you submit the required documentation. Failure to submit the required information may result in your request not being processed.

SHEILA ANDLER

Installation Hearing Officer