

## SUSPENSION OF INSTALLATION DRIVING PRIVILEGES

**I have received a letter stating that my installation driving privileges have been suspended. What does this mean?**

A person's privilege to operate a privately owned motor vehicle or a government vehicle on any military installation is at the discretion of the Installation Commander. Army Regulation 190-5 allows the Garrison Commander to administratively suspend driving privileges on the installation in certain circumstances, including:

- (1) Driving on the installation with a suspended driver's license;
- (2) Accumulation of 12 or more points based on tickets issued by the Fort Polk DES;
- (3) Arrest for Driving Under the Influence (DUI) (Blood Alcohol Content of .08 or greater);
- (4) Arrest for failure to consent to a chemical test; and
- (5) Other reckless driving as determined by the Garrison Commander.

**When is the suspension effective?**

For DUI, the suspension is effective immediately upon citation. **For Soldiers**, this will include on-post and off-post offenses. **For Civilians**, this applies only to on-post offenses. For driving on post with a suspended driver's license or for accumulation of points, the suspension is effective 14 calendar days after notification (receipt of the suspension memorandum).

**What happens if I am caught driving on the installation while my privileges are suspended?**

If you operate a privately owned vehicle or any government vehicle on Fort Polk while your driving privileges are suspended, your installation driving privileges could be suspended for an additional two years.

**Who can lift my suspension?**

**Only the Garrison Commander** can reinstate installation driving privileges either through granting restricted driving privileges or at the end of the suspension period. Your installation driving privileges remain suspended until you receive a letter of clearance signed by the Garrison Commander. The only way to obtain this letter is by requesting, in writing, that the Garrison Commander lift the suspension or grant restricted privileges.

**Are there any courses I need to complete in order to be able to drive on the installation?**

Yes. **For Soldiers**, if your privileges were suspended due to an accumulation of 12 or more points (issued by the Fort Polk DES) or an arrest for DUI, you must complete the **command-directed** Intermediate Driver's Training Course. For DUIs, you must also complete a DUI Course (Driver Improvement and Substance Abuse), and the Army Substance Abuse Program. **For Civilians** with a DUI, you must complete a DUI Course (Driver Improvement and Substance Abuse). You will need to submit your certificates of completion from each course to be included with your Request for Restricted/Reinstatement of Driving Privileges.

**How are my installation driving privileges reinstated after my suspension period ends?**

After your suspension period ends, the only way to have your installation driving privileges reinstated is to request reinstatement from the Garrison Commander. Reinstatement of driving privileges must be requested in writing and must include:

- (1) A copy of your original suspension letter;
- (2) A letter from the DMV stating that your driver's license is not suspended;
- (3) A photocopy of your valid state driver's license;
- (4) A copy of your auto insurance identification card; and
- (5) A copy of your vehicle registration; and
- (6) A copy of your Intermediate Driver's Training Card (Points Assessment and DUI only).

If your installation driving privileges were suspended due to an arrest for DUI, you must also include:

- (1) DUI Course (Driver Improvement and Substance Abuse) Completion Certificate; and
- (2) ASAP/Prime for Life Completion Certificate (Soldiers only).

**Do not drive on Fort Polk until you are in possession of a letter reinstating your driving privileges.**  
 Failure to secure this letter in advance of driving on the installation can result in your suspension period being extended for two years.

**Is there any way I can get permission to drive on post during the period of my suspension?**

At any time during your suspension, you may request that the Garrison Commander grant you restricted driving privileges if you have a valid reason to be on the installation and your state driver's license is valid. Restricted driving privileges must be requested in writing, and must include all the documents listed above, plus an explanation of why you need driving privileges on Fort Polk, including the specific route you will be taking while driving on Fort Polk. **Active Duty Military, Retirees and their Dependents may receive help drafting this paperwork.**

**I don't think it was fair for my installation driving privileges to be suspended. What can I do?**

If your installation driving privileges were suspended due to your driver's license being suspended, you have 14 calendar days from receipt of your suspension notification letter to show that your license was valid at the time of the citation. If you cannot show such proof, your privileges will be suspended for 12 months.

If your installation driving privileges were suspended due to any reason, you have the right to request a hearing to appeal the suspension of your installation driving privileges. This request must be made in writing to the Office of the Staff Judge Advocate, Criminal Law Division. During that hearing, you can present any relevant evidence and testimony of witnesses to support your case. You may hire an attorney to represent you at your own expense.

Legal Assistance can help you draft a letter to request restricted driving privileges or reinstatement of your driving privileges. In order for our office to provide you with assistance, you must have **all** of the required documents listed below.

**Document Checklist for  
 Restricted Driving Privileges  
 (during suspension period)**

- Why you need to drive on Fort Polk, including designated driving routes
- Copy of your original suspension letter
- DMV letter stating driver's license is not suspended
- Copy of your valid driver's license
- Copy of your auto insurance identification card
- Copy of your vehicle registration
- Intermediate Driver's Training (Points & DUI)  
 If DUI violation, also include:
  - ASAP/Prime for Life Completion Certificate
  - DUI Driver's Training Completion Certificate

**Document Checklist for  
 Reinstatement of Driving Privileges  
 (after suspension period expires)**

- Copy of your original suspension letter
- DMV letter stating driver's license is not suspended
- Copy of your valid driver's license
- Copy of your auto insurance identification card
- Copy of your vehicle registration
- Intermediate Driver's Training (Points & DUI)  
 If DUI violation, also include:
  - ASAP/Prime for Life Completion Certificate
  - DUI Driver's Training Completion Certificate

**PLEASE NOTE: It takes approximately two weeks or more to process requests for driving privileges.**

**IMPORTANT CONTACTS**

- Intermediate Driver's Training Course (Must be Command-Directed) (337) 531-1981  
 •Enroll online at <https://apps.imcom.army.mil/airs> (Region:Southeast - Garrison:Ft. Polk)
- DUI Driver's Training Course (must be approved by Vernon Sherriff's Office) (337) 239-2255  
 •Contact the Vernon Parish Sherriff's Office
- Army Substance Abuse Program (ASAP, located at 15<sup>th</sup> St and Alabama Avenue) (337) 531-1972
- Legal Assistance Office (Next to the Showboat Theater, Bldg 1454) (337) 531-2580

**For Further Help or Questions:**

For appointments regarding other legal matters, call the Fort Polk Legal Assistance Office at (337) 531-2580. Hours of operation are Monday through Friday, 0800 – 1130 and 1230 – 1630. We are located in Building 1454 on Alabama Avenue, next to the Showboat Theater.