



DEPARTMENT OF THE ARMY  
UNIT ASSIGNED TO  
UNIT #  
APO AE 09096

UNIT SYMBOL

DATE

MEMORANDUM FOR REGISTRY OF MOTOR VEHICLES

SUBJECT: REQUEST TO SELL/TRANSFER A NON-OPERATIONAL VEHICLE.

1. (RANK NAME, SSN #) REQUESTS PERMISSION TO SELL/TRANSFER A NON-OPERATIONAL VEHICLE. THE VEHICLE IS A (MAKE, MODEL, TYPE, YEAR, COLOR, LIC #, CHASSIS #) THE SELLER IS (RANK NAME, SSN #)
2. **EXPLAIN:** WHERE IS THE CURRENT LOCATION, HOW LONG UNTIL VEHICLE WILL BE READY FOR REGISTRATION AND WHY THE VEHICLE IS NON-OPERATIONAL AT THIS TIME. IF PARTS ARE ON ORDER, A COPY OF THE INVOICE OR WORK ORDER WILL BE ATTACHED.
3. (RANK, NAME) HAS READ AND UNDERSTANDS USAG WIESBADEN POLICY LETTER 1-3 (NON-OPERATIONAL VEHICLES) AND UNDERSTANDS WHERE THE AUTHORIZED PARKING AREAS ARE.
4. POC FOR THIS MEMORANDUM IS (OWNER OF THE VEHICLE) AT DSN # OWNERS AKO EMAIL ADDRESS FOR NOTIFICATION PURPOSE WHEN THE PROCESSED MEMO IS READY FOR PICK UP

COMPANY COMMANDERS  
SIGNATURE BLOCK  
COMMANDERS DSN NUMBER.

\*\*\* LICENSE PLATES MUST BE TURNED INTO MP'S OR VEHICLE REG BEFORE TRANSACTION CAN BE COMPLETED\*\*\*

\*\*\*ONLY THE COMMANDER OR HIS/HER REPRESENTATIVE MAY SIGN. ANYONE OTHER THAN THE COMMANDER MUST BE ON ASSUMPTION OF COMMAND ORDERS AND A COPY MUST BE ATTCHED TO THE MEMORANDUM\*\*\*

\*\*\*THE MEMO MUST BE PROCESSED THROUGH THE USAG WIESBADEN PROVOST MARSHALS OFFICE (MP STATION WAAF)\*\*\*

\*\*\*THE REQUEST WILL GO BEFORE THE GARRISON COMMANDER FOR FINAL APPROVAL. MAKE SURE IT IS IN ACCORDANCE WITH AR 25-50 OR IT COULD BE DISSAPROVED BEFORE IT EVEN GETS TO THE GARRISON COMMANDER\*\*\*

**EXAMPLE**