



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL

DATE

MEMORANDUM THRU (Your Unit Commander or Civilian Supervising Agency)

MEMORANDUM FOR United States Army Garrison Bavaria, Deputy Director,
Directorate of Emergency Services, Unit 28130, APO AE 09114

SUBJECT: Transfer of Non-Operational Vehicle

1. State who the seller is (Full Name, Last 4 SSN, and Unit), identify the vehicle to be transferred (Make, Model, VIN#), state who the buyer is (Full Name, Last 4 SSN, and Unit)
2. List date of last inspection, explain what repairs were required, and what you have done to complete them. Clearly state why the owner was unable to make the necessary repairs within the allotted 90 days in order to register the vehicle as operational.
(INCLUDE COPY OF MOST RECENT INSPECTION, AND A COPY OF ANY RECEIPTS FOR PARTS AND REPAIRS RENDERED IN THE PACKET SUBMITTED TO usarmy.bavaria.id-europe.mbx.vehicle-registration@army.mil)
3. Buyer provides plan and timeline (must be within remaining Non-Op window, not to exceed 12 months seller/buyer combined) of how buyer intends to bring vehicle into compliance.
4. The undersigned (buyer) will ensure that the vehicle will either be repaired, or properly disposed of within the time frame of the non-operational registration. Buyer acknowledges that failure to bring vehicle to full registration compliance within Non-Op window (not to exceed 12 months total time), the owner is required to dispose of vehicle IAW AER 190-1.
4. Point of contact for this memorandum is (Company Commander or Civilian Equivalent) at (phone number) or (email address).

Buyer Name and signature block

Your Name and signature block

Commander/Director Signature Block
O-3/GS-12 Equivalent or higher