



DEPARTMENT OF THE ARMY  
[Your Unit Address]  
APO AE 09xxx

[Your unit symbol]

MEMORANDUM THRU (Your Unit Commander or Civilian Supervising Agency)

MEMORANDUM FOR COMMANDER, USAG-Bavaria, Unit 28130, APO AE 09114

SUBJECT: Extension of Non-Operational Vehicle Registration

1. Request extension of non-operational registration for (*vehicle make, model and VIN #*) owned by (*Owner's Full Name and Last 4 SSN*) assigned to the (*Unit Information*) in order to (*Fix/Sell*) the vehicle.
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 THE MP STATION)**
3. The undersigned will ensure that the vehicle will either be repaired, or properly disposed of within the time frame of the non-operational registration. Provide plan and timeline of what how you intend to bring vehicle into compliance.
4. Point of contact information for this memorandum is (Company Commander) at (phone number) or (email address).

Your Name and signature block

Your Commander signature block

Deputy Director of Emergency Services  
US Army Garrison Bavaria