

**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: Transfer of Non-Operational Vehicle Registration

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. Seller provides date of last inspection, explains what repairs were required, and what seller has done to complete them. Clearly state why the owner was unable to make the necessary repairs within the allotted 90 days 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. 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 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 Para x-xx.
5. Point of contact information for this memorandum is (Company Commander) at (phone number) or (email address).

Seller Name and signature block

Buyer Name and signature block

Buyer Commander signature block

Deputy Director of Emergency Services  
US Army Garrison Bavaria