1) Grade: Put your Grade (i.e. E-4 or GS-9)

2) Name: Full name

3) SSN: Add your full SSN. This is a Law Enforcement agency.

4) DODID: Add your DOD #

5) Date: Current Date

6) Year: Year of Requested Vehicle

7) Make: Make of Requested Vehicle

8) Model: Model of Requested Vehicle

9) Chassis/VIN Number: Look on Registration if you can't find it

10)   Location: Physical address of where the vehicle is currently parked. BLDG 123, northeast side of parking lot, Tower Barracks

11)   Justification: Reason why the vehicle is going into Non-Op, what repairs does the car need, the most recent inspection (pass or fail), how long do you expect the car to be in a non-op status for, who is it getting sold to (i.a)

12)   Unit or Directorate EX: A Troop, 1_{st} Squadron, 2_{nd} Calvary Regiment, Directorate Resource Management

13)   Accessible DSN

14)   Your Government Email
15)   Your Digital Signature (CAC CARD)

- **<u>*16) SIGNATURE BLOCK OF O5, GS 13 or NAF 4 OR 5</u>**

- **<u>*17) DATE OF APPROVAL OR DISAPPROVAL</u>**

- **<u>*18) DIGITAL SIGNATURE OF O5,GS 12 OR NAF 4 OR 5 (CAC CARD)</u>**

NOTES:

The AE Form 190-1AI must be approved by an O5 for active duty personnel, a GS-13 for DoD Civilians and a NAF 4 or 5 for NAF personnel. Signature Blocks must be singed digitally by the requester and the designated representative using their CAC

PLEASE BRING THE APPROVED AE FORM 190-1AI WITH YOU TO YOUR APPOINTMENT