



DEPARTMENT OF THE ARMY / AIR FORCE
UNITED STATES ARMY GARRISON XXXXXXXXXX / SQUADRON
UNIT XXXXXXXXXX / BASE NAME
APO AE 09XXX

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: AGENT DUTY APPOINTMENT

1. Explain in detail why the need of an Agent is necessary.
2. RANK/MR/MS/MRS, Last Name, First Name Middle Initial, DOD ID Number – 0000000000 is appointed as an Agent for RANK/MR/MS/MRS, Last Name, First Name Middle Initial, DOD ID Number – 0000000000 for the below listed vehicle.

Year:
Make:
Model:
Color:
Chassis/Vin:

3. (AGENT INFO) has been briefed and understands that he/she will *select one* SELL, SHIP or otherwise dispose of the above listed vehicle before the expiration of the 90 day registration and that the registration will not be extended. If the requirements have not been met before the expiration of the 90 day period, the agent will follow all requirements to register the vehicle in their name (including financing the vehicle if buying).

UNIT COMMANDER
SIGNATURE BLOCK

ADDITIONAL NOTES FOR THE COMMANDER:

1. THE ASSIGNED AGENT MUST BE A PART OF YOUR COMMAND.
2. THE ASSIGNED AGENT (IF MILITARY) MUST BE AT LEAST ONE GRADE ABOVE THE POV OWNER.
3. THE ASSIGNED AGENT WILL NEED AN AE FORM 190-1AG, IF THIS APPOINTMENT WILL PUT THEM OVER THEIR AUTHORIZED NUMBER OF VEHICLES REGISTERED.
 - a. (AE REG 190-1, SECTION 3-2)
4. DOCUMENTATION MUST BE PROVIDED BY THE OWNERS LIEN HOLDER, ACKNOWLEDGING THE AGENT IF THE VEHICLE IS FINANCED.