



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. Issue concerning why the need for 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.

GS-12 EQUIVALENT-LEVEL SUPERVISOR/
COMPANY / SQUADRON COMMANDER
SIGNATURE BLOCK

***For Reference please see AE REG 190-1, 22 September 2016 in paragraph 3-22**