Insert date

MEMORANDUM FOR 52 SFS/S5B

FROM: YOU

SUBJECT: Exception to Policy, Transfer of Non-operational Vehicle

1. In accordance with joint publication AER 190-1/USAFEI 31-202, para 3-9h, we are requesting exception to policy to transfer a vehicle with a non-operational registration.

2. On **26 July 16**, I, MSgt John Doe, registered vehicle Make: **Dodge**, Model: **Neon**, Year: **1997**, Vin Number: **3B3ES47C8VT500796** non-operational to finish minor repairs. The vehicle is currently being repaired at a shop in Binsfeld. I am planning to sell the vehicle to MSgt Smith. The vehicle will be registered by MSgt Smith as soon as possible.

3. If you have any questions, please contact me at 452-XXXX.

4. I, MSgt Smith, am planning to buy the non-operational vehicle Make: **Dodge**, Model: **Neon**, Year: **1997**, Vin Number: **3B3ES47C8VT500796** from MSgt John Doe. The vehicle will be registered operational under my name a soon as possible.

5. If you have any questions, please contact me at 452-XXXX**.**

SELLER, RANK, USAF

Signature Block

BUYER, RANK, USAF

Signature Block

1st Ind to YOU (Same as FROM line on first page), date of memo, Exception to Policy, Transfer of Non-operational Vehicle

52 SFS/CC

MEMORANDUM FOR 52 MSG/CC

Recommend Approval/Disapproval

STEVEN R. LOVETT, Lt Col, USAF

Commander, 52d Security Forces Squadron

2d Ind, 52MSG/CC

MEMORANDUM FOR 52 SFS/S5B

Recommend Approval/Disapproval

STEVEN M. ZUBOWICZ, Col, USAF

Commander, 52nd Mission Support Group