# Your Unit Letter Head

# DATE

MEMORANDUM

From: **Rank, Requestor’s Name, Unit/Organization, EDIPI/MOS,**

 **Branch**

To: Provost Marshal, Marine Corps Air Station Iwakuni Japan

 (ATTN: Pass and Registration Office)

Via: Commanding Officer, **Your Unit**

Subj: REQUEST FOR A THIRTY-DAY TEMPORARY VEHICLE WAIVER

Ref: (a) MCASO 5560.8B

1. I am currently on an **Accompanied/Unaccompanied** tour, living **(off/on)** base and currently have **x** number vehicles registered.

2. I am purchasing another vehicle and requesting a 30-day temporary vehicle waiver to register an additional vehicle while I sell or deregister the vehicle I currently own.

3. I understand that the waiver is granted for the vehicle currently owned, not the one being purchased. The vehicle that I am requesting to be waivered has greater than 30 days remaining of JCI and is not in lien.

4. I understand that the waiver will be granted in 30 day increments and will not exceed 60 days. After 30 days, I must make contact with the Pass and Registration Office to get a new temporary pass for the vehicle.

5. I understand I am to sell or dispose of my vehicle by the end of my waiver. If the vehicle is not deregistered or sold after the extension period, PMO will suspend my SOFA license until in compliance.

6. Local Contact information: **Home address, E-mail address, Home and Work Phone Number.**

 SIGNATURE

 X. X. LASTNAME

**\*Please attach your unit Commanding Officer’s endorsement. (Active Duty)**

**\*Submit this letter to PMO Pass and Registration Office.**

**Sample Endorsement**

 Date

FIRST ENDORSEMENT

From: Commanding Officer, ***Your Unit/Organization***

To: Provost Marshal, Marine Corps Air Station Iwakuni Japan

 (ATTN: Pass and Registration Office)

1. Forwarded Approved/ Disapproved.

 SIGNATURE

 X. X. LASTNAME