 **DEPARTMENT OF THE ARMY**

**YOUR UNIT’s LETTERHEAD and ADDRESS**

OFFICE SYMBOL DATE 2023

MEMORANDUM FOR Driver’s Training and Testing Station (DTTS)

SUBJECT: Transportation Motor Pool (TMP) License Request

1. This letter serves to provide (Name) access to possess a TMP Driver’s License. Name will be required to drive GOV vehicles to effectively perform our organizational mission. The TMP license provided to (Name) will only be used for the purposes of driving official GOVs only.

2. I have conducted a Commander’s/Supervisor’s Interview IAW the provisions of AR 600-55 and AER 600-55 and find no concerns.

3. The POC for this memorandum is the undersigned is XXX at email address DSN: 646-XXXX or COMM: +39-0444-71-XXX.

Commander’s/Supervisor’s

Signature Block

**GOV/TMP/NTV MEMO**

SAMPLE

REQUIRED FOR E-5 AND BELOW

REQUIRED FOR GS-11 AND BELOW