

REQUEST FOR TRANSPORTATION

Please print or type all information in Blocks 1-15 in Part I

PART I

1. TO: Transportation Motor Pool (Bldg 13804)	2. FROM UNIT/ACTIVITY:	3. DATE:				
4. REQUESTOR NAME:		5. TELEPHONE:				
6. TYPE(S) OF VEHICLE(S) REQUESTED:						
7. COMPLETE THE FOLLOWING BASED ON MISSION REQUIREMENTS:						
UNIT	DATE	PICKUP TIME	RETURN TIME	PICKUP POINT	DESTINATION	NUMBER OF PASSENGERS (BUS ONLY)
8. WILL REQUESTING UNIT PROVIDE THEIR OWN DRIVER?			YES	NO		
9. JUSTIFICATION:						
10. NAME AND RANK OF DRIVER:						
11. NAME AND RANK OF REQUESTING AUTHORITY:				12. SIGNATURE OF REQUESTING AUTHORITY:		
13. NAME OF RESOURCE OFFICER				14. SIGNATURE OF RESOURCE OFFICER		
15. TMP ESTIMATE:				16. WBS		

PART II

1. TO: TRANSPORTATION MOTOR POOL (BLDG 13804)	2. DATE:
3. YOUR REQUEST FOR TRANSPORTATION IN EXCESS OF 175 MILES OF FT. GORDON WAS RECEIVED BY THIS OFFICE AND THE FOLLOWING ACTION WAS TAKEN: BASED ON VEHICLE AVAILABILITY:	
AVAILABLE:	NOT-AVAILABLE:
TMP NUMBER (When using your assigned vehicle) _____	
4. COMMENTS:	
5. TO: INSTALLATION TRANSPORTATION OFFICER (BLDG 33720)	6. DATE:
6. YOUR REQUEST FOR TRANSPORTATION WAS RECEIVED BY THIS OFFICE AND THE FOLLOWING ACTION WAS TAKEN: APPROVED DISAPPROVED	
_____	_____
TMP SUPERVISOR	ANTHONY B. SMITH MOTOR TRANSPORT OFFICER

