

# REQUEST FOR TRANSPORTATION

**20th Logistics Readiness Squadron, Vehicle Operations**

**Comm: 895-5016/1-800-368-4470 DSN: 965-5016 FAX: 895-5156**

Name of Requester

ORG, OFFICE SYMBOL, & PHONE EXT.  
372 TRS/Det 2, CCT, 895-6040

DATE: (DD/MMM/YY)

E-Mail Address:

TYPE VEHICLE DESIRED:  
Any Available

NUMBER OF PASSENGERS

CARGO: (LBS)  
Personnel

Are you requesting a Government Credit Card:

YES

NO  
X

Will a Vehicle Operator be required from 20<sup>th</sup> TRANS:

YES

NO  
X

PICK UP LOCATION: (For UDIs needing delivery, need location; DVs ONLY)  
Shaw Transportation

DATE AND TIME REQUIRED:

DESTINATION:  
321 Avocet St, Shaw AFB, 372 TRS

DATE AND TIME OF RELEASE/RETURN:

NAME OF DRIVER (If different from requester)

**PRIORITY 1**

**PRIORITY 2**

**PRIORITY 3**

**PRIORITY 4**

**PRIORITY 5**

Emergency  
Shipment of MICAPS/PRIORITIES  
Downed Aircraft  
VIP Support(O-6 & Above)  
Wing Deployments  
Honor Guard Details

Surface Cargo Shipments  
Shipment of MICAPS  
Transient Aircrew Support  
TDY Support (Groups requiring Bus Support)

Replacement vehicle (Unit below mission essential level)  
Airport Request  
Base Taxi  
DRMO Shipments  
TDY Support  
Vehicle Training

Base clean up detail  
MWR Support  
Community Support

Public Relations  
Space Available Passengers  
Others

General Instructions:

1. Requests for service must be routed through the organizations Vehicle Control Officer/ Alternate or Commander for approval (DV support must come through protocol)
2. Requests must be submitted at least 24 hours in advance of the required date
3. U-Drive It vehicles will be picked up on the date and time requested or is subject to cancellation if not picked up by the end of the duty day. (2300)
4. Request must include any pertinent information needed to validate official use of the government vehicle
5. Requests for special operations/exercises must have the name of the operation annotated in the special instructions block of this form

**PURPOSE AND PROJECT NAME**

**SPECIAL INSTRUCTIONS:**

Vehicle is needed for TDY student to navigate to and from hotel, dining and FTD building (1029) each day.

## FOR TRANSPORTATION USE ONLY

APPROVED

DISAPPROVED

VEHICLE REGISTRATION NUMBER TO BE UTILIZED:

NAME AND GRADE OF APPROVING OFFICIAL

DATE (DD/MMM/YY)

TIME:

**REMARKS:**