

NAVFAC FAR EAST
 Public Works Atsugi, Production Division
 BSV&E Branch, Code PRA33
 PSC 477 Box 15, FPO AP 96306-1215

VEHICLE/EQUIPMENT REQUEST

PART A: TO BE FILLED IN BY REQUESTING ACTIVITY

1. REQUESTING ACTIVITY	2. TYPE EQUIP. REQUESTED	3. WITH OPERATOR <input type="checkbox"/> YES <input type="checkbox"/> NO
4. REPORT TO (Name, Bldg. Room)	5. NUMBER OF PASSENGERS	6. POC & PHONE NO.
7. REPORTING TIME		8. DESTINATION
DATE (MM/DD/YY)	TIME (HH:MM)	
9. ACCOUNTING DATA CHARGEABLE		
COMMAND ACCOUNT <input type="checkbox"/> TAD ORDERS <input type="checkbox"/> PCS ORDERS <input type="checkbox"/> OTHER <input type="checkbox"/>		
10. SIGNATURE OF REQUESTOR:		11. DATE (MM/DD/YY)

OVERTIME IS APPROVED / DISAPPROVED BY REQUESTOR (CIRCLE ONE)

12. FLIGHT INFORMATION (IF APPLICABLE):

<u>AIRLINE</u>	<u>FLIGHT NUMBER</u>	<u>AIRPORT</u>	<u>DEPARTURE/ARRIVAL TIMES</u>
		NARITA <input type="checkbox"/>	
		HANEDA <input type="checkbox"/>	
		YOKOTA <input type="checkbox"/>	

13. REMARKS (RELEVANT TRIP INFORMATION):

**NOTE: PETS NOT ALLOWED ON BUS. PCS PERSONNEL PLEASE CONTACT DISPATCHERS FOR OTHER ARRANGEMENTS.
 PLEASE CALL TO CONFIRM AFTER SUBMISSION OF THIS REQUEST.**

PART B: TRANSPORTATION DEPARTMENT USE ONLY

1. REQUEST RECEIVED		2. RECEIVED BY DISPATCHER	
DATE (MM/DD/YY)	TIME (HH:MM)	DISPATCHER NAME:	
____ / ____ / ____	____ : ____		
DISPATCHER TELEPHONE NO. DSN: 264-3563/3900/3765 COM: 0467-63-3563/3900/3765	DISPATCHER FAX NO. DSN: 264-4072 COM: 0467-63-4072	DISPATCHER E-MAIL ADDRESS Yuko.Tachino.JA@fe.navy.mil Yumi.Hiramoto.JA@fe.navy.mil Keiko.Harukawa.JA@fe.navy.mil	

Check List of Required Documents for Checking Out a Vehicle from C Pool

- Uniform required for all military not in a leave status (Leave chit required)
- Driver's License
 - SOFA Driver's License
 - Japanese Driver's License
 - Government Driver's License (required for 3 ton or greater vehicles)
- Completed Vehicle Request Form Signed by Your Command Transportation Representative
- Funding Information
 - Orders
 - Vehicle Request Form with Proper Command JON

Going to Airport

- Orders
- Flight Itinerary
 - Haneda or Yokota
 - Narita
 - O-5 Letter if shuttle bus could meet your schedule
 - No requirement letter if traveling with Pets

Command Transportation Representative

This document was created based on customers response. It will help to ensure a speedy pickup of vehicles by providing you with the list of requirements before you get to the transportation office. When signed by your Command Transportation Representative it will ensure your documents are ready for transportation. We welcome the feedback you provide to make this form possible. Any further improvement ideas you have for this form please let the Transportation Office know. Thank you from the Atsugi Transportation Department.