Naval Facilities Engineering Command Far East Okinawa

Operator Service : ***DSN. 634-8215 (FAX 634-8214) From Off-base phone / cell phone: 098-961-8215***

Hrs of Operation: Mon - Fri 0700-1600 (Lunch Time:1100-1200) CLOSED on Sat/Sun/Holidays

V E H I C L E / E Q U I P M E N T R E Q U E S T

PART A. / TO BE FILLED IN BY REQUESTING ACTIVITY

1. Requesting Activity (Your Command)	**2. Requested Vehicle Type** Request commercial vehicle? ☐ **NO** ☐ YES	**3. Request Operator Service?** ☐ YES ☐ NO * OVERTIME APPROVED **YES NO**

4. Pick Up Date / Time	**Pick Up Point**	**Destination**	**5. Return Date / Time**

6.Passenger or Driver Name MR. MS. **Phone:**	**7. #s of Passenger**	**8. P.O.C. Information** **Name:** **Email:** **Phone:** **FAX:**

9. ACCOUNTING DATA CHARGEABLE

☐ Command Account ☐ TAD/ TDY Order ☐ OTHERS

*Require copy of your GOV-authorized order

10. Signature of Requestor	**11. Today's Date**

12. Flight Information: Needs to fill in only airport pick up / drop off is requested

		AIRPORT	*AIRLINE*	*Flight Number*	*DATE/TIME*
Pick Up	☐	***NAHA AIRPORT*** ☐ **KADENA AMC**			
	☐	***OTHER (*** _____ ***)***			
Drop Off	☐	***NAHA AIRPORT*** ☐ **KADENA AMC**			
	☐	***OTHER (*** _____ ***)***			

13. REMARKS (Relevant trip information)

Email Address:

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PART B / TRANSPORTATION OFFICE USE ONLY