

Date: _____

From: _____
(Must be at least an O-5)

To: NAVFAC Far East Transportation Director, Atsugi

Subj: CERTIFICATION OF REQUIREMENT FOR GROUND TRANSPORTATION TO
NARITA AIRPORT OUTSIDE OF NORMAL SHUTTLE SERVICE WINDOW

1. I hereby certify that the following person(s), in conjunction with official or PCS travel, has/have an airline departure or arrival time outside of the window specified for base shuttle usage:

Name: _____ Rank: _____

Command: _____ Departure/Arrival (circle one)

Flight Date: _____ Departure/Arrival Time: _____

Airline: _____ Flight Number: _____

* List additional personnel on the same flight by name, rank, and command on the back of this form.

2. I acknowledge that travelers with flight departure times between 1430-2030, and with arrival times between 1000-1730, are required to use the Narita Shuttle.

3. Use of a command duty, Class B, or Class C vehicle is required to support the travel described above. Request toll tickets for one (1) round trip to Narita International Airport be issued to the bearer of this form. Any questions regarding this request can be directed to me at DSN _____.

(signature)

(printed name and rank)

***** THIS FORM MUST BE SIGNED BY AN O-5 OR ABOVE *****

This form may be signed by the acting deputy of the appropriate O-5, but no "By direction" authorizations will be accepted. Commands lacking an Atsugi-based O-5 in their chain of command must obtain certification from Commanding Officer, NAF Atsugi.

Questions regarding policy and/or this form may be directed to NAVFAC Far East Transportation at DSN 264-3562.