Instructions for Request for Motor Vehicle Transportation

FB Form 1494-E, Jan 2011 (IMSE-BRG-LGT)

Date Wanted: fill in the date you want the vehicle.

Time: fill in the time you want the vehicle.

Requested By: name of requestor.

Telephone #: telephone number of the requestor.

Driver Required: check yes if driver required, no if none required.

Date/Time Return: fill in anticipated date and time of return.

Organization: name of your organization.

Telephone#: your organization's primary telephone number.

Number of Passengers: the number of passengers in each vehicle. If none, leave blank

Wait: check if you will wait, no if you will not.

Point of Contact: please provide a point of contact for this request.

Pickup at Bldg#: self explanatory. If none, leave blank.

Deliver to Bldg#: self explanatory. If none, leave blank.

Post to Be Delivered To: fill in the installation to deliver the vehicle to. If none, leave blank

Type of Cargo: provide type of cargo if any. If none, leave blank.

Amount of Cargo: fill in the amount of cargo. If none, leave blank

Comments: provide the type a vehicle you are requesting and additional comments.

Purpose of the Trip: let us know the purpose of your trip.

Transportation Coordinator: the name of your transportation coordinator and telephone number.

Signature: print the form, sign it and fax to the Fort Bragg Transportation Motor

Pool at 910.396.7063

REQUEST FOR MOTOR TRANSPORTATION	
To: Installation Transportation Motor Pool	
Date Wanted:	Time Wanted:
Requested By:	Telephone#
Driver Required: Yes No	Date/Time Return
Organization:	Telephone#
Num of Passengers	Wait: Yes No
Dispatch Information	**For TMP Use Only**
Point Of Contact	Approved Disapproved
Pickup at Bldg #	Date/Time Request Received
Deliver to Bldg #	Request Received By:
Post to be delivered to:	Type Vehicle:
Type of Cargo:	TMP#
Amount of Cargo:	Not Used
Comments:	Not Used
Purpose of Trip:	Fund Code:
Transportation Coordinator:	Not Used
Signature:	

FB Form 1494-E, Jan 2011 (IMSE-BRG-LGT)