

COMMANDS LETTERHEAD

OFFICE SYMBOL

DATE

FROM: Requesting Agency/Unit/Group

THRU: Transportation Motor Pool Fleet Management

TO: Installation Garrison Commander

SUBJECT: Request TDA Authorization and Funding for GSA Leased vehicle

1. TDA Authorization? Yes____No_____
2. Vehicle Control Officer (VCO) has validated below requirements, based on AR 58-1.
3. Required Approval Date:
4. Mission Essential? Yes____ No____ / Mission Support? Yes____ No____ / GWOT? Yes____ No_____
5. Impact if disapproved:
6. Justification for approval:
7. Requester "Accepts" below requirements:
 - a. Process completed 4610-R through TMP for approval
 - b. Monthly Cost
 - c. Mileage Cost
 - d. Incident Cost
 - e. Accident Cost
 - f. Special Equipment Cost
 - g. Requesting Commands budget office, validate payment process with DOL Budget.
8. POC is John Doe at (910) 396/432/907-XXXX and Cell 910-123-XXXX and AKO/e-mail address.

06 or Above Cdr _____ Approve _____ Disapprove _____

Garrison Cdr _____ Approve _____ Disapprove _____