

REQUEST FOR MOTOR TRANSPORTATION (AR 58-1 & TM 38-600)			DATE
TO: Transportation Motor Pool (TMP) ATTN: Chief Dispatcher Bldg T-1617 Fort Lee, VA 23801-5174		FROM: (Activity, name & phone no. of Transportation Coordinator authorized to request vehicle)	
TRANSPORTATION SERVICE REQUIRED			
DATE(S) AND TIME REQUIRED*	DATE AND TIME OF RETURN:	TYPE OF VEHICLE(S)	<input type="checkbox"/> WITH DRIVER * <input type="checkbox"/> WITHOUT DRIVER
REPORT TO: (User's name, section, bldg # and phone #)	DESTINATION: (Bldg, Street, etc.)	NO PASSENGERS	
JUSTIFICATION		SIGNATURE OF AUTHORIZED* TRANSPORTATION COORDINATOR:	
FOR TMP USE ONLY			
SIGNATURE & COMMENTS OF APPROVING OFFICIAL:		PRIORITY	

- * WITH DRIVER: Transportation Motor Pool (TMP) provides driver for Buses, tractors and trailers Only--all other vehicles are provided on a user driver basis.
- * JUSTIFICATION: Include purpose of request , number of passengers, materials or supplies to be transported. Statements such as "official business or special event" are insufficient justification, and request will not be acceptable.
- * Request to be submitted 3 days in advance of date transportation is required.
- * Multi-day Request:
 - Inclusive dates, i.e., 1 thru 3 Nov--one request required.
 - Non-inclusive dates, i.e., 1, 6, 20, 22 Dec --separate request for each date.
- * TMP requires two copies of Transportation Request. If file copy is required, submit an additional copy
- * DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) for Transportation Coordinator
- * Must be on file at the TMP.

ADDITIONAL JUSTIFICATION OR REMARKS: