MCIEAST-MCB CAMLEJ G4 Motor Transport Division

TRANSPORTATION SUPPORT REQUEST (TSR)

MINIMUM 48 HRS ADVANCE NOTIFICATION REQUIRED

"EXCEPT"

HEAVY EQUIPMENT REQUESTS (IE: TANKS AND AAV'S), WHICH REQUIRE A MINIMUM 10 WORKING DAYS ADVANCE NOTIFICATION TO OBTAIN ROAD PERMITS

1	REQUESTING UNIT:	
2	REQUESTOR (GS-5/E-6 OR ABOVE):	
3	POC (GS-5/E-6 OR ABOVE):	
4	POC PHONE #:	
5	MAJOR COMMAND/HOME UNIT POC:	
6	MAJOR COMMAND/HOME UNIT PHONE #:	
7	BILLING POC & PHONE #:	
8	TYPE OF VEHICLE:	
9	NUMBER OF VEHICLES:	
10	IS DRIVER NEEDED?:	
11	REPORT TO LOCATION (IF DRIVER NEEDED):	
12	DESTINATION:	
13	REPORT TIME /DATE:	
14	RETURN TIME/DATE:	
15	TYPE OF CARGO:	
16	NUMBER OF PASSENGERS:	
17	WILL VEHICLE BE USED TO PULL A TRAILER?:	
18	MISSION OF THE VEHICLE:	
19	REMARKS:	

***BILLING INFORMATION REQUIREMENT**: IF A NON RESIDENT UNIT OF THE CAMP LEJEUNE/NEW RIVER COMPLEX, BILLING INFORMATION MUST BE PROVIDED TO MS. GWEN CHEESE (**GWEN.CHEESE@USMC.MIL**), MCB COMPTROLLER'S OFFICE (910-451-5059) PRIOR TO CHECKING OUT VEHICLES.

***PERMISSABLE OPERATING DISTANCE (POD) REQUIREMENT**: IF TRAVELING OUTSIDE THE POD (150 MILES FROM THE CAMP LEJEUNE/NEW RIVER COMPLEX), A POD REQUEST MUST ACCOMPANY THIS TSR AND BE FORWARDED TO **SHEILA.JONES@USMC.MIL** FOR ASSESSMENT. (II MEF UNIT REQUESTS MUST BE ROUTED VIA **IIMEF_MMCC@USMC.MIL**). ONCE APPROVED, REQUESTOR WILL BE NOTIFIED AND PROVIDED VEHICLE RESERVATION CONFIRMATION.

***USE OF GME:** I HAVE READ AND UNDERSTAND THAT USE OF GME MUST BE IN COMPLIANCE WITH MCIEAST - MCB CAMLEJO 11240.1 PAGE 2-2, AUTHORIZED USE OF GME.

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REQUESTOR

This Section is for Motor Transport Division Use Only

☐ **APPROVED**

RESERVATION NUMBER

VEHICLE NUMBER

☐ **DISAPPROVED**

IF THE UNIT PLANS TO REQUEST A SHORT TERM LEASE FOR THIS VEHICLE(S), THIS ATTACHMENT, WITH BASE MOTOR TRANSPORT E-MAIL, SHOULD BE FORWARDED TO MARINE CORPS BASE CONTRACTING.

PROCESSING OFFICIAL:

Submit Requests to VEHICLE_REQUESTS@USMC.MIL