

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 OF 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 NEED):	
12. DESTINATION:	
13. REPORT TIME/DATE:	
14. RETURN TIME/DATE:	
15. TYPE OF CARGO:	
16. NUMBER OF PAX:	
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) REQUIREMENTS:** IF TRAVELING OUTSIDE THE POD (150 MILES FROM THE CAMP LEJEUNE/NEW RIVER COMPLEX), A POD REQUEST WITH VEHICLE # MUST BE FORWARDED TO SHEILA.JONES@USMC.MIL FOR ASSESSMENT. (II MEF UNIT REQUESTS MUST BE ROUTED VIA IIMEF_MMCC@USMC.MIL.) UPON APPROVAL, REQUESTOR WILL BE NOTIFIED AND PROVIDED VEHICLE RESERVATION CONFIRMATION.

***USE OF NON TACTICAL VEHICLE (NTV):** I HAVE READ AND UNDERSTAND THAT USE OF NTVs MUST BE IN COMPLIANCE WITH MCIEAST-MCB CAMLEJO 11240.1.

<input type="checkbox"/> Approved	Requestor Signature	
<input type="checkbox"/> Disapproved	RESERVATION NUMBER	
	VEHICLE NUMBER	

IF VEHICLE(S) DISAPPROVED AND UNIT WISHES TO REQUEST A SHORT TERM LEASE, THIS TSR SHOULD BE FORWARDED TO MCIEAST CONTRACTING.

PROCESSING OFFICIAL: