

*Naval Facilities Engineering Command, Europe, Africa, Central*

**NAVFAC EURAFCENT**

OFFICE: +973-1785-4545 DSN: 318-439-4545 AFTER HOURS +973-3943-6585

Hrs of Operations: Sat-Thurs 0730-1530 (Lunch Time: 1130-1230) CLOSED on FRI/Holidays

**VEHICLE / EQUIPMENT REQUEST FORM**

**VEHICLE REQUESTS ARE REQUIRED TO BE SUBMITTED 5 WORKING DAYS PRIOR.**

**CRANE REQUESTS ARE REQUIRED TO BE SUBMITTED 3 WEEKS PRIOR.**

**REQUESTS NOT MEETING THESE TIMELINES WILL BE CONSIDERED ON A CASE BY CASE BASIS.**

<u>1. COMMAND &amp; UIC</u>		<u>2. TYPE VEHICLE</u>		<u>3. OPERATOR REQUIRED?</u>	
<u>4. PICK UP DATE/TIME</u>		<u>5. PICK UP LOCATION AND DESTINATION</u>		<u>6. RETURN DATE/TIME</u>	
<u>7a. # OF PASSENGERS</u>	<u>7b. # OF BAGS</u>	<u>8. POINT OF CONTACT INFORMATION (WHO IS RESPONSIBLE)</u> NAME: EMAIL: PHONE:			

**NOTE:** ENSURE CONTACT INFORMATION IS CORRECT. THE INFORMATION WILL BE USED FOR REQUEST CONFIRMATION, RE-SCHEDULE, AND OTHER PURPOSES. RECOMMEND REQUEST BE SUBMITTED VIA EMAIL.

**9. METHOD OF PAYMENT.**

**IF GL ACCOUNT IS UNKNOWN PLEASE CONTACT YOUR COMMAND SUPPO OR FINANCIAL MANAGER**

<u>GL ACCOUNT</u>	<u>GPC</u> <i>GPC Users will be provided a quote from PWD Facilities Support Contract (FSC) and will pay contractor directly</i>
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<u>10. SIGNATURE OF REQUESTING OFFICIAL.</u>	<u>11. TODAYS DATE (MM/DD/YY)</u>
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**12. REMARKS. TO INLCUDE FLIGHT OR PROJECT INFORMATION, MULTIPLE LOCATIONS FOR PICK UP OR DROP OFF ETC.**

**EMAIL ADDRESS FOR TRANSPORTATION SERVICES. DO NOT SEND REQUEST TO INDIVIDUAL PERSONNEL.**

**M-BA-NAVFAC-EURAFSWA-TransportationServices@me.navy.mil**