

DISTRIBUTION MANAGEMENT OFFICE (DMO)

BUS RESERVATION REQUEST FORM

Transportation service requests must come from someone with proper authority, in the S-4, of each requesting unit for the movement of passengers. Service can be exercise related or any other official reasons as determined by the unit Commanding Officer (CO).

The Line of Accounting (LOA) must be provided.

1. Occasion/Exercise:

2. Approving Official (AO):

3. Funds (LOA):

SDN:

Estimate cost:

4. Number of Passengers: 人数

5. Pick up Location (bldg number): 送迎の場所 建物番号

6. Pick up Time: 送迎の時間

7. Drop off Location (bldg number): 降車地点 建物番号

8. Drop off Time: 到着時間

9. Point of contact information of the person in charge of move. Individual designated in charge of operation must be present during the move.

Name & Rank:

Unit:

Phone Number:

Email Address:

Remarks:

Requester's Name:

Date of Request:

Phone Number:

Email Address:

Remarks: