

REQUEST FOR TRANSPORTATION

314TH TRANSPORTATION SQUADRON	LITTLE ROCK AFB AR 72099	COMM: (501) 987-6087 DSN: 731-6087
<i>TO 314 TRNS/LGTO, FAX COMM: (501) 988-6859 DSN: 731-6859</i>		<i>FROM (Org, Office Symbol, Phone Ext)</i>

DATE	REQUESTER	GRADE
TYPE VEHICLE DESIRED	NUMBER OF PASSENGERS	CARGO (LBS)
TYPE OF SUPPORT DESIRED (UDI or Dedicated Transportation Operator)		DATE REQUIRED
PICKUP LOCATION(For UDI service, annotate Bldg 551)		TIME REQUIRED
DESTINATION		DATE OF RELEASE/RETURN
		TIME OF RELEASE/RETURN
NAME OF DRIVER(If furnished)		

PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5
EMERGENCY ALPHA ALERT	CASUALTY ASSISTANCE HONOR GUARD VIP O-6 & ABOVE IG TEAM EXERCISE SUPPORT	TDY/STAFF ASST VISIT REPLACEMENT VEHICLE (UNIT BELOW MISSION ESSENTIAL LEVEL)	ADMINISTRATIVE SUPPORT BASE CLEAN UP DETAIL	BASE SPONSORED TOURS OTHERS

General Instructions:

1. Requests for service must be routed through the organizations Vehicle Control Officer/Alternate or Commander for approval
2. Requests for Morale, Welfare and Youth support must be routed through the Office of The Chief of Services for approval
3. Requests must be submitted at least 72 hours in advance of the required date
4. U-Drive It vehicles will be picked up on the date and time requested or be subject to cancellation one hour after requested pick-up time
5. Request must include any pertinent information needed to validate official use of the government vehicle
6. Requests for special operations/exercises must have the name of the operation annotated in the special instructions block of this form

PURPOSE AND JUSTIFICATION

SPECIAL INSTRUCTIONS

NAME AND GRADE OF VCO/ALTERNATE/OR UNIT COMMANDER	SIGNATURE
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FOR TRANSPORTATION USE ONLY

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
CONFIRMATION NUMBER	
NAME AND GRADE OF APPROVING OFFICIAL	DATE
	TIME
NAME AND GRADE OF OFFICIAL POSTING INFORMATION INTO DAFIS	VEHICLE REGISTRATION NUMBER TO BE UTILIZED

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).