# H&S BN, HQMC, HENDERSON HALL
# MOTOR TRANSPORT SUPPORT REQUEST

1. **SUBMIT ALL REQUEST TO THE MT EMAIL ADDRESS BELOW.**
2. **All requests need to be submitted by 3:30 pm, at least (2) WORKING DAYS prior to date required.**
3. **You are required to call 24 HOURS prior to date required to confirm your request.**
4. **Vehicles will only be held for (1) HOUR after requested pick-up time, before being cancelled and reassigned as needed.**
5. **Officers must have prior written approval by the Installation Commander to operate a government vehicle.**
6. **Large groups (5 or more personnel) must provide a by-name roster to the dispatcher in addition to this support request form.**
7. **After normal working hours, all vehicles will be parked in the MT lot, and keys along with trip ticket turned in to the OOD.**
8. **Please call the dispatcher to cancel any request.**

## REQUEST HEADER

| 1. REQUESTED BY: | | 2. DATE REQUESTED: |
|---|---|---|
| 3. SECTION: | 4. PHONE: | 5. EMAIL ADDRESS: |

## REQUEST TYPE / CARGO

| 6. TYPE OF REQUEST: | 7. CARGO: |
|---|---|
| ☐ VEHICLE Type: SEDAN (sedan, cargo van, mini-van, etc.) | ☐ PERSONNEL Qty: |
| ☐ DRIVER | ☐ GEAR lbs: |

## PICK-UP INFORMATION

| 8. DATE REQUIRED: | 9. TIME: | 10. LOCATION: |
|---|---|---|
| 11. POINT OF CONTACT: | 12. SECTION: | 13. CELL #: |

## SUPPORT INFORMATION

| 14. DESTINATION: | 15. ESTIMATED RETURN TIME (enter date if not the same day): | |
|---|---|---|
| 16. FLAG OFFICER: ☐ YES Qty: _____ | 17. SENIOR EXCUTIVE SERVICE (SES): ☐ YES Qty: _____ | 18. UNIFORM: BUSINESS CASUAL |
| 19. IN SUPPORT OF (BREIF DESCRIPTION): | 20. OTHER COMMENTS/SPECIAL REQUIREMENTS: | |

## DISPATCHER USE ONLY

| 21a. VEHICLE / DRIVER: | 21b. VEHICLE / DRIVER ASSIGNED - CHANGE: |
|---|---|
| / | / |

## MOTOR TRANSPORT CONTACT INFORMATION

| | |
|---|---|
| **OOD:** | **(703) 614-5973** |
| **OFFICE:** | **(703) 614-1632** |
| **MT DISPATCHER:** | **(703) 614-1332/1746** |
| **FAX #:** | **(703) 614-1555** |
| **MT EMAIL ADDRESS:** | HNHL_MOTOR_T@USMC.MIL **(click link to email request)** |

*FORM DATE :20200218*