



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 628TH AIR BASE WING (AMC)
JOINT BASE CHARLESTON, SC**

MEMORANDUM FOR: 628 LRS/LGRDDO

FROM: 628 LRS/LGRF

SUBJECT: Request for a U-Drive-It vehicle, Government Fleet Services Card and/or Request to Exceed the Permissible Operating Distance.

1. Type of vehicle: _____ Number of passengers _____
 - a. Organization and phone number: _____
 - b. Driver's name and rank: _____
 - c. Date required: _____ time required: _____
 - d. Return date: _____ time of return: _____
 - e. Destination: _____
 - f. Purpose of vehicle: _____

2. Will the vehicle be going off base? Yes No
3. Request for Government Fleet Services Card Yes No
4. Request to exceed the Permissible Operating Distance Yes No
5. All permanent party drivers must be registered in the Air Force Drivers Licensing system and possess a valid Government Drivers License (AF Form 2293) to drive GMVs 15 pax and larger.

VCO/VCNCO Printed name and phone number _____

VCO/VCNCO Signature _____

DISPATCH USE ONLY

Confirmation # _____	Approved / Disapproved / Contract Support / NVA
Loaded by _____	Signature _____
Date/Time _____ Reg # _____	Date/Time _____

Follow Up

Customer has been notified by: (Circle all that apply)

Phone Voice-mail Fax E-mail Left message with _____

If request is disapproved or transferred to QAE for contracted support, the request must be closed in OLVIMS.

Follow up done by _____ Date _____ Time _____