NDW CLASS-B VEHICLE JUSTIFICATION

SECTION 1 TO BE COMPLETED BY REQUESTOR

1. NDW Activity (select from the drop-down list or type in)	2. Date (YYMMMDD)	3. Funding Source: CNIC (YES or NO)

3a. If no, who funds your vehicle?	3b. If no, list Funding Source activity name.

If CNIC funded, indicate below: List UIC, program SIC and specific sub-program vehicle is leased to.

4. Activity Fenceline UIC (select from drop-down list)	5. Program SIC (select from drop-down list)	List specific program vehicle will support:

6. Program Manager	7. Program Manager Phone	8. POC Name at Activity	9. POC Phone Number

10. Is this a new unfilled vehicle requirement? (YES or NO)	If NO was selected, PWD must complete section below.

11. Program Manager/POC Signature	12. Date (YYYYMMDD)

SECTION 2 TO BE COMPLETED BY PWD

1. What is the current assigned vehicle USN or GSA tag number?	2. Equipment Code	3. Description

4. Actual or Expected Annual Mileage	5. Actual or Expected Trips Per Day

6. Primary Function of Vehicle:

SECTION 3 TO BE COMPLETED BY REQUESTING PROGRAM MANAGER

1. How many people does this vehicle support within the division/ work center?	2. How many people are transported in this vehicle daily?	3. List on-base areas that vehicle is operated.

4. Is the vehicle used as a duty vehicle after 1600 hrs or on weekends? (YES or NO)	5. How is this vehicle controlled to ensure maximum utilization?

6. Is the vehicle operated off-base? (YES or NO)	7. Load/weight transported (list weight in pounds):	8. Could work be accomplished via scheduled service, shuttle bus, or C-pool service? (YES or NO)

9. If No, explain why (describe the impact to your mission if a vehicle cannot be provided):

SECTION 4 TO BE COMPLETED BY APPROVAL AUTHORITIES
Installation Commanding Officer
Approved by:
Activity Public Works Officer (PWO)
Approved by:
NAVFAC-W BSVE Product Line Coordinator
Approved by:
NDW N8 Financial Manager (N4 Regional Analyst)
Approved by:
NAVFAC Atlantic PLMO
Approved by:
If this justification is not approved by all the above, the Public Works Department will provide an explanation/mitigation strategies for requesting Program Manager.